Klamath Falls City Schools
100% Graduation is Our Expectation!

MISSION: 100% GRADUATION IS OUR EXPECTATION
VISION: Dedicated to helping all students do their best work and become their best selves.
AIMS
(1) Best Work (2) Best Selves (3) Operational Excellence

DOCKET OF BUSINESS
November 9, 2026
Klamath Falls City Schools Lucile O'Neill Education Center Boardroom
1336 Avalon Street
Klamath Falls, Oregon 97603
#SPECIAL MEETING#

The board welcomes you to its monthly meeting. Public input is welcome and encouraged during the Public Comment segment of this meeting. If you wish to address the board, please complete the "Intent to Speak" form and submit it to the board secretary. When you address the board please state your name and address, and limit your commentary to three minutes. The board will listen to all remarks but will not respond to them at this time. Are there any members of the audience who submitted an Intent to Speak form?

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

1. **PRELIMINARY BUSINESS**
   Andrew Biggs, Board Chair
1. Call to Order and Pledge of Allegiance
   Andrew Biggs, Board Chair
2. Roll Call
   Andrew Biggs, Board Chair
3. Public Welcome & Public Comment
   Andrew Biggs, Board Chair
   The board welcomes you to its monthly meeting. Public input is welcome and encouraged during the Public Comment segment of this meeting.

   All those wishing to address the board have previously submitted their comments electronically or have submitted a Request to Speak form prior to the start of this meeting. Three (3) minutes is allotted for each individual speaker, with a total of fifteen (15) total minutes for this segment of the agenda.

   Amy Stercho, 1001 Loma Linda, KFO 97601 (in-person)
   The lack of transparency and communication regarding changes at Pondorosa has been unsettling. The district adopted NES without input from parents or teachers. We have significant, genuine concerns and need answers. Refusing to meet with parents who want to have open conversations about our children's education is unacceptable.

District policy was not followed in adopting the new math curriculum. Computer generated slides are developed in the administrative office and handed over to teachers without a supporting manual or a textbook. What qualifications do the people adapting the Eureka math curriculum have? How are you assessing student learning? Dr. Brown told parents that "NESA framework provides ... structured curriculum..., instruction, pacing, and feedback are managed by ... [teachers]." If this is an untested adaptation of the curriculum, you need to be evaluating the materials you provide as well as the instruction. Who is evaluating the curriculum? Are you asking for teacher feedback? Waiting to see if there is improvement in test scores is a gamble with our children's education. Test scores are a limited tool for evaluating educational outcomes and student understanding.
Reteach is important for students who need support, but enrichment should also offer students the opportunity to learn at their level. In 6th grade, math enrichment is working on packets without assistance from a teacher. In ELA, enrichment is silent reading. Under no definition is this enriching student learning.
NES was first implemented in Texas just three years ago. Klamath is expediting adoption of a new version of NES. Who is assessing this program and how are assessments being conducted? The district is developing this program and asking teachers to implement it with limited support for the teachers and students. We need accountability and assessment at the administrative level. We need parent and teachers working groups and open conversations.

Jessica Steensland, 1974 VanNess, KFO 97601 (via Zoom)

1. Early Release and Student Success
I want to thank the board for allowing weekly early release for our students and teachers.
These last few months have been extremely draining on our kids, and I can see the exhaustion in our teachers as well. I appreciate the board recognizing that both students and staff need time to recharge.
2. NES Program and Student Success
What steps is the school board taking to ensure that the NES system is effectively helping our students succeed?
I've heard from several students that once they pass their DOL, they are sent to another classroom where they're expected to simply read or complete a basic math worksheet, with no talking or socializing.
Shouldn't students who are meeting or exceeding expectations be rewarded with opportunities to grow and be challenged further, rather than simply being given busywork?
I understand the importance of giving students who are struggling additional time to review, but is separating the students who have passed really setting everyone up for success?
I'm also concerned about how this prepares our 8th graders for high school next year, where this same system won't be in place. Are we preparing them to be independent learners who can manage their own time and responsibilities?
3. Measuring the Success of NES
At this point in the school year, have we seen any significant improvements in student grades or academic performance since adopting the NES program?
If not, is the board planning a midyear evaluation comparing student performance to previous years?
I believe it's important that we're looking at actual results and not just assuming that a new system is working. How are we measuring whether this program is truly benefiting our children?

Garrett Steensland, 1974 Van Ness, KFO 97601 (via Zoom)

4. Middle School Bathrooms and Student Safety
When was the last time our school board members personally walked through and inspected the middle school bathrooms?

I've heard that the boys' bathroom stalls don't have doors. If this is true, why hasn't it been addressed? Could the lack of privacy and security in these bathrooms be contributing to the ongoing issues with fighting?
Our students deserve bathrooms where they feel safe and have basic privacy. What is being done to address these concerns?
5. Zero Talking in the Hallways
Why are students expected to maintain a level-zero voice while walking through the hallways?
I understand the importance of maintaining order and minimizing disruptions, but school is about more than academics. It's also where our children develop social skills, friendships, independence, and maturity.
Especially during these important developmental years, students need opportunities to socialize and learn how to communicate appropriately with their peers.
Requiring complete silence during hallway transitions seems unnecessarily restrictive and takes away opportunities for natural social interaction.
Shouldn't we be teaching our children how to communicate respectfully and responsibly rather than simply expecting complete silence?
I believe we should be encouraging independence and personal responsibility, not just compliance.
My Biggest Question
My biggest concern is whether we're creating an environment where our children are learning to think independently, take responsibility, and develop the skills they'll need beyond middle school, or whether we're simply teaching them to follow a very structured system.
How is the board making sure we're accomplishing both?

Judd Lehman, 2080 Portland St., KFO 97601 (in-person)
I have had one kid go to Ponderosa for sixth and seventh. At that time there was a lot of teacher turnover and she chose to do online school for eighth.
My younger daughter is now in sixth at Ponderosa. They both have really enjoyed the music programs - thank you.
I have a few concerns:
First, I am disappointed with the adoption of a new system and curriculum without input from parents or teachers. I am very impressed with the listening tour the County Schools Superintendent is doing that will be followed up by working with focus groups to create a strategic plan. I bet she ends up with support for her plan.
Second, Ponderosa currently has a great group of teachers and I am concerned the District has not engaged them in a meaningful way. To the contrary it appears they have been promised many things that have not come through such as an update on June 8, 2026 from the Superintendent that we would have super-supported teachers by others doing things like grading and making slides. Has this super support happened? With the amount of class time each teacher has, when are they supposed to create DOL's, Grade, communicate with parents, etc.
What opportunity has the District provided for teachers and parents to be able to provide input?
Third, things like DOL's and enrichment/behave out room is taking from functional lesson time. For example, my daughter says DOL's does not leave time for a full lesson or any review of the past days lesson. Is it really enriching the way it is currently set up?
Lastly, I firmly believe that to be successful, a school needs to have buy in from parents, teachers, and students. Does not appear effort was put towards this?
Thank you!

4. Superintendent's Comments
   Keith A. Brown, Superintendent
5. Gifts to the District
   Andrew Biggs, Board Chair

NARRATIVE

BACKGROUND

To Whom It May Concern:

The children's jackets were originally donated to Good Medicine Outreach by IYS. Because many of the jackets were sized for children and did not match the needs of the clientele we typically serve, we decided to pass them along to an organization or individual better positioned to distribute them to the children and families who need them most. We are grateful to IYS for their generosity and glad these jackets can reach those who will benefit from them.

This letter is to confirm that the jackets being donated by Tayas Yawks for the community coat drive are brand new and have never been worn.

The jackets were originally individually packaged in plastic. Due to being moved and transported on multiple occasions, as well as individuals inspecting and sorting through the jackets, the original plastic packaging has been removed from some or all of the items. However, the jackets themselves remain in **new, unused, and excellent condition.**

Tayas Yawks is pleased to make these jackets available for donation with the intention that they be distributed to an organization, agency, or community group that can ensure they reach **individuals and families who are in need of warm clothing.**

We appreciate the opportunity to support the community through this donation and hope these jackets can provide warmth, comfort, and assistance to those who need them most.

Please feel free to contact us should additional information or verification regarding this donation be required.

Sincerely,

Tayas Yawks
Eric Rasdal
541-591-7818
ericr@tayasyawks.com

at least $750

Tayas Yawks donated new jackets to the Klamath Community market that sets up in front of Michael's craft store. Our organizer is Tina w/ Lakeside Printing. Donations with the help of Missionmae Blado & more, Frozen north Treasures & Amethyst River Crystals.

Gmail

Tara Bosse <bosset@kfalls.k12.or.us>

Coats distributed

1 message

Christine Redford <redfordc@kfalls.k12.or.us> Thu, Oct 22, 2026 at 3:03 PM
To: Tara Bosse <BosseT@kfalls.k12.or.us>, Fred Bartels <bartelsf@kfalls.k12.or.us>

1XL to Evan/Title 6
6 Medium to Evan/Title 6
2 Medium to Ponderosa
2 Small to Ponderosa
2 Small to SPED
4 Small to Daycare 3-5
5 Small to Roosevelt
3 Small to Conger
11 Small to KBBH
36 total coats
With an entertaining (I hope) secretary chat!

Christine Redford
Student Services Administrative Assistant
Klamath Falls City Schools
1336 Avalon St, Klamath Falls, OR 97603-4423
(541) 883-4744 | (541) 885-4273
8:00 a.m. to 5:00 p.m. (Pacific) Mondays through Fridays
Book a meeting with me
Our fiscal year is July 1, 2026 to June 30, 2027. Send all invoices to accounting@kfalls.k12.or.us and please invoice accordingly.

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This e-mail message is for the sole purpose of the intended recipient(s) and may contain confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

2. **CONSENT AGENDA**
   Andrew Biggs, Board Chair
1. Approval of Special Meeting and Executive Session Minutes (10/7/26)
   Andrew Biggs, Board Chair
2. Approval of Previous Month's Meeting Minutes (10/12/26) 8
   Andrew Biggs, Board Chair

Minutes of Regular Board Meeting
Klamath Falls City Schools
Board of Education

A Regular Board Meeting of the Board of Education of the Klamath Falls City Schools was held Monday, October 12, 2026, at 6:00 PM in the LOEC Boardroom and via a public digital Zoom meeting.

1. PRELIMINARY BUSINESS

1.1. Call to Order and Pledge of Allegiance – 6:00 PM
Presenter: Andrew Biggs, Board Chair

1.2. Roll Call
Presenter: Andrew Biggs, Board Chair

Board Members Present: Andrew Biggs, Nicole Trejo, Trina Perez, Kathy Hewitt, Vanessa Bennett and Kelsey Bitzer

Cabinet Members Present: Dr. Keith Brown, Dena Haudenshild, Daymond Monteith, Renee Clark, Brett Lemieux and Fred Bartels

Others: Rod Heyen, Maureen Lundy, Lisa Danskin, Susan Pruna, Jaynee Coslet, Terry Bennett, Kali Carter, Vanessa and Jesse Pate, Mike Hudson, Rebecca Crist, Tara Cramer, Todd Lehman, and Drew Langley

Zoom: Gretchen Knutson, Robin Sundseth, Jared McCleve, Jeff Haudenshild, Kyle Baird, Erin Poncia, Kaitlyn McAllister, L Dun, Amy Stercho, Heidi Biggs, Natalie Griffin, Holly Stork, and Alexander Hernandez

1.3. Welcome & Public Comment
Presenter: Andrew Biggs, Board Chair

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

Laycee Crist-Graham, 616 Lincoln St, KFO; Ponderosa student (in-person)

Laycee, an eighth-grade student at Ponderosa Middle School, expressed concerns about the implementation of the NES model and its negative impact on her school experience and mental health. She shared that the increased rules and structure have made school feel restrictive, causing her to lose motivation and experience anxiety and stress about attending. While acknowledging the importance of school rules and the model's intended goals, she emphasized the need to consider students' emotional well-being. She encouraged district leaders to listen to

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student concerns and ensure schools remain safe, respectful, and supportive learning environments.

Vanessa Pate, 1242 Owens St. KFO; District parent (in-person)

Vanessa Pate, a parent and stepparent of seven children, expressed concerns about the implementation of the NES model and its impact on students at Mills Elementary. She shared that she withdrew her three children less than a month into the school year due to emotional distress, behavioral challenges, and a lack of appropriate support. She described one child with developmental and behavioral needs who received multiple behavior referrals and suspensions despite having a 504 plan and behavior plan. Vanessa questioned the district's decision-making process, the level of family and staff involvement, and whether the board adequately reviewed the model's effects on student well-being, discipline, and disability services. She urged the board to provide evidence supporting its decision, listen to families and staff, and make changes to better support students.

1.4. Superintendent's Comments
Presenter: Dr. Keith Brown, Superintendent

Superintendent Dr. Brown explained that district staff work each year to balance class sizes and student needs to maximize learning opportunities with available resources. At the elementary level, class lists are developed before the school year begins to ensure equitable distribution of students, including those receiving special education and other support services. Teachers may request adjustments after school starts to maintain balanced classrooms. At the secondary level, principals and counselors collaborate to develop and adjust schedules to promote equity and appropriate class sizes. Dr. Brown emphasized the district's ongoing commitment to providing balanced and supportive learning environments for all students.

1.5. Recognition of Gifts to the District
Presenter: Andrew Biggs, Board Chair

Board Chair Andrew reported that no gifts were received by the district this month. He expressed appreciation to individuals and community members who generously contribute their time, talents, and resources to support the district.

2. NEW BUSINESS/ACTION ITEMS
Presenter: Andrew Biggs, Board Chair

2.1. Appointment of Zone 1 -Roosevelt, Board of Education Representative
Presenter: Andrew Biggs, Board Chair

MOTION: Nicole Trejo made a motion to appoint Holly Stork as interim to the Zone 1 (Roosevelt) position on the Board of Education; Vanessa Bennett seconded the motion.

The Board considered the appointment of an interim member to fill the Zone 1 (Roosevelt) vacancy that occurred in August. Five individuals submitted applications: Jaynee Coslet, Natalie Griffin, Amy Stercho, Kali Carter, and Holly Stork. The Board previously interviewed the applicants during a September 28 work session, where candidates answered questions and discussed their interest in serving.

Board Chair Andrew outlined the selection process, which included written preferences and additional voting rounds to narrow the candidates. Vice Chair Bitzer abstained from participating in the selection process due to a conflict of interest. Following multiple rounds, Holly Stork received the majority of votes.

Board members expressed appreciation to all five applicants for their willingness to serve, their community involvement, and their thoughtful presentations. They encouraged applicants to consider running in the May election, noting that additional Board positions would be available.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none, he called for the vote.

VOTE: Andrew Biggs, Nicole Trejo, Trina Perez, Vanessa Bennett, and Kathy Hewitt voted in the affirmative. Kelsey Bitzer abstained. **The motion carried.**

Holly Stork was not present during the vote and will take the oath of office at a later date. She joined the meeting via Zoom following her appointment.

3. CONSENT AGENDA

Presenter: Andrew Biggs, Board Chair

3.1. Approval of Previous Months Regular Board Meeting Minutes (9-14-26)

3.2. Approval of Executive Session Meeting Minutes (9-14-26)

3.3. Approval of Work Session Meeting Minutes (9-28-26)

3.4. Approval of Current Agenda

3.5. Approval of Personnel Agenda

MOTION #1: Kelsey Bitzer made a motion to add an item to the current agenda; Vanessa Bennett seconded the motion.

Vice Chair Bitzer requested an amendment to the agenda to include a discussion regarding a recent tour of Ponderosa Middle School attended by Board members Kathy and Andrew, the requesting Board member, and Superintendent Dr. Brown. A motion was made and seconded to add the discussion as Item 4.5 under Reports.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none, he called for the vote.

VOTE: Andrew Biggs, Vanessa Bennett, Nicole Trejo, Trina Perez, Kelsey Bitzer and Kathy Hewitt voted in the affirmative. **The motion carried.**

MOTION #2: Kelsey Bitzer made a motion to approve the amended agenda with adding 4.5 Ponderosa Visit report; Trina Perez seconded the motion.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none, he called for the vote.

VOTE: Andrew Biggs, Vanessa Bennett, Nicole Trejo, Trina Perez, Kelsey Bitzer and Kathy Hewitt voted in the affirmative. **The motion carried.**

4. REPORTS

Presenter: Andrew Biggs, Board Chair

4.1. Eagle Ridge New Tech High School Student Report

Presenters: Noah Clayton, Amiah Andrews, and Gabe Webb

Eagle Ridge New Tech High School students presented updates on school programs, student achievements, leadership opportunities, and academic progress.

Students highlighted the FFA program, including leadership retreats, successful participation in the District Soils Evaluation competition, and the upcoming first annual FFA Fall Auction on November 6. The FBLA program also reported continued growth, with one student sharing his experience earning a scholarship to attend a weeklong cybersecurity program at Georgetown University.

The Klamath Learning Center reported 64 completed courses, 15 official GED tests, and continued participation in GED preparation, diploma completion, and credit recovery programs. Students also shared attendance data, noting a decrease in overall September attendance from 88.12% in 2025 to 85.5% in 2026.

Additional highlights included the establishment of Eagle Ridge's first Associated Student Body (ASB) leadership team, expanded dual-credit business courses, theater outreach opportunities, and the successful Klamath River summer school project. The summer program served 24 students, achieved over 90% attendance, and resulted in 61 completed courses. Students also discussed partnerships with Klamath Community College and other postsecondary institutions that provide opportunities to earn college credits and explore career pathways.

Board members asked questions about the Klamath River project, the FBLA cybersecurity experience, theater activities, and student opinions regarding the school's block schedule.

Students shared mixed perspectives on the longer class periods, acknowledging both benefits and challenges.

Board members thanked the students for their informative presentation, professional appearance, and involvement in school activities. They expressed appreciation for the continued growth of Eagle Ridge's programs and the opportunities available to students at the local, state, and national levels.

4.2. School Improvement Report
Presenter: Susan Pruna, EL Coordinator and Tara Cramer, Teacher

District English Learner (EL) Coordinator Susan Pruna and EL teacher Tara Cramer presented an update on the district's English Learner program, highlighting student progress, assessment results, instructional strategies, and continued areas of focus.

Susan explained the process for identifying students eligible for EL services through the Language Use Survey and outlined the state assessment requirements for reading, writing, listening, and speaking. During the 2025–26 school year, the district served 210 EL students, including students receiving services and those being monitored after exiting the program.

The presenters reported positive student growth across the district, particularly in writing, which had been identified as an instructional priority. Mills Elementary demonstrated significant improvement, while other schools experienced varying results due to smaller student populations, students receiving special education services, and newly enrolled English learners. A total of 18 students successfully exited the EL program, representing approximately 15% of students tested. Susan credited the district's investment in EL curriculum and the efforts of teachers and students for the continued progress.

Board members asked questions regarding differences in student growth across grade levels, translation services, and the availability and effectiveness of translation devices. Susan explained that the district utilizes human translators and translation devices to support students and families with diverse language needs.

Discussion also included the district's transition to a push-in instructional model, in which EL teachers provide support within general education classrooms. The presenters explained that instructional time and opportunities for direct language instruction vary depending on classroom schedules and activities. Susan expressed concern about maintaining student progress under this model due to reduced opportunities for focused EL instruction.

Board members also discussed opportunities to support families learning English. Susan shared that the district previously offered parent classes and currently refers families to English language learning programs available through Klamath Community College.

The Board thanked Susan and Tara for their presentation, dedication to students, and continued efforts to improve English language proficiency throughout the district.

4.3. Monthly Financial Report
Presenter: Daymond Monteith, Executive Director of Operations

Daymond Monteith presented the district's financial report through September 30, 2026, providing an update on revenues, expenditures, enrollment, and the annual audit process.

He reported that September represents the district's first full payroll of the school year, providing a more accurate picture of expenditures. Both revenues and expenditures are trending within 1% of budget projections. The district's beginning fund balance is still being finalized as part of the annual audit process. The auditors have completed their on-site review, with the final audit report anticipated in early December.

Daymond also reported an increase of 18 students in district enrollment since the September Board meeting, representing approximately $200,000 in additional state school funding. Although enrollment remains approximately 30 students below projections, this reflects an improvement from the previous month, when enrollment was approximately 50 students below expectations.

Board members asked questions regarding the audit timeline and differences between the adopted and projected fund balances. Daymond provided clarification on the financial reporting process and the distinction between beginning and ending fund balances.

The Board thanked Daymond for the financial update.

4.4. Division 22 Report
Presenter: Fred Bartels, Executive Director of School Improvement

Fred Bartels presented the annual Division 22 Standards Report, explaining that Division 22 outlines the Oregon Administrative Rules governing the operation of public-school districts. He noted that districts are required to report their compliance status to their school boards annually by early November.

Brent reported that Klamath Falls City Schools is in full compliance with all Division 22 standards.

A Board member asked about the potential reinstatement of the Assessment of Essential Skills requirement. Brent indicated that he was unaware of a timeline for its return but believed a committee had been formed to review the matter.

The Board thanked Brent for his report.

4.5. Ponderosa Site Visit Report
Presenter: 2026-2027 Board Members and Fred Bartels

Board members discussed their recent visit to Ponderosa Middle School to observe the implementation of the New Education System (NES) model and gather feedback from teachers and staff.

Board members shared positive observations, including improved hallway behavior, effective use of apprentice teachers to provide classroom coverage, and increased opportunities within the music program. They also discussed concerns expressed by teachers regarding curriculum pacing, student readiness, limited collaboration time, and increased workloads associated with preparing instructional materials.

Fred Bartels explained that the curriculum follows a spiral approach, allowing students to revisit concepts throughout the school year while ensuring coverage of Oregon academic standards. He clarified that a team of 16 staff members is developing structured instructional materials using existing curriculum and that participating teachers receive additional compensation for this work.

Discussion focused on the importance of providing teachers with adequate training, collaboration time, and ongoing support during implementation. Board members suggested exploring opportunities to bring experienced NES educators from Houston to the district or send local teachers to observe the model firsthand. Mr. Bartels agreed to explore these possibilities, acknowledging potential scheduling and resource limitations.

Board members also discussed the need to monitor the effectiveness of NES through measurable data, including academic growth, attendance, enrollment, and student discipline. Mr. Bartels confirmed that student assessment data would be presented at the November Board meeting. Additional discussion addressed classroom coaching, grading responsibilities, and opportunities to reduce teacher workloads through technology and instructional support.

The Board emphasized the importance of gathering feedback from teachers, students, and families throughout the implementation process. Mr. Bartels shared that both Ponderosa and Mills planned to provide opportunities for staff discussions during the upcoming parent-teacher conference week.

Board members acknowledged that implementing a new instructional model presents challenges and emphasized the importance of communication, collaboration, and continued oversight. They expressed appreciation for the teachers and staff working through the transition and reiterated their commitment to ensuring that student and staff concerns are heard and addressed.

Follow-up: The Board requested an update at the November meeting regarding student performance data and efforts to connect with experienced NES educators from Houston.

5. OLD BUSINESS/ACTION ITEMS

Presenter: Andrew Biggs, Board Chair

5.1. Approval of Revised High School Handbooks (English and Spanish version)

Presenter: Renee Clark, Executive Director of Human Resources

The Board reviewed proposed revisions to the 2026–27 High School Student Handbook. The four proposed changes included updated language outlining consequences for hate speech, the reinstatement of Klamath Union High School's honors diploma requirements, and corrections to Eagle Ridge's A/B schedule.

Board members discussed concerns regarding information that may have been removed when the district consolidated individual high school handbooks into one document. While the Board supported maintaining consistent districtwide policies and expectations, members emphasized the importance of preserving school-specific information that students and families need, including graduation requirements, honors diploma pathways, athletics, and campus procedures.

Additional concerns included sections of the handbook containing incomplete information or language indicating that procedures still needed to be reviewed or confirmed for the 2026–27 school year.

Administration agreed to return the handbook to high school principals for further review, along with the previous year's handbooks, to identify and restore any necessary school-specific information. Board members were encouraged to provide additional feedback directly to the principals.

MOTION: Kathy Hewitt made a motion to table approval of the revised High School Handbook until the November meeting to allow for further review and revisions; Kelsey Bitzer seconded the motion.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none, he called for the vote.

VOTE: Andrew Biggs, Kelsey Bitzer, Nicole Trejo, Trina Perez, Vanessa Bennett, and Kathy Hewitt voted in the affirmative. **The motion carried.**

5.2. Board Decision Regarding Level III Grievance Hearing (RIFS)

Presenter: Daymond Monteith, Executive Director of Operations

The Board continued its consideration of the Level III grievance hearing held on October 7, 2026, regarding a reduction in force at Klamath Union High School resulting from the reallocation of Measure 98 funds. The Board had heard arguments from both parties during the October 7 hearing but had not reached a decision.

Board members discussed the distinction between a lack of funds and the reallocation of existing funds, as well as the applicable provisions of the collective bargaining agreement (CBA). Questions were raised regarding the timing of the reduction-in-force notices, which agreement was in effect, and whether the district's actions complied with contractual requirements.

Administration clarified that the 2025–28 collective bargaining agreement applied and reviewed the provisions addressing permanent reductions in force, notification requirements, and the definition of layoffs. Administration also indicated that the district had consulted legal counsel regarding the reallocation of funds and compliance with the agreement.

Additional discussion addressed the district's decision to redirect Measure 98 funding toward Career and Technical Education (CTE) programs and the reassignment of responsibilities previously performed by the eliminated positions.

MOTION: Vanessa Bennett made a motion to uphold the Superintendent's Level II Grievance decision; Kathy Hewitt seconded the motion.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none, he called for the vote.

VOTE: Andrew Biggs, Trina Perez, Vanessa Bennett, and Kathy Hewitt voted in the affirmative. Nicole Trejo and Kelsey Bitzer abstained. **The motion carried.**

6. BOARD MEMBER COMMENTS

Presenters: 2026-2027 Board Members

Board Member Kathy expressed appreciation for the accomplishments of Ms. Lancaster at Eagle Ridge, particularly the Readers Theater program involving elementary students. She commended the positive progress being made throughout the district at all levels.

Board Member Vanessa congratulated Klamath Union High School on its homecoming victory and expressed appreciation for the new playground at Conger Elementary School. She commended the efforts of staff and students throughout the district, particularly at Ponderosa Middle School, acknowledging the challenges associated with implementing changes. She emphasized that while change can be difficult, she believes the district is moving in the right direction. Vanessa reiterated the Board's commitment to listening to and supporting staff, students, and administration throughout the process, emphasizing the importance of working together and sharing responsibility as the district moves forward.

7. CLOSING COMMENTS FROM THE CHAIR

Presenter: Andrew Biggs, Board Chair

Board Chair Andrew thanked Principal Pogue for hosting the Board at Ponderosa Middle School and expressed appreciation to Fred and staff for their responsiveness to Board concerns. He acknowledged the importance of having difficult conversations and making challenging decisions to support the district's goals. He commended fellow Board members, district leadership, and staff for their dedication, willingness to address challenges, and continued commitment to improvement. He thanked everyone for their perseverance and participation before adjourning the meeting.

8. ADJOURNMENT

Presenter: Andrew Biggs, Board Chair
Adjournment Time: 8:20 PM

Approved by: _____ Date: _____

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3. Approval of Special Meeting and Executive Session Minutes (10/21/26)
   Andrew Biggs, Board Chair
4. Approval of Current Agenda 19
   Andrew Biggs, Board Chair

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

DOCKET OF BUSINESS
November 9, 2026
Klamath Falls City Schools Lucile O'Neill Education Center Boardroom
1336 Avalon Street
Klamath Falls, Oregon 97603
REGULAR MONTHLY MEETING OF THE KFCS BOARD OF EDUCATION

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

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

1. **PRELIMINARY BUSINESS**
    1. Call to Order and Pledge of Allegiance
    2. Roll Call
    3. Public Welcome & Public Comment
    4. Superintendent's Comments
    5. Gifts to the District
2. **CONSENT AGENDA**
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    2. Approval of Previous Month's Meeting Minutes (10/12/26)
    3. Approval of Special Meeting and Executive Session Minutes (10/21/26)
    4. Approval of Current Agenda
    5. Approval of Personnel Agenda
3. **REPORTS**
    1. Klamath Union High School Student Report
    2. School Improvement Report
    3. Monthly Financial Report
4. **NEW BUSINESS/ACTION ITEMS**
    1. First reading of OSBA policy rewrite final sections
5. **OLD BUSINESS/ACTION ITEMS**
    1. Board Decision Regarding Level III Grievance Hearing (Termination)
6. **BOARD MEMBER COMMENTS**

Board of Education: Holly Stork, Zone 1 | Andrew Biggs, Zone 2 | Vanessa Bennett, Zone 3 | Kathy Hewitt, Zone 4 | Trina Perez, Zone 5 | Kelsey Bitzer, Zone 6 | Nicole Trejo, Zone 7

7. **CLOSING COMMENTS FROM THE CHAIR**
8. **ADJOURNMENT**

Board of Education: Holly Stork, Zone 1 | Andrew Biggs, Zone 2 | Vanessa Bennett, Zone 3 | Kathy Hewitt, Zone 4 | Trina Perez, Zone 5 | Kelsey Bitzer, Zone 6 | Nicole Trejo, Zone 7

5. Approval of Personnel Agenda 22
Renee Clark, Director of Human Resources

Personnel

Month: **11/9/2026**

Administration recommends approval of the following Certified hires for the 2026-2027 School Year

Name	School	FTE	Hire Date	Contract	Position
Jeff Haudenshild	KFCS	1	11/10/2026	1st year prob Admin	Student Support & Grant Program Admin
Sarah Anastasi	Mills	1	11/10/2026	1st year prob	Teacher

Administration recommends approval of the following resignations/retirement of Certified Staff for the 2026-2027 School Year

Name	School	FTE	Resignation Date	Position
Sarah Pardo	Mills	1	12/13/2026	Teacher

3. **REPORTS**

Andrew Biggs, Board Chair

1. Klamath Union High School Student Report 24

KUHS ASB Representatives

KU Board Report
November 9, 2026

KU Highlights presented by Adilyn Seghetti.

- Senior Seminar Class hosted a FAFSA Night at Oregon Tech. Seventy seven KU seniors completed their FAFSA. That is 58% of the Class of 2027.
- Seattle Trejo earned a spot in the All State Choir.
- Tommy Biggs was named to the All State Jazz Band and Oliver Case was named to the All State Band.
- It is a busy fall for our sports teams. The boys and girls soccer teams qualified for the state playoffs.
- The 9 and 0 football team is a #3 seed in the football playoffs.
- The KU Boys and Girls Cross Country Teams swept the conference titles this year. GO PELS!
- Our Regional Center was awarded sustainability funds from the Ford Foundation.
- Last week, Carly Lynch, Dan Stearns and Evan Gallagher met with Angie Wilson the CEO of the Klamath Tribes. They want to partner with us in Health Occupations to expand opportunities for Tribal students.
- KU implemented FLEX Time on Tuesdays and Thursdays for students to get help, get better and get ahead. Students are getting additional support in courses to recover from absences inside the school day.
- On November 4th, thirty local, regional and state stakeholders met at KU to talk about building a school based health center on campus. RHTP awarded us $70,000 for site engineering.

2. School Improvement Report 26
Daymond Monteith, Executive Director of Operations

K–12 Regular Attendance

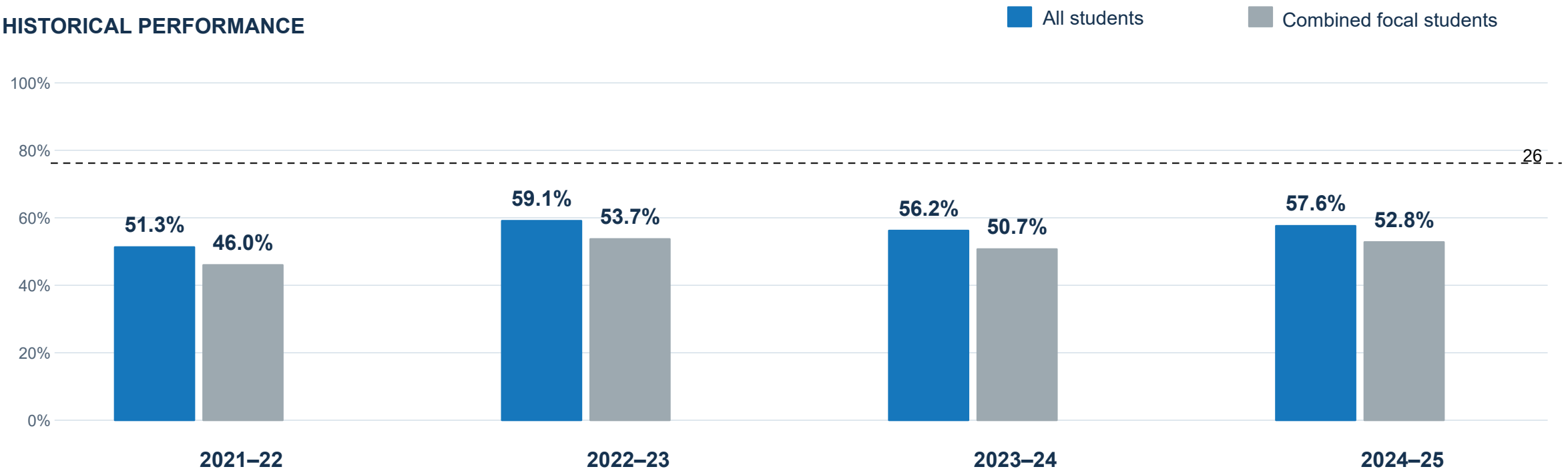
Students attending more than 90% of enrolled school days

2029–30 STATE TARGET
78.3%

2029–30 SIMILAR DISTRICT TARGET
92.4%

GAP-CLOSING TARGET SIZE
4.4%

HISTORICAL PERFORMANCE



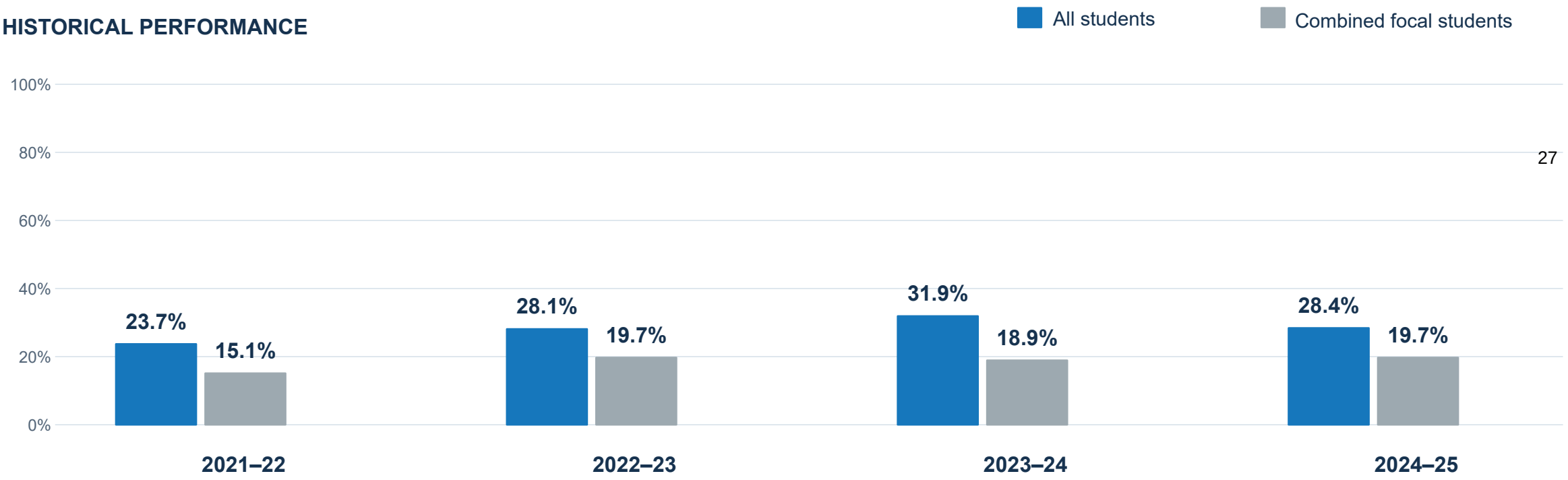
Source: Oregon Department of Education, Performance Growth Targets — Common Metrics; KFCS, Group 3, Cluster 1.

3rd Grade English Language Arts

Statewide ELA assessment proficiency

2029–30 STATE TARGET	2029–30 SIMILAR DISTRICT TARGET	GAP-CLOSING TARGET SIZE
52.6%	49.3%	7.4%

HISTORICAL PERFORMANCE



Source: Oregon Department of Education, Performance Growth Targets — Common Metrics; KFCS, Group 3, Cluster 1.

8th Grade Mathematics

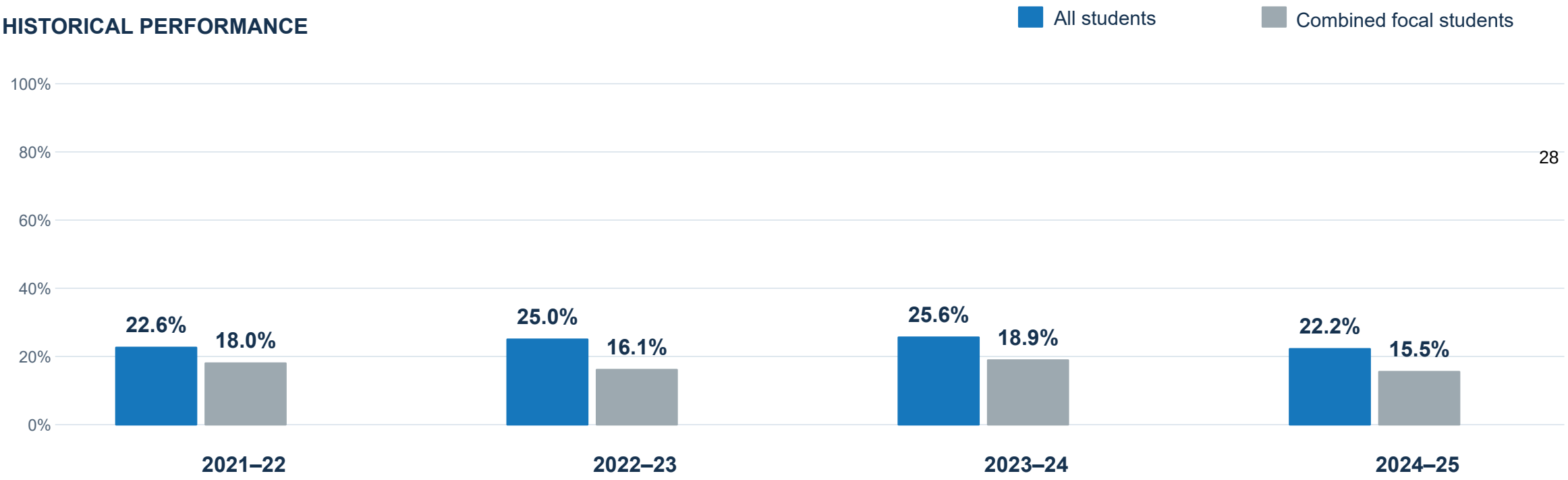
Statewide mathematics assessment proficiency

2029–30 STATE TARGET
52.0%

2029–30 SIMILAR DISTRICT TARGET
43.6%

GAP-CLOSING TARGET SIZE
7.2%

HISTORICAL PERFORMANCE

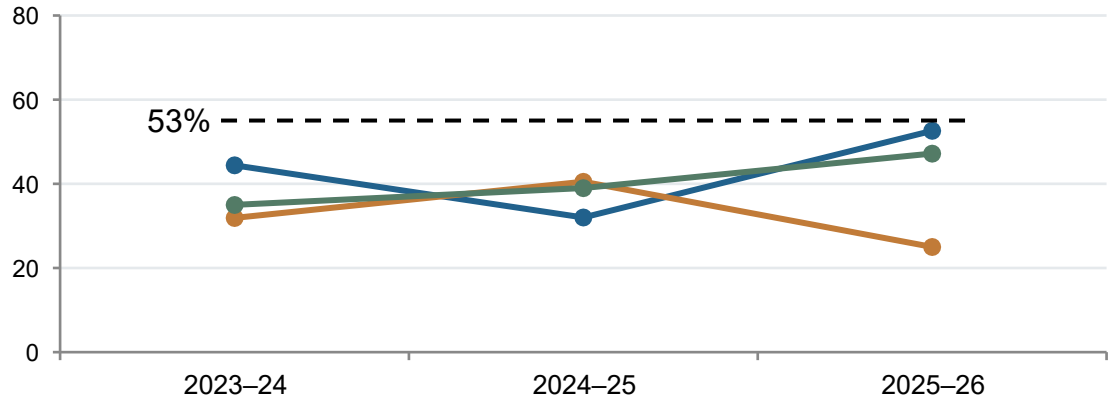


Source: Oregon Department of Education, Performance Growth Targets — Common Metrics; KFCS, Group 3, Cluster 1.

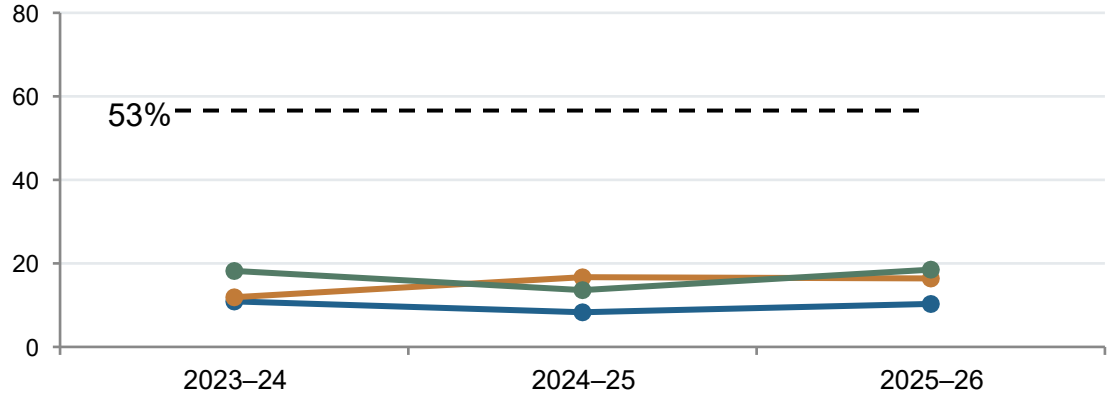
Elementary Schools | English Language Arts

Percent proficient (Level 3 or 4) | 2023–24 through 2025–26

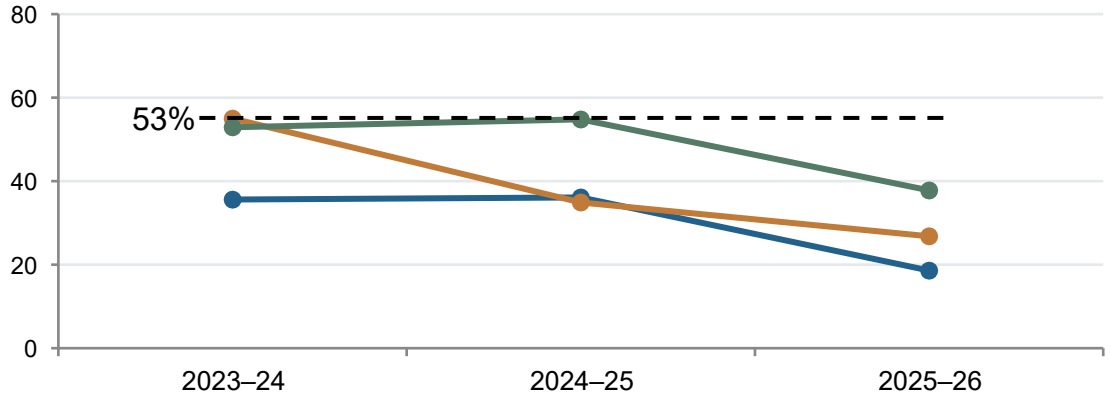
Conger Elementary



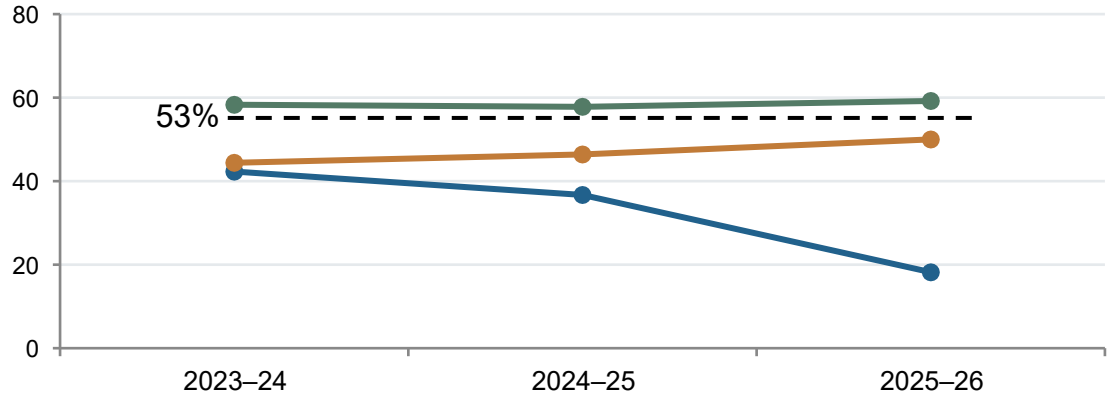
Mills Elementary



Pelican Elementary



Roosevelt Elementary



2030 target for Grade 3 ELA: 53% (applies to Grade 3 only)

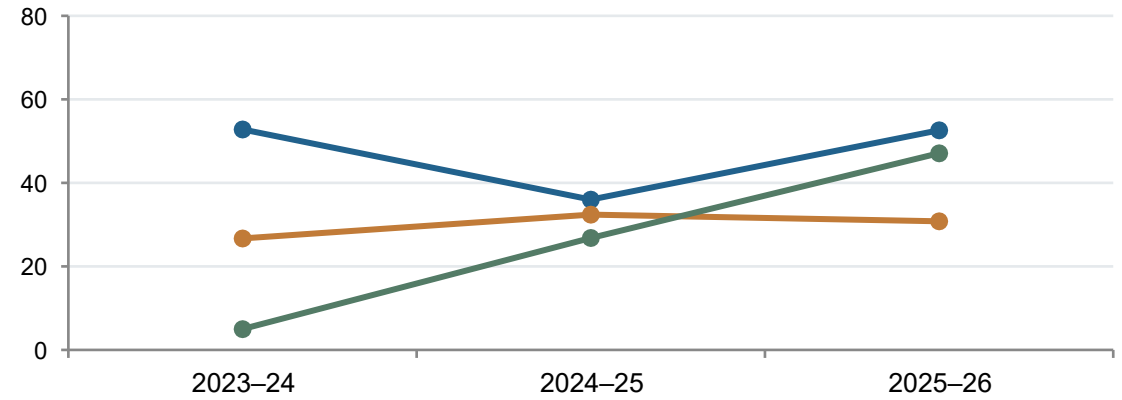
Grade 3 Grade 4 Grade 5

Source: KFCS / ODE assessment results. Grades represent tested grade levels, not student cohorts.

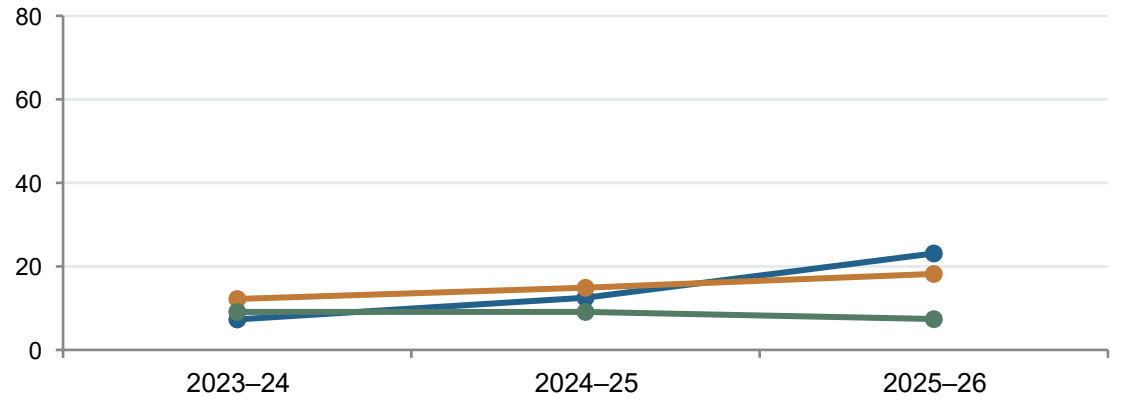
Elementary Schools | Mathematics

Percent proficient (Level 3 or 4) | 2023–24 through 2025–26

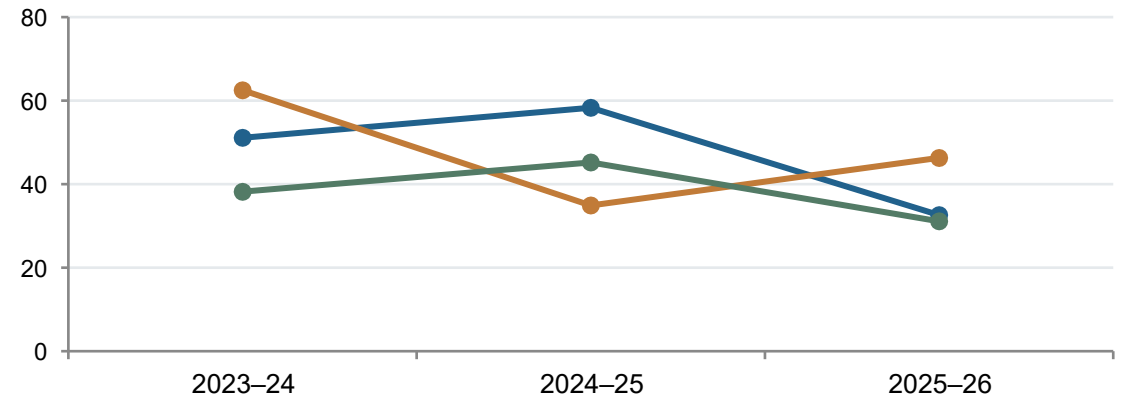
Conger Elementary



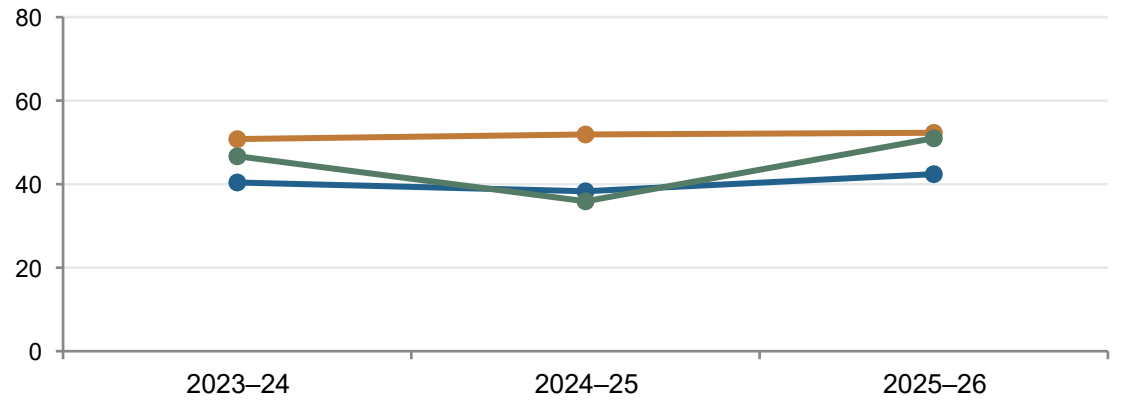
Mills Elementary



Pelican Elementary



Roosevelt Elementary

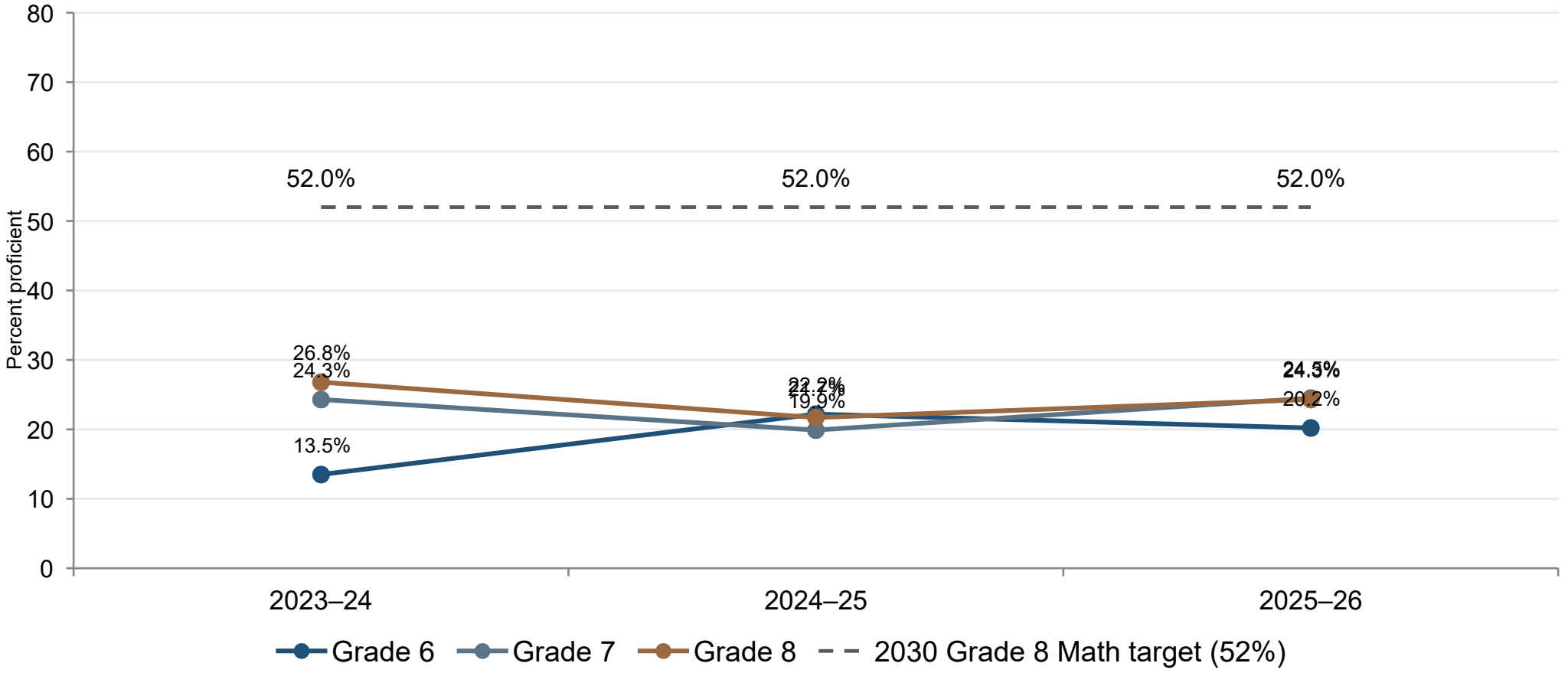


Grade 3 Grade 4 Grade 5

Source: KFCS / ODE assessment results. Grades represent tested grade levels, not student cohorts.

Ponderosa Middle School | Mathematics

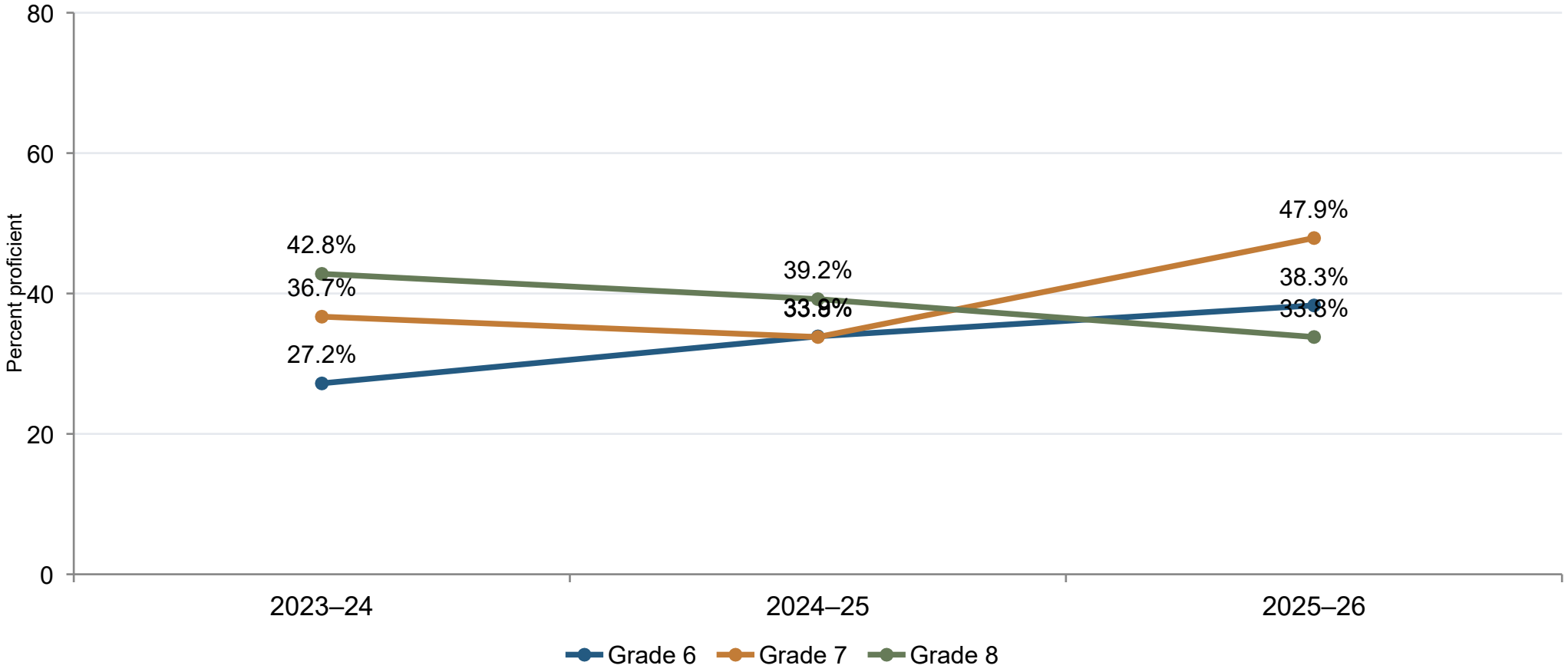
Percent of students scoring Level 3 or 4 on statewide assessments



Source: Oregon statewide assessment results, 2023–24 through 2025–26. Grades represent different student cohorts each year.

Ponderosa Middle School | English Language Arts

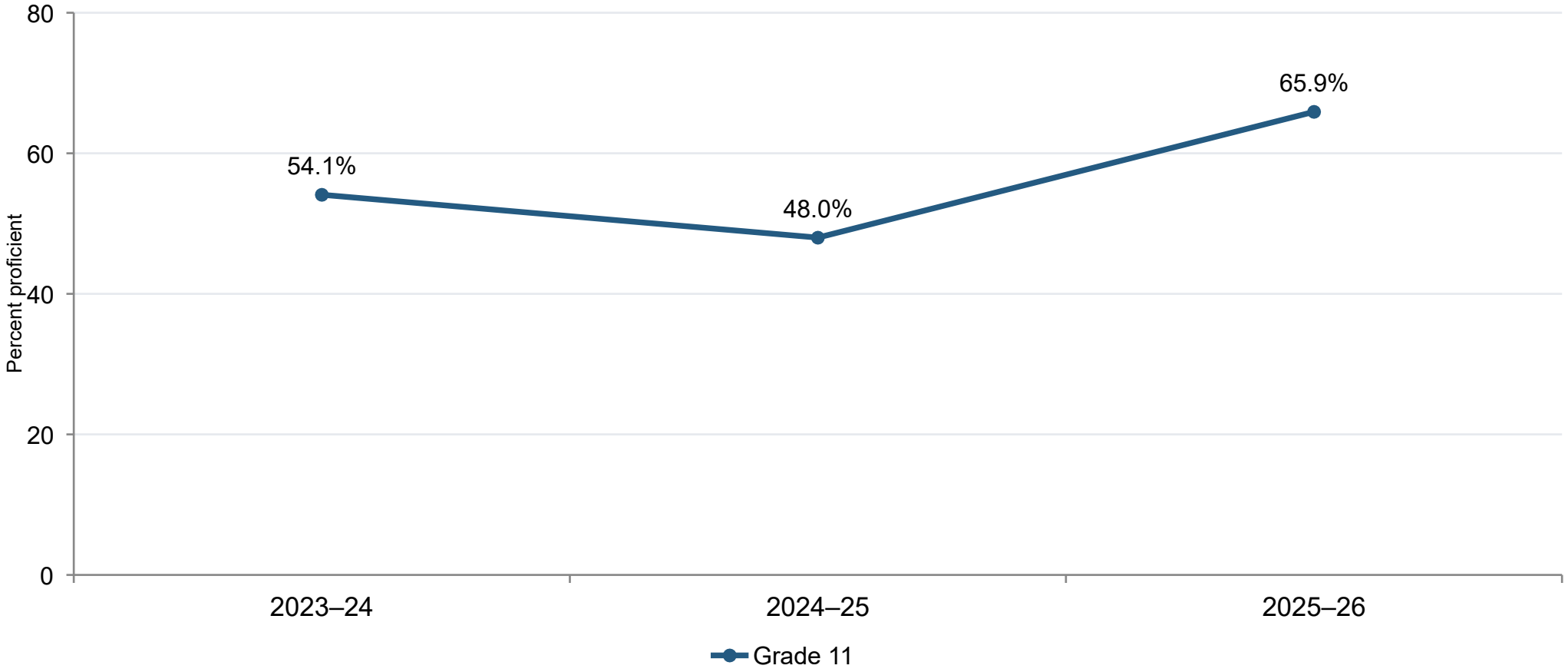
Percent of students scoring Level 3 or 4 on statewide assessments



Source: KFCS Oregon statewide assessment results, 2023–24 through 2025–26. Grades represent different cohorts each year.

Klamath Union High School | English Language Arts

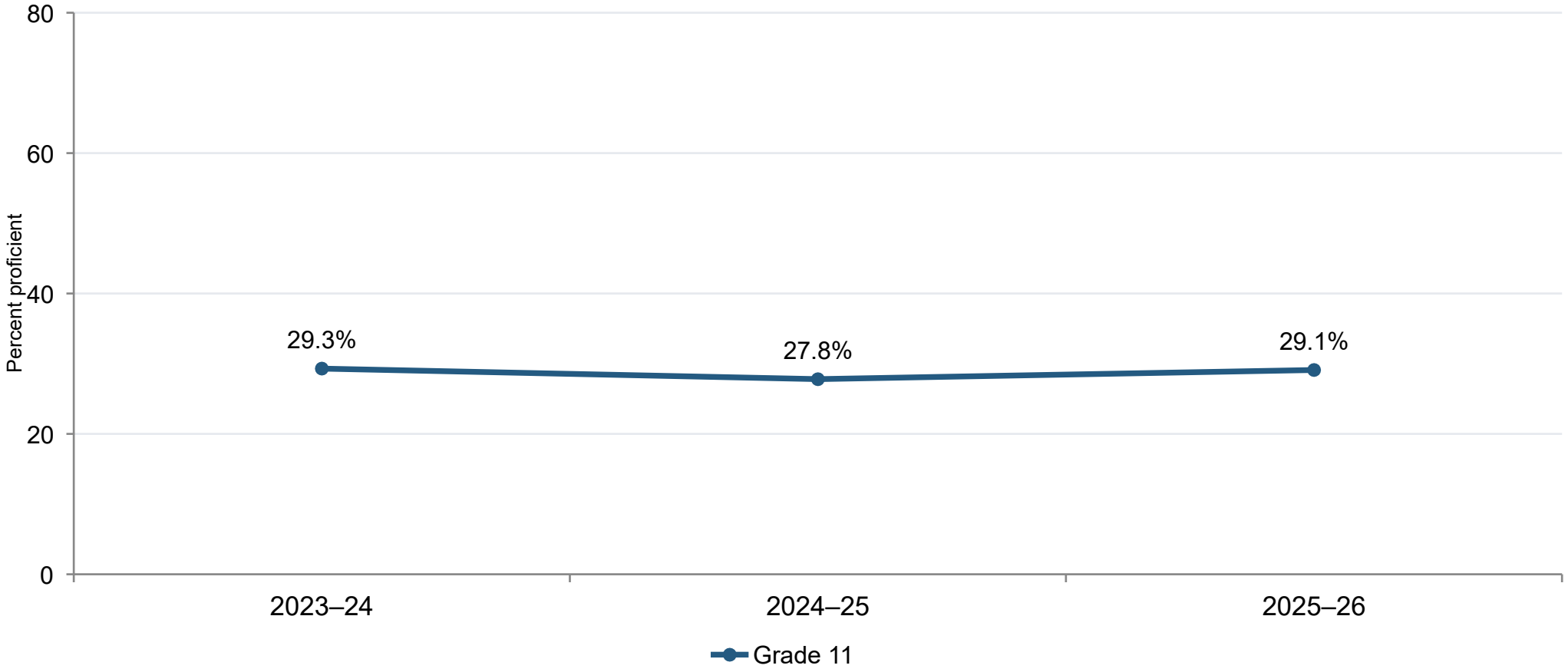
Percent of students scoring Level 3 or 4 on statewide assessments



Source: KFCS statewide assessment results, 2023–24 through 2025–26. Grades represent different cohorts each year.

Klamath Union High School | Mathematics

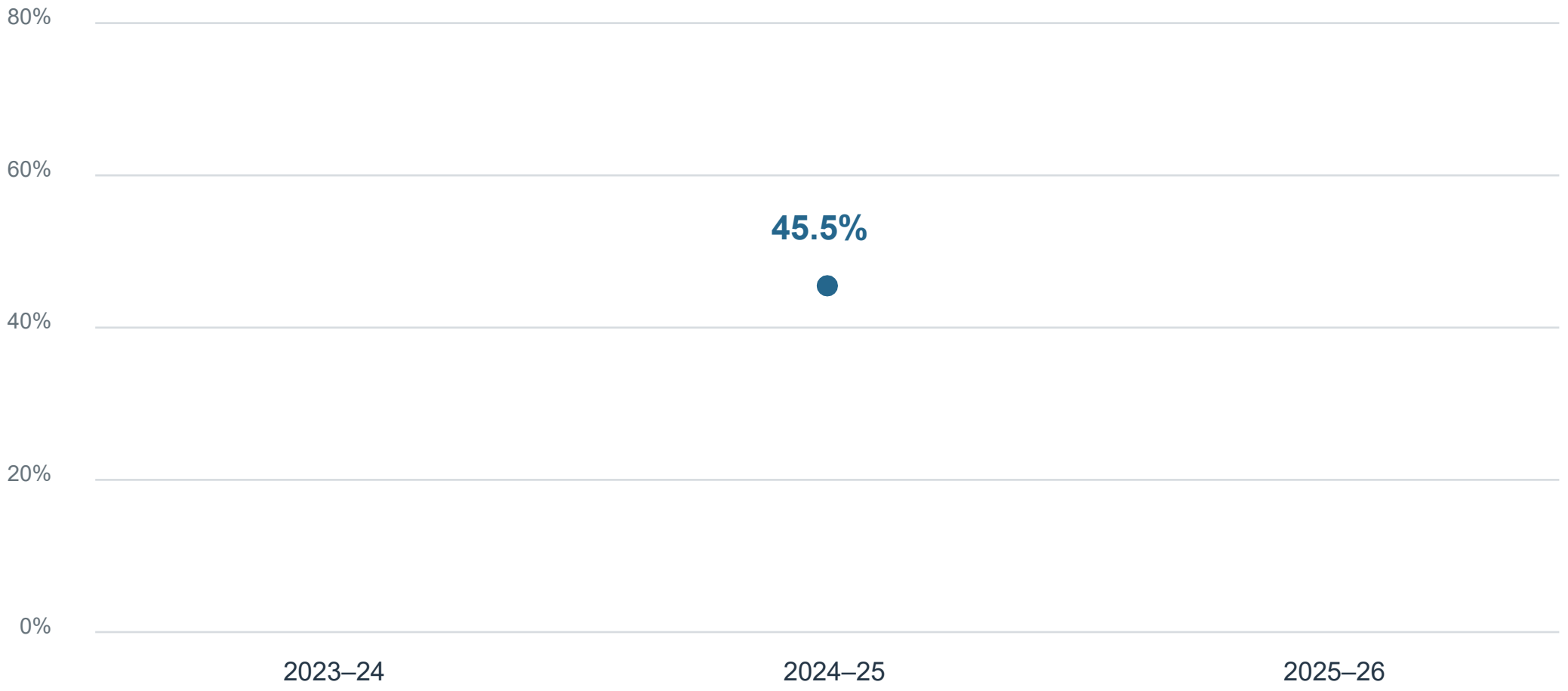
Percent of students scoring Level 3 or 4 on statewide assessments



Source: KFCS statewide assessment results, 2023–24 through 2025–26. Grades represent different cohorts each year.

Eagle Ridge New Tech High School | English Language Arts

Grade 11 | Percent proficient (Level 3 or 4) | 2023–24 through 2025–26



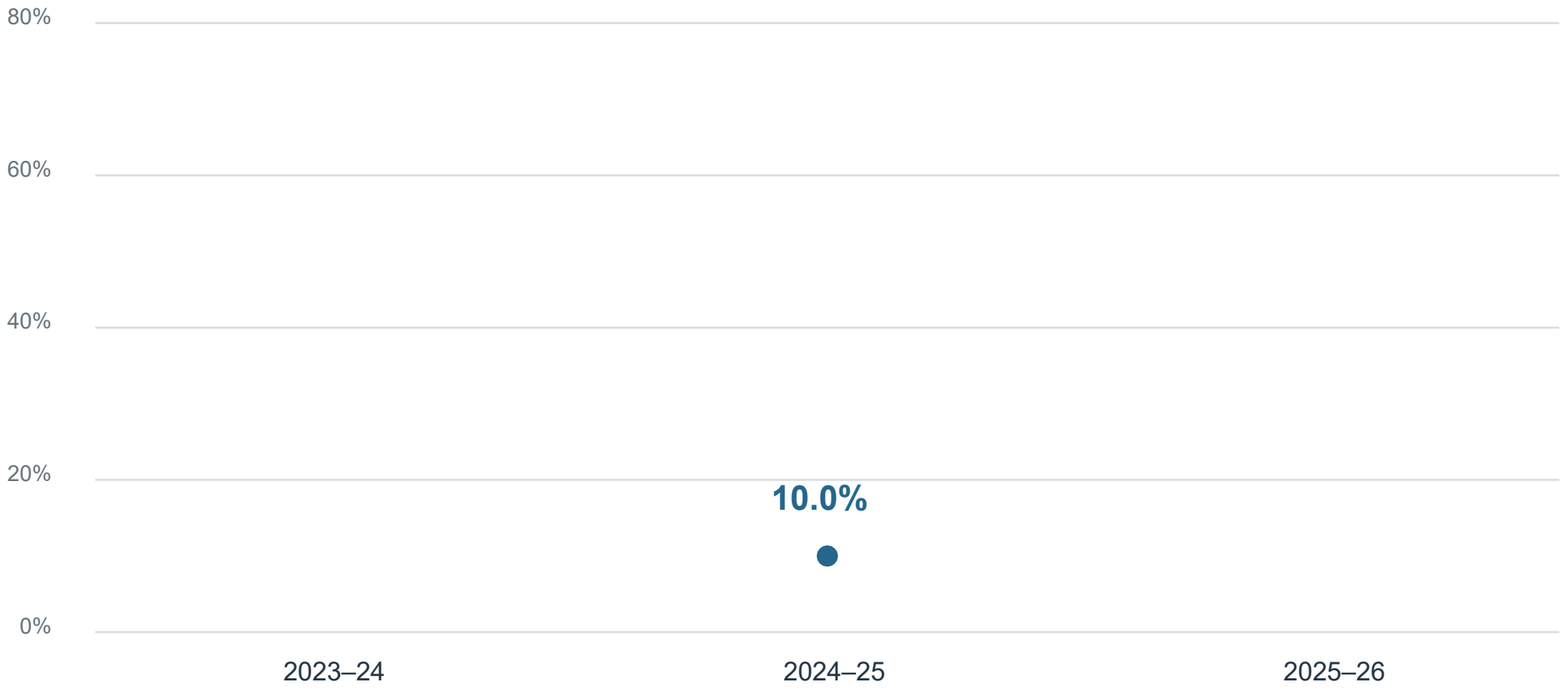
35

2024–25: 5 proficient students. 2023–24: no reported result. 2025–26: suppressed (*).

Only one reported year is available; no trend line is drawn.

Eagle Ridge New Tech High School | Mathematics

Grade 11 | Percent proficient (Level 3 or 4) | 2023–24 through 2025–26



2024–25: 1 proficient student. 2023–24: no reported result. 2025–26: suppressed (*).

Only one reported year is available; no trend line is drawn.

READING ACHIEVEMENT BY GRADE

Fall 2026–27 | NWEA MAP Growth | Klamath Falls City Schools

GRADE	MEDIAN	NATIONAL ACHIEVEMENT DISTRIBUTION	AVG. RIT	STUDENTS
K	55th	50% / 50%	144	2
Grade 1	41th	29% / 20% / 19% / 15% / 17%	152	180
Grade 2	28th	34% / 29% / 15% / 9% / 13%	163	169
Grade 3	39th	38% / 14% / 18% / 17% / 13%	177	200
Grade 4	41th	30% / 19% / 19% / 19% / 13%	191	166
Grade 5	42th	27% / 21% / 21% / 18% / 13%	198	174
Grade 6	46th	24% / 18% / 20% / 23% / 15%	206	186
Grade 7	52th	23% / 15% / 20% / 22% / 20%	212	167
Grade 8	55th	21% / 15% / 23% / 29% / 12%	214	158

ACHIEVEMENT QUINTILES: 1st–20th | 21st–40th | 41st–60th | 61st–80th | 81st–99th

Median = national percentile rank. Distribution percentages are rounded. Kindergarten includes only 2 students.

MATH ACHIEVEMENT BY GRADE

Fall 2026–27 | NWEA MAP Growth | Klamath Falls City Schools

GRADE	MEDIAN	NATIONAL ACHIEVEMENT DISTRIBUTION	AVG. RIT	STUDENTS
K	52nd	14% / 23% / 22% / 22% / 19%	141	177
Grade 1	51st	22% / 20% / 25% / 22% / 11%	155	178
Grade 2	32nd	37% / 23% / 18% / 14% / 8%	164	169
Grade 3	34th	36% / 18% / 21% / 12% / 13%	175	201
Grade 4	46th	28% / 17% / 21% / 23% / 11%	191	166
Grade 5	35th	33% / 22% / 14% / 20% / 11%	198	176
Grade 6	37th	30% / 25% / 25% / 13% / 7%	202	186
Grade 7	33rd	33% / 22% / 17% / 14% / 14%	211	167
Grade 8	40th	31% / 19% / 22% / 15% / 13%	215	156



Median = national percentile rank. Distribution percentages are rounded.

3. Monthly Financial Report 40
Daymond Monteith, Director of Operations

NARRATIVE

BACKGROUND

100 General fund | Revenue & Expense Summary

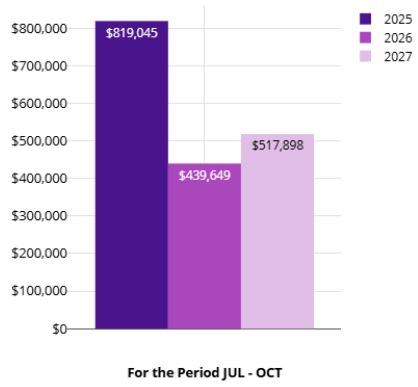
REVENUES	Period 1 Actual Jul '26	Period 2 Actual Aug '26	Period 3 Actual Sept '26	Period 4 Actual Oct '26	Period 5 Projected Nov '26	Period 6 Projected Dec '26	Period 7 Projected Jan '27	Period 8 Projected Feb '27	Period 9 Projected Mar '27	Period 10 Projected Apr '27	Period 11 Projected May '27	Period 12 Projected Jun '27	Projected 2026-27 Totals		Adopted 2026-27 BUDGET	Year-To-Date 2026-27 Actuals	Variance Budget vs. Projected
STATE SCHOOL FUND FORMULA:																	
Local Taxes	89,941	49,508	45,362	24,503	6,386,732	880,105	146,641	101,107	114,299	67,647	43,462	166,775	8,116,081		8,125,000	209,313	(8,919)
County School Funds	-	10,392	-	-	431	65	6,263	10,315	7,767	426	928	26,309	62,897		58,372	10,392	4,525
State School Fund	4,940,149	2,468,025	2,468,550	2,467,731	2,415,110	2,417,069	1,438,719	1,955,819	3,579,920	2,513,430	2,975,262	72,958	29,712,743		29,545,691	12,344,455	167,052
Common School Fund	187,571	-	-	-	31,420	31,445	18,717	25,445	46,574	32,699	38,707	949	413,528		384,382	187,571	29,146
State Managed Timber	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
SSF Formula Total	**5,217,661**	**2,527,925**	**2,513,912**	**2,492,234**	**8,833,692**	**3,328,685**	**1,610,340**	**2,092,685**	**3,748,560**	**2,614,203**	**3,058,360**	**266,991**	**38,305,249**		**38,113,445**	**12,751,732**	**191,804**
Local Sources (1000)	17,523	53,321	169,011	68,730	60,824	138,096	75,799	100,031	181,415	80,700	97,958	253,651	1,297,058		1,342,777	308,585	(45,719)
Intermediate Sources (2000)	-	-	-	-	2,954	443	42,917	70,684	53,225	2,922	6,361	180,284	359,790		400,000	-	(40,210)
State Sources (3000)	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Federal Sources (4000)	-	-	-	-	142,406	14,452	-	-	49,643	53,153	154,798	-	414,452		420,000	-	(5,548)
Other Sources (5000)	-	-	-	-	219	-	-	-	-	-	2,281	-	2,500		2,500	-	-
Total Operating Revenue	**5,235,184**	**2,581,246**	**2,682,922**	**2,560,964**	**9,040,095**	**3,481,675**	**1,729,056**	**2,263,401**	**4,032,844**	**2,750,978**	**3,319,758**	**700,926**	**40,379,049**		**40,278,722**	**13,060,316**	**100,327**
Beginning Fund Balance (5400)	-	-	-	-	-	-	-	-	-	-	-	3,755,611	3,755,611		3,755,611	-	-
Total Monthly Revenues	**5,235,184**	**2,581,246**	**2,682,922**	**2,560,964**	**9,040,095**	**3,481,675**	**1,729,056**	**2,263,401**	**4,032,844**	**2,750,978**	**3,319,758**	**4,456,537**	**44,134,660**		**44,034,333**	**13,060,316**	**100,327**
CUMULATIVE RESOURCES	**5,235,184**	**7,816,430**	**10,499,353**	**13,060,316**	**22,100,412**	**25,582,087**	**27,311,143**	**29,574,544**	**33,607,388**	**36,358,365**	**39,678,124**	**44,134,660**					
EXPENDITURES BY OBJECT																	
Salaries (100)	627,374	599,493	1,908,598	1,937,071	1,950,953	2,042,686	1,998,432	1,469,501	1,880,250	1,849,867	2,028,804	3,652,274	21,945,302		21,816,978	5,072,536	128,324
Employee Benefits (200)	385,368	374,701	1,133,092	1,143,821	1,050,825	1,024,333	1,023,086	754,887	954,295	961,627	1,018,557	1,986,747	11,811,339		11,393,284	3,036,983	418,055
Purchased Services (300)	345,594	186,826	335,641	286,014	351,076	349,019	358,069	383,607	361,136	382,550	357,021	523,281	4,219,834		4,364,909	1,154,075	(145,075)
Supplies & Materials (400)	169,655	137,308	167,203	155,862	130,046	91,358	101,529	132,179	116,799	158,846	137,844	105,828	1,604,457		1,702,810	630,028	(98,353)
Capital Outlay (500)	-	117,504	15,569	5,352	1,413,233	149,898	26,677	392,545	96,560	304,090	247,907	(1,884,532)	884,803		890,000	138,425	(5,197)
Insurance/Other (600)	202,575	725,540	54,605	32,678	12,714	27,066	14,169	6,698	19,131	15,898	49,623	20,609	1,181,306		1,366,352	1,015,398	(185,046)
Interfund Transfers (700)	-	-	-	-	-	-	-	-	-	2,524	2,391	2,342,688	2,347,603		2,500,000	-	(152,397)
Total Operating Expenditures	**1,730,566**	**2,141,373**	**3,614,709**	**3,560,798**	**4,908,846**	**3,684,360**	**3,521,960**	**3,139,418**	**3,428,171**	**3,675,401**	**3,842,146**	**6,746,895**	**43,994,643**		**44,034,333**	**11,047,445**	**(39,690)**
Contingency (810)	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Unapprop. Ending Fund (820)	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Total Monthly Expenditures	**1,730,566**	**2,141,373**	**3,614,709**	**3,560,798**	**4,908,846**	**3,684,360**	**3,521,960**	**3,139,418**	**3,428,171**	**3,675,401**	**3,842,146**	**6,746,895**	**43,994,643**		**44,034,333**	**11,047,445**	**(39,690)**
CUMULATIVE EXPENDITURES	**1,730,566**	**3,871,939**	**7,486,647**	**11,047,445**	**15,956,291**	**19,640,651**	**23,162,612**	**26,302,030**	**29,730,200**	**33,405,602**	**37,247,748**	**43,994,643**					
Month-end Fund Balance	**3,504,618**	**3,944,492**	**3,012,706**	**2,012,871**	**6,144,120**	**5,941,436**	**4,148,531**	**3,272,514**	**3,877,187**	**2,952,764**	**2,430,376**	**140,018**				**2,012,871**	**140,018**

Budget Management Analytics formerly 5Cast Plus

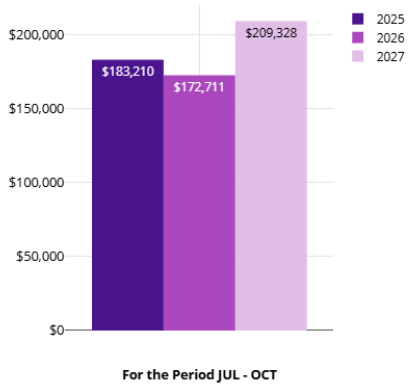
2026-2027 Klamath Falls City Schools
General Fund
YTD Overview - Revenue October 2026

YTD Local Sources	YTD State Sources	YTD All Sources (except 5400s)
5.47% of Budget	41.87% of Budget	32.42% of Budget
Prior Year YTD: 5.12% of Actuals	Prior Year YTD: 43.22% of Actuals	Prior Year YTD: 32.23% of Actuals

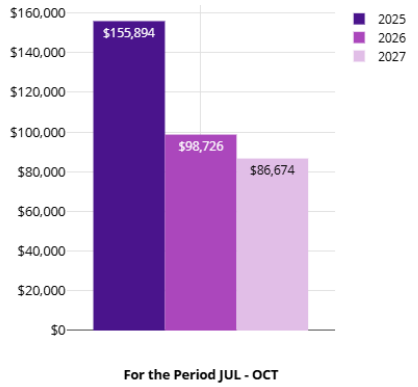
Local Sources (1000s)



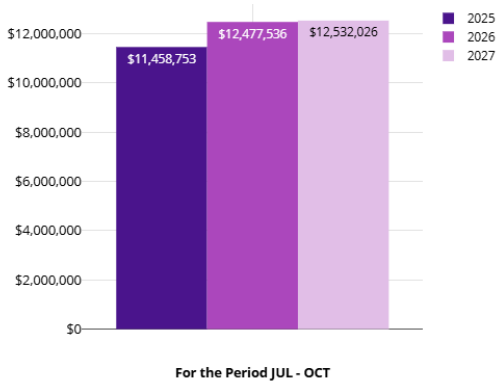
Property Taxes (1100s)



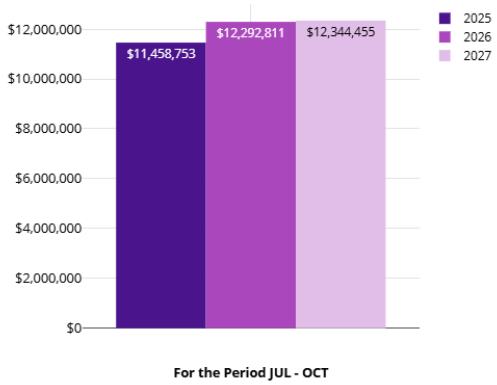
Interest Earnings (1500s)



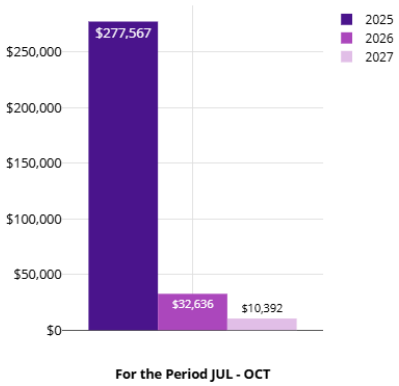
State Sources (3000s)



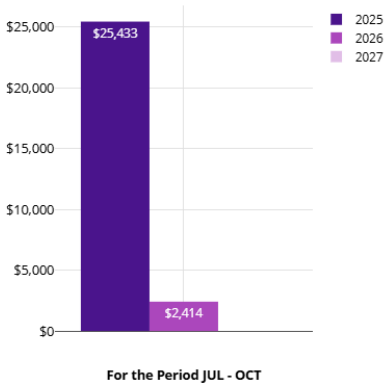
State School Fund (3101)



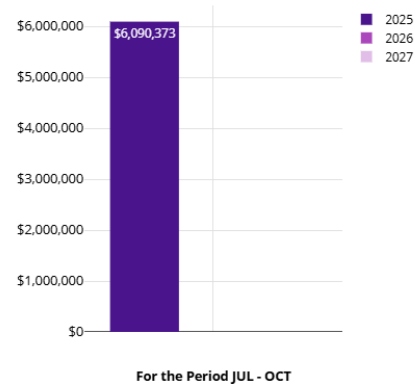
Intermediate Sources (2000s)



Federal Sources (4000s)



Other Sources (5000s)



2026-2027 Klamath Falls City Schools
General Fund
YTD Overview - Expense October 2026

YTD Salary and Benefits

24.42% of Budget

Prior Year YTD: 21.82% of Actuals

YTD Purchased Services

26.44% of Budget

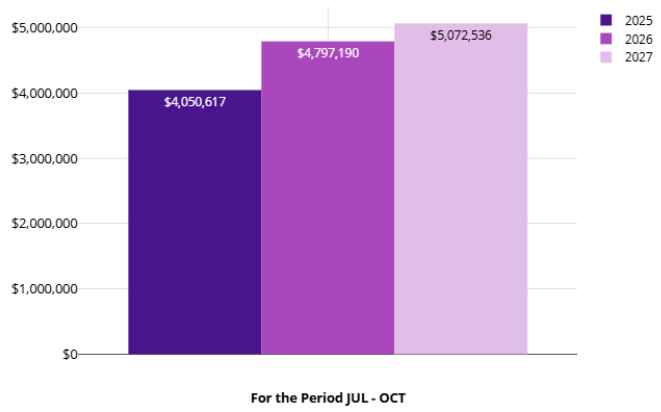
Prior Year YTD: 26.48% of Actuals

YTD Other Expenses

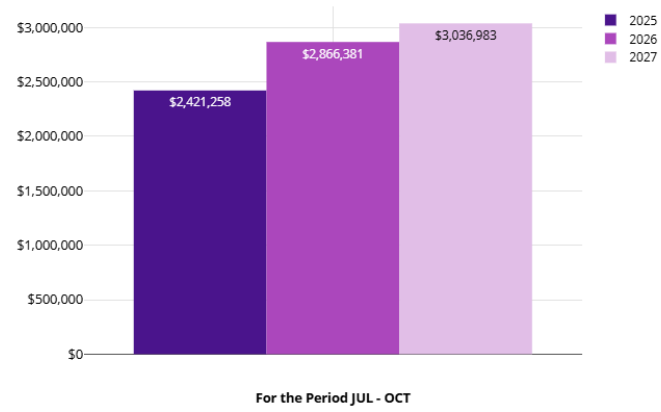
27.62% of Budget

Prior Year YTD: 63.26% of Actuals

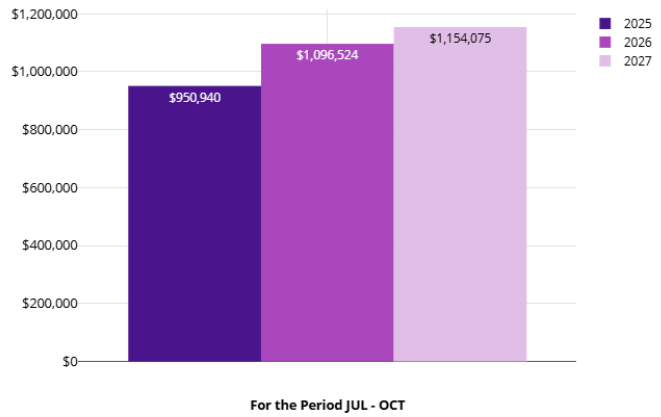
Salaries (100s)



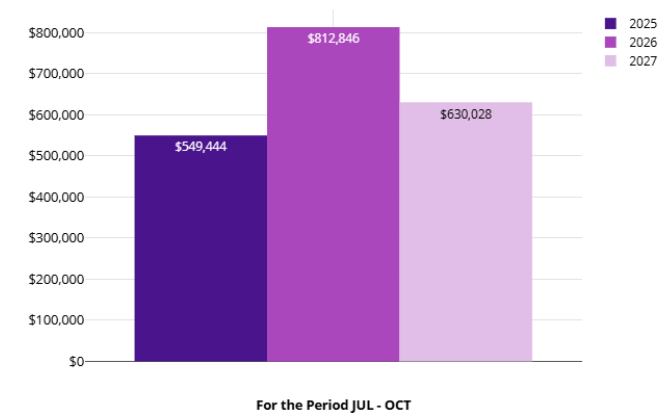
Benefits (200s)



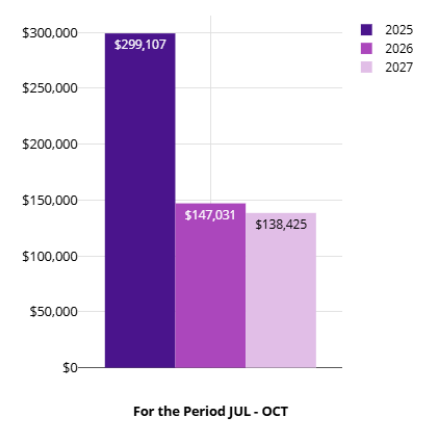
Purchased Services (300s)



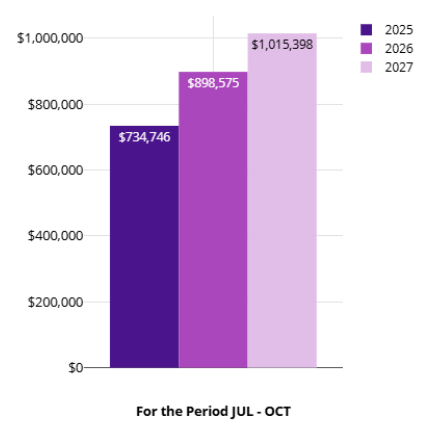
Supplies (400s)



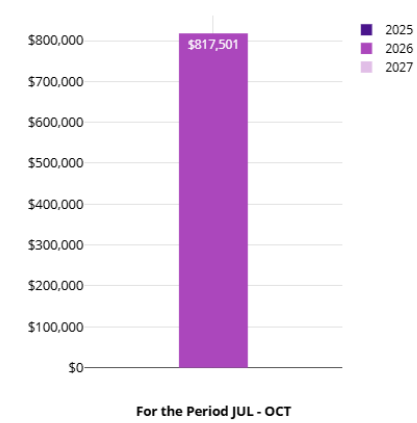
Capital Outlay (500s)



Other Objects (600s)



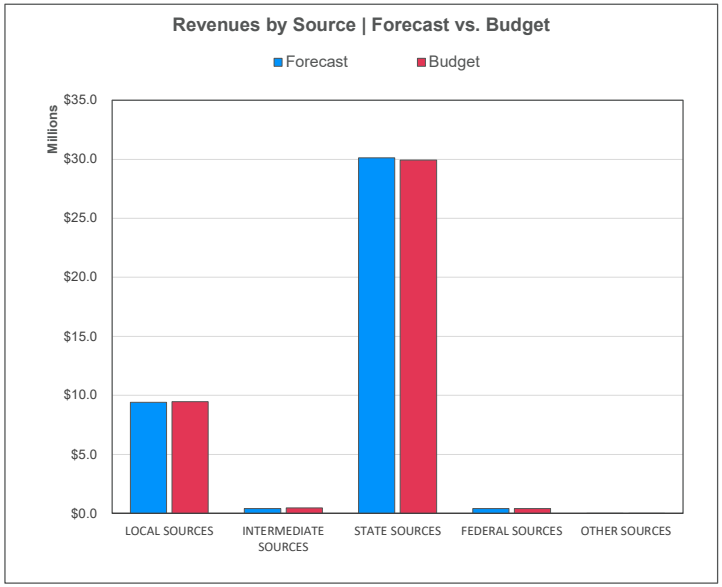
Transfers (700s)

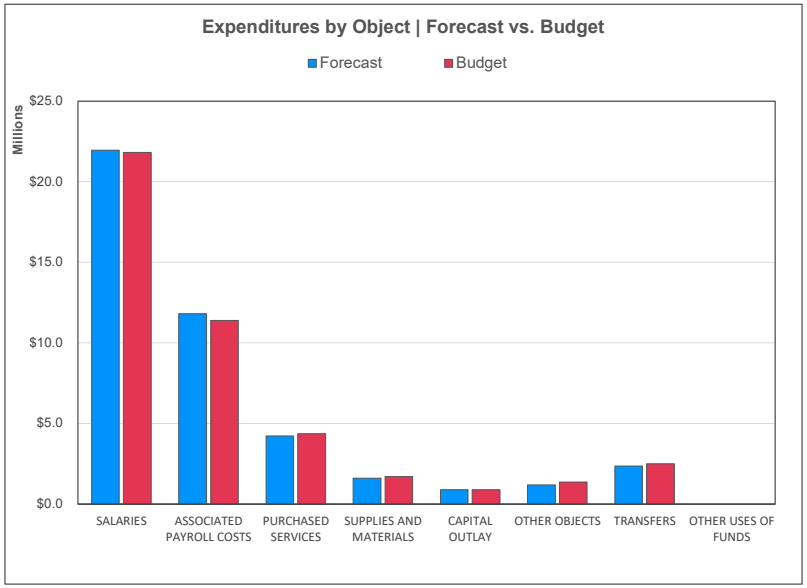


100 General fund | Financial Projection by Object

For the Period Ending October 31, 2026

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	$ -	$ -	$ 3,755,611	$ 3,755,611	$ 3,755,611	$ -
REVENUES						
Local Sources	439,649	517,898	8,895,242	9,413,140	9,467,777	(54,637)
Intermediate Sources	32,636	10,392	412,295	422,687	458,372	(35,685)
State Sources	12,477,536	12,532,026	17,594,245	30,126,271	29,930,073	196,198
Federal Sources	2,414	-	414,452	414,452	420,000	(5,548)
Other Sources	-	-	2,500	2,500	2,500	-
TOTAL REVENUE	**$ 12,952,235**	**$ 13,060,316**	**$ 27,318,733**	**$ 40,379,049**	**$ 44,034,333**	**$ (3,655,284)**
EXPENDITURES						
Salaries	$ 4,797,190	$ 5,072,536	$ 16,872,766	$ 21,945,302	$ 21,816,978	$ (128,324)
Associated Payroll Costs	2,866,381	3,036,983	8,774,356	11,811,339	11,393,284	(418,055)
Purchased Services	1,096,524	1,154,075	3,065,759	4,219,834	4,364,909	145,075
Supplies and Materials	812,846	630,028	974,428	1,604,457	1,702,810	98,353
Capital Outlay	147,031	138,425	746,378	884,803	890,000	5,197
Other Objects	898,575	1,015,398	165,908	1,181,306	1,366,352	185,046
Transfers	817,501	-	2,347,603	2,347,603	2,500,000	152,397
Other Uses of Funds	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
TOTAL EXPENDITURES	**$ 11,436,048**	**$ 11,047,445**	**$ 32,947,197**	**$ 43,994,643**	**$ 44,034,333**	**$ 39,690**
SURPLUS / (DEFICIT)	**$ 1,516,187**	**$ 2,012,871**	**$ (5,628,464)**	**$ (3,615,594)**	**$ -**	
ENDING FUND BALANCE				**$ 140,017**		





Budget Management Analytics | formerly SCast Plus

4. **NEW BUSINESS/ACTION ITEMS**
   Andrew Biggs, Board Chair
1. First reading of OSBA policy rewrite final sections 45
   Daymond Monteith, Executive Director of Operations
   This section includes policy sections J and K/L. It also includes IIABB, IICC, BDC, GCBDA-GDBDA, DD, and DM

Klamath Falls City Schools

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The following symbol is used on some policies:

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

Klamath Falls City Schools

Code: KAB
Adopted: 9/11/17
Readopted: 10/09/17
Orig. Code(s): KAB

Parental Rights**

The Board recognizes the importance of promoting parental input in decision making related to their student's health and general well-being;~~,~~ in determining district and student needs for educational services;~~,~~ and in program development and district operations. To assist the district in this effort, and in accordance with law,~~the Every Student Succeeds Act of 2015 (ESSA),~~ the district affirms the right of parents, upon request, to inspect:

1. A survey created by a third party before the survey is administered or distributed by the district to a student, including any district survey containing "covered survey items"[1] ~~as defined by ESSA~~;

2. Any instructional material used by the district as part of the educational curriculum for the student;

3. Any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

As provided by law, parents of district students will also, upon request, be permitted to excuse their student from "covered activities"[2] ~~as defined by ESSA.~~ The rights provided to parents under this policy, transfer to the student when the student turns 18 years of age, or is an emancipated minor under applicable state law.

The superintendent or designee will ensure that activities requiring parental notification are provided as required by law and that reasonable notice of the adoption or continued use of this policy is provided to parents of students enrolled in district schools. The input of parents will be encouraged in the development, adoption and any subsequent revision of this policy.

[1] "Covered survey items" ~~under ESSA~~ include one or more of the following items: political affiliations or beliefs of the student or the student's family; mental and psychological problems of the student or the student's family; sex behavior or attitudes; illegal, antisocial, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

[2] "Covered activities," requiring notification, ~~under ESSA~~ include activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; the administration of any survey containing one or more of covered survey items; and any nonemergency, invasive physical examination or screening that is required as a condition of attendance and administered and scheduled by the school in advance. See the administrative regulation for additional definitions.

The superintendent or designee shall develop administrative regulations to implement this policy, including provisions as may be necessary to ensure appropriate notification to parents of their rights under federal law and district procedures to request review of covered materials, excuse a student from participating in covered activities and protect student privacy in the event of administration or distribution of a survey to a student.

END OF POLICY

Legal Reference(s):

ORS 332.107

Every Student Succeeds Act of 2015, 20 U.S.C. § 7928 (2012).
Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).
Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2012).

Corrected 9/28/26

Klamath Falls City Schools

Code: KAB-AR
Revised/Reviewed: 3/06/17; 9/11/17
Orig. Code(s): KAB-AR

Parental Rights

The following definitions and procedures will be used to implement ~~the~~ parental rights~~: requirements of the Every Student Succeeds Act of 2015 (ESSA):~~

Definitions

1. "Survey," as defined by federal law and as used in Board policy and this regulation, includes an evaluation. It does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA);

2. "Covered survey items" means one or more of the following items: political affiliations or beliefs of the student or the student's family; mental and psychological problems of the student or the student's family; sex behavior or attitudes; illegal, antisocial~~anti-social~~, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program;

3. "Covered activities," requiring notification~~, under the ESSA~~ means those activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; the administration of any survey containing one or more covered survey items; and any nonemergency, invasive physical examination or screening that is required as a condition of attendance~~, and~~ administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, or of other students. This provision does not apply to physical examinations or screenings that are permitted or required by law, including physical examinations or screenings permitted without parental notification;

4. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control;

5. "Instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments;

6. "Personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including a street name and the name of the city or town); telephone number; or a social security identification number;~~.~~

7. "Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body. It does not include a hearing, vision or scoliosis screening and does not apply to any physical examination or screening that is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification.~~;~~

Requests to Inspect Materials

Parents may inspect surveys, instructional materials or instruments used to collect personal student information for marketing purposes before such items are administered or distributed by a school to a student as follows:

1. Requests may be directed to the school office by phone or in person;

2. Requests must be received by the district no later than five working days following receipt of notification by the district of its intent to administer or distribute such items;

3. Materials may be reviewed at the school office or mailed by the district;

4. Requests to mail materials must be accompanied by a self-addressed, stamped envelope.

Requests to Excuse Student from Covered Activities

A parent may request that their~~his/her~~ student be excused from participation in any of the following covered activities:

1. The collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information to others;

2. Any district or third party survey;

3. The administration of nonemergency, invasive physical examinations or screenings.

All such requests must be:

1. Directed to the principal in writing;

2. Received by the district no later than five working days following receipt of notification by the district of its intent to administer or distribute such items.

Student Privacy

The district recognizes its responsibility to protect student privacy in the event of administration or distribution of a survey to a student containing one or more covered survey items.

A student's personal information that may be collected as a result of such surveys will be released only with prior, written parental permission. The district will use reasonable methods to identify and authenticate the identity of the parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records.

Notification

Each principal shall be responsible for ensuring appropriate notification to parents of their rights under federal law, Board policy and this regulation. Accordingly, notification will:

1. Be made at least annually at the beginning of the school year or at other times during the school year when enrolling students for the first time in school;

2. Include the specific or approximate dates during the school year when covered activities are scheduled or expected to be scheduled.

Corrected 9/28/26

Klamath Falls City Schools

Code: KBA
Adopted: 3/14/22
Readopted: 1/08/24
Orig. Code(s): KBA

Public Records Request**

A request to inspect or receive a copy of a public record shall be in writing and will be presented to the ~~superintendent's~~district office.

A "public record" includes any writing that contains information relating to the conduct of the public's business, prepared, owned, used or retained by the district regardless of physical form or characteristics, unless otherwise exempted by law.[1] "Writing" means handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols or combination thereof and all papers, maps, files, facsimiles or electronic recordings. Public record does not include any writing that does not relate to the conduct of the public's business and that is contained on a privately owned computer.[2]

All such information will be made available to individuals with disabilities in an accessible format, upon request and with appropriate advanced notice. Auxiliary aids and services available to ensure equally effective communications to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

The Board supports the right of the people to know about programs and services of their schools and will make reasonable efforts to disseminate information. Each principal is authorized to use available means to keep parents and others in the particular school's community informed about the school's program and activities.

The Board reserves the right to establish a fee schedule which will reasonably reimburse the district for the actual cost of making public records available pursuant to law. The district will not be obligated to complete a request for which the requester has not paid the fee as permitted by state law. There will be no additional charge for auxiliary aids and services provided for persons with disabilities.

Employee and volunteer personal residential addresses, personal electronic mail addresses, social security numbers, dates of birth and personal telephone or cellular numbers, and other information listed in Oregon Revised Statute (ORS) 192.355 as exempt, contained in personnel records maintained by the district are exempt from public disclosure pursuant to ORS 192.363 - 368 and ORS 192.355(3). District electronic mail addresses assigned by the district to district employees are not exempt. This exemption does not apply to a substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member.

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[1] There are multiple definitions for "public record" in ORS 192. This definition comes from ORS 192.311 and applies to the inspection of records.

[2] In accordance with Bialostosky v. Cummings, 319 Or. App. 352 (2022), an individual board member may be considered a public body for public record purposes. Consequently, records created and retained solely by individual board members may be considered public records.

The district will not disclose the identification badge or card of an employee without the employee's written consent if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the district to identify district employees. A duplicate of the photograph used on the badge or card shall not be disclosed.

The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

The district shall retain and maintain its public records in accordance with Oregon Administrative Rule (OAR) 166-005-0010 and Chapter 166, Division 400 and ORS Chapter 192.

END OF POLICY

Legal Reference(s):

ORS 180.805
ORS Chapter 192
OAR 137-004-0800(1)
OAR 166-005-0010
OAR 166-400

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2021); 28 C.F.R. Part 35 (2021).
OREGON DEP'T OF JUSTICE, OREGON ATTORNEY GENERAL, *Public Records and Meetings Manual*.
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).
Bialostosky v. Cummings, 319 Or. App. 352 (2022).

Corrected 9/28/26

Klamath Falls City Schools

Code: KBA-AR
Revised/Reviewed: 1/08/24; 11/04/24
Orig. Code(s): KBA-AR

Public Records Request

In compliance with Oregon law the following guidelines apply to the dissemination, inspection and examination of the public records of the district:

1. A public records request shall be submitted in writing through the KFCS district office of the superintendent at 1336 Avalon St., Klamath Falls, OR 97603 to [1]~~Tara Bosse,~~the ~~E~~executive ~~A~~administrative ~~A~~assistant.

2. Upon receipt of a written request, the district shall respond within five business days[2] acknowledging receipt of the request or completing[3] the district's response to the request.

   If the district provides an acknowledgment of the request, it must:

   a. Confirm that the district is the custodian of the requested record;
   b. Inform the requester that the district is not the custodian of the requested record; or
   c. Notify the requester that the district is uncertain whether the district is the custodian of the requested record.

3. If the district is the custodian of the requested record, as soon as reasonably possible but not later than 10 business days after the date the district is required to acknowledge receipt of the request as described above, the district shall:

   a. Complete its response to the public records request in accordance with ORS 192.329(2). If the district determines that a record is exempt from public disclosure, the district will include a statement to that effect and that the requester may appeal the decision pursuant to state law; or
   b. Provide a written statement that the district is still processing the request and a reasonable estimated date by which the district expects to complete its response based on the information currently available.

4. The time periods, established by Oregon law and identified above in Section 2 or 3, will not apply to the district if compliance would be impracticable because:

   a. The staff or volunteers[4] necessary to complete a response to the public records request are unavailable;

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[1] ~~ORS 192.324(7) requires the a public body to include the name of one or more individuals to whom a public records request may be sent, with addresses, in written procedures. If the district does not have other written procedures which includes this required designation besides a KBA-AR, add the required name(s) here per ORS 192.324(7).~~

[2] "Business day" means a day other than Saturday, Sunday or a legal holiday, and on which at least one paid employee of the district is scheduled to and does report to work. Business day does not include any day on which the central administration offices of the district are closed.

[3] The district response to a public records request will be considered complete when it complies with criteria in Oregon law (ORS 192.329).

[4] Staff member or volunteers who are on leave or are not scheduled to work are considered to be unavailable.

b. Compliance would demonstrably impede the district's ability to perform other necessary services; or
c. Of the volume of the public records request being simultaneously processed by the district.

In these situations, the district shall, as soon as practicable and without unreasonable delay, acknowledge a public records request and complete the response to the request.

5. The district may request additional information or clarification from the requester for the purpose of expediting the district's response to the request as permitted by law. If the district requests additional information or clarification, in good faith, the obligation to complete the request is suspended until the requester provides the requested information or clarification or affirmatively declines to provide the information or clarification. If the requester fails to respond within 60 days to a good faith request from the district for information or clarification, the district shall close the request.

6. If a copy of a public record is requested, the district will provide a single copy. If a request to inspect a public record is made and the record is maintained in a machine readable or electronic form, the custodian shall provide the record in the form requested, if available. If the public record is not available in the form requested, it will be made available in the form the record is maintained.

7. If a person who is a party to a civil judicial proceeding to which the district is a party or who has filed notice under Oregon Revised Statute (ORS) 30.275(5)(a) asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of district records and at the same time to the district's attorney.

8. Information will be made available to individuals with disabilities in an accessible format upon request and advance notice. Auxiliary aids and services available to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

9. Where the labor effort exceeds 30 minutes, labor, material and out-of-pocket charges will be charged to the requester.

   Costs will be as follows:

   a. Clerical time: ~~$40~~up to $60 per hour;
   b. Administrator time: ~~$90~~up to $150 per hour;
   c. Attorney time: ~~$300~~up to $505 per hour;
   d. Printing: $0.25 per page.

   Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge.

   If the district has informed the requester of a permitted fee, the obligation of the district to complete its response to the request is suspended until the fee has been received by the district. If the requester fails to pay the fee within 60 days of the date they were informed of the fee or fails to pay the fee within 60 days of the date on which the district informed them of the denial of the fee waiver, the district shall close the request.

Corrected 9/28/26

Klamath Falls City Schools

Code: KBCA
Adopted:

News Releases

Information about district activities and issues will be provided to the community in a way which will create and maintain a dignified and professionally responsible image for the district.

The procedures listed below will be followed in giving official information to the news media:

1. The Board chair will be the official spokesperson for the Board, unless this duty is delegated;

2. News releases that are of districtwide interest or that pertain to established district policy will be the responsibility of the superintendent;

3. The superintendent or designee will establish procedures for the dissemination of news releases pertaining to the district.

END OF POLICY

Legal Reference(s):

ORS 192.640 ORS 332.107

Added/Corrected 9/28/26

PROPOSED

Klamath Falls City Schools

Code: KBCB
Adopted:

Press Conferences and Interviews

When individual Board members receive requests from press media representatives for information about Board meetings or actions, members will refer these representatives to the Board chair, who is the spokesperson for the Board. The chair may designate others to speak on behalf of the Board at their discretion.

Press conferences will be authorized by the Board chair.

Nothing in this policy is intended to limit the rights of individual Board members to speak their personal opinions.

END OF POLICY

Legal Reference(s):

ORS 192.640 ORS 332.107

Added 9/28/26

PROPOSED

Klamath Falls City Schools

Code: KBE
Adopted:

Political Campaigns

The district may not use funds, facilities or equipment to influence a political campaign, nor to advocate "yes" or "no" votes on elections or political campaigns.

END OF POLICY

Legal Reference(s):

ORS 260.432
ORS 294.100
ORS 332.107
ORS 332.172

SECRETARY OF STATE, ELECTIONS DIVISION, RESTRICTIONS ON POLITICAL CAMPAIGNING BY PUBLIC EMPLOYEES (1/2016).

Added 9/28/26

PROPOSED

Klamath Falls City Schools

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

Public Sales on District Property

Public sales of goods or services on district property must be approved by the superintendent or designee.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 332.172

Corrected 9/28/26

Klamath Falls City Schools

Code: KGB
Adopted: 10/12/15
Readopted: 3/06/17
Orig. Code(s): KGB

Public Conduct on District Property

No person on district property or grounds, including parking lots, will:

1. Injure or threaten to injure another;

2. Damage the property of another or of the district;

3. Initiate or circulate a report, one knows to be false, concerning an alleged hazardous substance, impending fire, explosion, catastrophe or other emergency that will take place in or upon a school;

4. Violate parking regulations;

5. Drive a vehicle in an unsafe manner;

6. Operate an unmanned aircraft system (UAS) or drone as prohibited by Board policy ECACB - Unmanned Aircraft System (UAS) a.k.a. Drone;

7. Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on district property which has been authorized by the Board, superintendent, building principal or other authorized administrator;

8. Enter any portion of district premises at any time for purposes other than those which are lawful and authorized by district officials;

9. Bring, possess~~, conceal~~ or use a weapon as prohibited by ~~Board Policy JFCJ - Weapons in the Schools and~~ state and federal law;

10. Possess, consume, sell, give or deliver unlawful drugs and/or alcoholic beverages. Possess, sell, give or deliver drug paraphernalia;

11. Use, distribute or sell tobacco products or inhalant delivery~~deliver~~ systems;

12. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that is evidence of membership or affiliation with any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;

13. Willfully violate Board policies, administrative~~other rules and~~ regulations or school rules~~adopted by the Board~~ designed to maintain public order on district property.

Persons having no legitimate purpose or business on district property, or those violating or threatening to violate the above rules, may be issued a trespass citation, ejected from the premises and/or referred to law enforcement officials.

END OF POLICY

Legal Reference(s):

ORS 161.015
ORS 164.245
ORS 164.255
ORS 166.025
ORS 166.155 to -166.165
ORS 166.210 to -166.370
ORS 332.172
ORS 336.109
ORS 339.883
ORS 431.840
ORS 433.835 to -433.990
ORS 806.060 to -806.080
OAR 333-015-0025 to -0090
OAR 581-021-0110
OAR 584-020-0040(4)(e),(g)

Gun-Free Schools Act, 20 U.S.C. § 7961 (2012).
Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2012).
Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).

Corrected 9/28/26

Klamath Falls City Schools

Code: KGBB
Adopted: 4/11/22
Orig. Code(s): KGBB

Firearms Prohibited

No person on grounds of the schools controlled by the Board (including in school buildings), will possess any firearm[1], except when said firearm is possessed by a person who is not otherwise prohibited from possessing the firearm, and is unloaded and locked in a motor vehicle. The exception provided in Oregon Revised Statute (ORS) 166.370(3)(g) for concealed carry licensees (see ORS 166.291 and 166.292) does not apply to the possession of firearms on grounds of the schools controlled by the Board.[2] Firearms under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities when in compliance with law and board policy.

Any person violating or threatening to violate the above rules, as determined by the district, may be issued a trespass citation, ejected from the premises and referred to law enforcement officials[3].

The district will post clearly visible sign(s) at all normal points of entry to the school grounds subject to this policy indicating that the affirmative defense described in ORS 166.370(3)(g) does not apply. The district will post on the district's web pages designated for school board operations, identifying designated school grounds that are subject to this policy.

END OF POLICY

Legal Reference(s):

ORS 161.015
ORS 164.245
ORS 164.255
ORS 166.210 - 166.370
ORS 297.405
ORS 332.107
ORS 332.172
ORS 339.315

Gun-Free Schools Act, 20 U.S.C. § 7961 (2018).
Senate Bill 554 (2021).

Reviewed 9/28/26

[1] "Firearm" has the meaning given that term in ORS 166.210, except that it does not include a firearm that has been rendered permanently inoperable.

[2] See Senate Bill 554 (2021).

[3] ORS 339.315 requires any district employee with reasonable cause to believe that a person is in possession of a firearm within a school or has possessed a firearm within a school in violation of Oregon law in the previous 120 days report such information to an administrator or law enforcement. A district employee with reasonable cause to believe that a person is in possession of a firearm within a school or has possessed a firearm within a school in the previous 120 days in violation of Oregon law, may report such information to law enforcement.

Klamath Falls City Schools

Code: KH
Adopted:

Public Gifts to the District

Gifts which may serve to enhance and extend the work of the schools may be accepted by the district. It will be the district's general policy to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures.

1. Tangible property contributed to the schools becomes the property of the district and is subject to the same controls and regulations that govern the use of other district-owned property.

2. Contributions of property or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from district funds, will be presented by the superintendent for Board consideration and approval.

3. Any groups planning to raise money for a gift to a school or the educational system will first consult with the principal and superintendent regarding what kind of gift should be made. The superintendent or designee will develop guidelines for accepting gifts. Such guidelines will include a concern for fairness and equity among schools.

4. All gifts will be subject to the provisions of Board policy.

Gifts accepted shall be used for the purpose for which they were donated.

In accepting gifts, the Board will be aware of the requirement that there should not be significant differences among the various school facilities.

END OF POLICY

Legal Reference(s):

ORS 294.338
ORS 332.075
ORS 332.107
ORS 332.385

Added/Corrected 9/28/26

PROPOSED

Klamath Falls City Schools

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

Public Solicitation in District Facilities

~~Students and staff are to be protected from intrusions by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the schools.~~

Fund raising and solicitation by non-school agencies or for non-school activities during school hours will not be permitted without prior approval of the superintendent and/or principal.

Demonstrations of services or materials and canvassing of students or employees for the purpose of selling products or services shall not be permitted in either the district's schools or grounds, unless authorized by the superintendent and/or principal.

No non-school-sponsored organization or individual may solicit funds or sell tickets within the district without first securing permission through the superintendent and/or principal.

Whenever possible, solicitation should occur during non-classroom time.

(ORS 332.593 was repealed in 2011; this policy language is not required) ~~The solicitation and sale of travel services to students may be permitted with approval of the Board on district property, at activities under the jurisdiction of the district and at interscholastic activities administered by a voluntary organization.~~

~~This includes sale of services to students by any person or group that sells, provides, furnishes, contracts for, arranges or advertises travel services.~~

~~Sellers of travel services must meet the following district criteria:~~

~~1. Belong to an association of sellers of travel certified by the director of the Department of Consumer and Business Services;~~

~~2. Provide proof of errors and omissions insurance;~~

~~3. Provide proof of a client trust account or performance bond;~~

~~4. Submit references;~~

~~5. Include in all information provided to students and parents that drug, alcohol and tobacco use will be prohibited;~~

~~6. Include in all information provided to students and parents a statement that the activity is a non-school-sponsored event;~~

~~7. Other.~~

The administration of surveys, questionnaires and requests for information by non-school-connected organizations are prohibited~~disallowed~~. Exceptions may be approved by the superintendent. In the event an exception is granted for the administration or distribution of a survey created by a third party, the district will provide an opportunity for the student's parent to inspect such survey upon request, before the survey is administered or distributed by a school to a student~~, as required by the Every Student Succeeds Act of 2015 (ESSA).~~ Any district survey containing any "covered survey items"[1] ~~as defined by ESSA,~~ may also be inspected by parents.

Parents may also request that their student be excused from participation in such surveys. Requests may be submitted in accordance with the provisions of Board policy KAB - Parental Rights and accompanying administrative regulation.

As required by law, the superintendent shall ensure that notification is provided to parents of students at least annually at the beginning of the school year or when enrolling students for the first time in school, of the specific or approximate dates during the school year when such surveys are scheduled or expected to be scheduled. The rights provided to parents under this policy transfer to the student when the student turns 18 years of age or is an emancipated minor under applicable state law.

The district recognizes its responsibility to protect student privacy. Personal information that may be collected as a result of such surveys will be released only with prior, written parental permission, unless as otherwise provided by law~~ESSA~~ and/or the provisions of Board policy JOB - Personally Identifiable Information.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 339.880

32 OR. ATTY. GEN. OP. 209 (1965)
46 OR. ATTY. GEN. OP 239 (1989)
Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).
Every Student Succeeds Act, 20 U.S.C. § 7928 (2012).
Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2012).

Corrected 9/28/26

[1] "Covered survey items" include one or more of the following items: political affiliations or beliefs of the student or the student's family; mental and psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Klamath Falls City Schools

Code: KJ
Adopted: 2/14/00
Readopted: 10/09/06; 3/06/17
Orig. Code(s): KJ

Advertising in District Facilities
(Version 1)

The Board recognizes that business and cultural organizations make available for public use information which is of value in advancing student education. This information may not be available through other sources.

The facilities, the staff or the students of the district shall not be used in any manner to advertise or promote commercial, cultural, organizational or other nonschool interests except that the district may:

1. Utilize films and other instructional aids furnished by private sources when the advertising content is reasonable in the judgment of the principal of the school involved;

2. Cooperate through announcements and distribution of program material with nonprofit community organizations that supplement the school program when such cooperation will not interfere with the school program;

3. Permit participation on a student option basis in essay, art, science and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program;

4. Release promotional material for nonschool athletic and cultural events only through appropriate school departments;

5. Solicit and accept limited advertising in extracurricular activity schedules and programs at the discretion of the principal of the school involved;

6. Permit other exceptions when, in the judgment of the superintendent, students of the district will benefit. The superintendent may, at his/her option, refer specific cases to the Board for decision.

When a contract for advertising or other exclusive use contract is solicited for compensation, the district shall follow Board policy DJC - Bidding Requirements and, as appropriate, adopt public contracting rules as provided in DJC-AR - Exemptions from Competitive Bidding prior to contract approval. Competitive bidding includes monetary as well as in-kind contributions (i.e., scoreboards, computers, other equipment) and the request for proposal (RFP) process will be utilized.

END OF POLICY

Legal Reference(s):

ORS 279B.055
ORS 279C.335
ORS 332.107
ORS 339.880

Corrected 9/28/26

Klamath Falls City Schools

Code: KJ
Adopted:
Orig. Code(s): KJ

Commercial Advertising
(Version 2)

The Board recognizes that district-sponsored commercial advertising may provide an important source of revenue for its programs and activities. Such sales may be permitted as approved by the superintendent or designee and by this policy.

"Commercial advertising" as used in this policy means, use by any person, company, business or corporation, for personal or private gain, of any district media, including, but not limited to, school newspaper, yearbook or other printed material, flyer or circular, radio, television, video or any other electronic technology or indoor or outdoor signage designed to:

1. Transmit a message offering any goods or services;

2. Cause or induce any other person to purchase any goods or services;

3. Increase demand for any goods or services.

Commercial advertising approved by the district must be consistent with district mission, goals, Board policies and administrative regulations; promote positive values for district students through proactive educational messages that encourage student achievement and high standards of personal conduct.

The superintendent may consider for approval revenue-enhancing activities that include, but are not limited to, contracts or agreements for:

1. Exclusive advertising of any product or service throughout the district or at specified locations or times to a person, business or corporation in exchange for goods or services (e.g., scoreboards, electronic message boards, athletic gear, exclusive right to sell beverages, bottled water, snacks, meals, etc.);

2. Products or services that require the dissemination of advertising to staff, students, parents or others or allow any person, business or corporation to obtain information from staff, students, parents or others for the purposes of market research;

3. The use of district facilities or grounds in exchange for products, services or financial considerations (e.g., cell phone towers, etc.);

4. Technology hardware, software, satellite hook-up and/or access in exchange for free or reduced prices and/or fees and/or advertising rights, or agreement to use equipment a certain number of hours of the day, month, etc.;

5. Naming rights to district property in exchange for goods, services or monetary considerations.

Contracts shall include a provision allowing the district to terminate the contract if it is determined by the district to have an adverse impact on district programs, services or activities. Revenue derived shall be used for programs, services and/or activities as determined by the district.

All contracts considered for approval are subject to the competitive procurement requirements of Board policies DJ - District Purchasing, DJC - Bidding Requirements and the local contract review board's public contracting rules. Competitive procurement as used in this policy includes monetary as well as in-kind contributions (i.e., scoreboards, computers, other equipment or materials).

The superintendent or designee will develop administrative regulations as needed for implementation of this policy.

END OF POLICY

Legal Reference(s):

ORS 279B.055
ORS 279C.335
ORS 332.107
ORS 339.880

Added/Corrected 9/28/26

PROPOSED

Klamath Falls City Schools

Code: KJ-AR
Revised/Reviewed:

Commercial Advertising

Commercial advertising in district schools may be permitted by the superintendent or designee subject to the following. Schools, with prior approval, may:

1. Publish advertising in any school newspaper, other school periodical, school or district publication, web page or yearbook;

2. Distribute advertising or market research as part of a district-approved curriculum on advertising, marketing or media literacy, etc.;

3. Post signs of school, district or public appreciation for financial or other support from any person, business or corporation for the educational program in any school in the district;

4. Use free educational materials with incidental advertisements;

5. Permit demonstrations of educational materials and equipment;

6. Cooperate with nonprofit community organizations in making or posting announcements or distributing program materials that supplement the school program provided that such cooperation does not interfere with the school program and is consistent with the mission, goals and policies of the district;

7. Utilize films or other educational materials and instructional aids, including newspapers and magazines in either print or electronic form furnished by private sources, when the advertising content is reasonable in the judgment of the superintendent or designee;

8. Permit participation, on a student-option basis, in essay, art, science and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program;

9. Release promotional material for nonschool athletic and cultural events through appropriate school departments;

10. Accept limited advertising on extracurricular activity schedules and programs.

Other exceptions may be approved when, in the judgment of the superintendent or designee, students of the district will benefit.

There may be no obligation on the part of students or staff to sell products, make purchases or distribute information.

The use of any advertising for alcohol or tobacco products in district publications or for any other purpose inconsistent with Board policies and administrative regulations is prohibited.

No activity which requires staff or students to assist in promoting campaigns (financial, charitable, educational or otherwise) will be permitted without the express permission of the superintendent.

Added 9/28/26

PROPOSED

Klamath Falls City Schools

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

Materials Distribution**

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be submitted to the superintendent or designee. Materials and~~themselves as well as~~ the proposed method of distribution shall be subject to review by the superintendent or ~~his/her~~ designee.

Materials shall be reviewed based on legitimate educational concerns. Such concerns include: the material is or may be defamatory; the material is inappropriate based on the age, grade level and/or maturity of the reading audience; the material is poorly written, inadequately researched, biased or prejudiced; the material contains information that is not factual; the material is not free of racial, ethnic, religious or sexual bias; or the material contains advertising that violates public school laws, rules and/or policy, is deemed inappropriate for students or that the public might reasonably perceive to bear the sanction or approval of the district.

The superintendent or designee shall determine distribution procedures. Such procedures may include:

1. Distribution to each student before or after class if materials are not directly related to the instructional goals;

2. Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process; or

~~3. Inclusion of materials in a direct mailing; or~~

~~4.~~3. Solicitation of school-related groups such as parent organizations to distribute~~disseminate~~ materials.

The practice of distributing pamphlets, booklets, flyers, brochures and other similar materials shall be periodically reviewed to ensure that the mere volume of requests has~~have~~ not become an interruption to the educational process.

END OF POLICY

Legal Reference(s):

ORS 332.107

46 OR. ATTY. GEN. OP. 239 (1989).

Corrected 9/28/26

Klamath Falls City Schools

Code: KJA-AR
Revised/Reviewed: 5/09/18
Orig. Code(s): KJA-AR

Materials Distribution

Curriculum Materials

The district should avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information or securing participation in non-school-related activities and functions. At the same time, the district should inform and assist students to learn about programs, activities or information which may be of help or service to them. To attempt a fair balance the following general guidelines will apply:

1. Permission to post bulletins ~~will~~ may be approved by the administrator if they announce a program or service for young people by a nonprofit local to the district~~.~~;

2. The administrator will determine which materials may be distributed to students except that materials soliciting money or information may not be distributed without specific approval from the superintendent or designee~~.~~;

3. Direct sales by outside vendors to students in school is prohibited. The district offices may, however, provide lists of vendors carrying certain items or the office may carry and charge for miscellaneous items (e.g., pens, pencils, T-shirts) or permit student organizations to vend products on a controlled basis;

4. Announcements through the administration may be made for anything connected with charitable organizations that are operated on a nationwide basis;

5. Any organization except those noted above which is not directly responsible to or a part of the schools may not use district facilities for communications and announcement purposes.

This administrative regulation should not be construed as preventing a teacher from using instructional or informational materials, even though the materials might include reference to a brand, a product or a service.

Where questions regarding appropriateness or interpretation occur, the matter will be referred to the ~~S~~superintendent or designee.

Noncurricular Materials

Distribution of noncurricular materials by outside individuals or organizations will be allowed in the district subject to the requirements that follow below unless the material is “unacceptable” as described below:

The following materials are unacceptable:

1. So-called "hate" literature that attacks ethnic, religious or any racial group;

2. Literature that promotes hostility, disorder or violence;

3. Literature that proselytizes a particular religious or political belief;

4. Literature that is designed for commercial purposes: -advertising a product or service for sale or rent;

5. Literature that is libelous, invades the rights of others or inhibits the functioning of the district or advocates interference with the rights of any individual or with the normal operation of the district;

6. Literature that favors or opposes any political candidate, any bond issue or any other question to be decided at an election;

7. Literature that is obscene or pornographic as defined by prevailing community standards;

8. Literature that contains information that is not factual;

9. Literature that is inappropriate to the age or maturity of the intended reader.

Individuals or groups wishing to distribute materials must submit the material to the superintendent or designee ~~through www.peachjar.com~~as directed. The superintendent or designee ~~will~~ may approve or disapprove the distribution on the basis of the material's acceptability (above) provided that the individual or group agrees to distribute the materials as designated by the administration ~~through www.peachjar.com~~. Materials will not be distributed through any means other than digitally using ~~Peachjar~~the district's distribution process.

~~In the event the superintendent or designee rejects a request for the materials distribution, the decision may be appealed by emailing a request to district@kfalls.k12.or.us.~~

This administrative regulation governs noncurricular materials, not supplementary instructional materials which are covered by other board policies.

~~The superintendent or designee will present to any person or persons wishing to distribute noncurricular materials a copy of this administrative regulation.~~

Corrected 9/28/26

Klamath Falls City Schools

Code: KJB
Adopted:

Signs and Banners

Signs and banners, including but not limited to, other visual displays, in and on all district facilities, owned or leased, shall be subject to the district's provisions which shall consider the health, safety and welfare of staff and students.

Signs and banners, including but not limited to, other visual displays, may be allowed in or upon buildings and other district facilities only with the prior written approval of the superintendent or designee.

The following shall be applied in considering requests under this policy:

1. Signs and banners, including but not limited to, other visual displays, on sticks require special authorization of the superintendent or designee;

2. Signs and banners, including but not limited to, other visual displays, fastened to any building or any other structures on district property shall not be allowed without specific prior written permission;

3. Signs and banner, including but not limited to, other visual displays, presenting recognizable health or safety hazards are prohibited;

4. Signs and banners, including but not limited to, other visual displays, presenting false information shall be prohibited.

END OF POLICY

Legal Reference(s):

ORS 332.107

Added/Corrected 9/28/26

PROPOSED

Klamath Falls City Schools

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

Visitors to District Facilities**

The Board believes that a better understanding of its educational program and improved relationship between the schools and community can be developed through school and classroom visitations of parents and patrons. Such visitations should be encouraged, arranged and permitted within considerations of the requirements of the educational program, the orderly administration of the school, school grounds and classrooms and the safety and welfare of students and staff.

The district is responsible for the schools' supervision and administration. ~~The Board encourages parents and other district citizens to visit the school and classrooms at any time to observe the work of students, teachers and other employees.~~

~~To assure that no unauthorized persons enter a school,~~ To ensure that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors to district facilities must ~~will~~ report to the school office upon~~when~~ entering ~~and will receive authorization to visit elsewhere in the building~~.

~~Any unauthorized person on school property will be reported to the principal or superintendent. The person may be asked to leave. Law enforcement may be called if the situation warrants such measures.~~

1. Students will not be permitted to bring visitors to school without prior approval of the principal.

2. Teachers' work must not be impeded by interruption of visitors or by unreasonable demands on their time.

3. Visitors must not contact individual students except as authorized by the principal and/or teachers.

4. When in the interest of orderly educational programs and the safety of students it is determined by the principal that some specific visitor or visitors shall not be permitted to enter the school facilities, the principal shall do the following:

    a. Advise the person that admission is refused and give that person an explanation for the refusal;
    b. If possible and appropriate, attempt to arrange alternative visitation of school facilities.

5. A visitor with permission to visit may be directed to leave when any teacher or administrator reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, violation of a posted school rule or illegal conduct.

    A visitor may also be directed to leave by the staff member administratively in charge of the building if the visit would be disruptive to the educational program or school order; would impede the work of teachers through visitor's interruptions or unreasonable demands on teacher time; or if

the visitors' course of conduct would conflict with Board policies, district or building regulations or would violate the law.

6. A direction to leave revokes any permission to visit or license to enter. Whenever possible, the direction should be given in writing or followed by written notice which identifies the issuer and gives a brief statement of the reason for the direction to leave. The school office should be notified of any direction to leave and given a copy of any written notice.

7. Those who insist on remaining despite a principal's request to leave and who thereby create a disruption of the carrying on of school business are subject to citizen's arrest and a report made to law enforcement. Failure to leave will render a visitor liable for criminal trespass pursuant to Oregon law.

8. Any visitor who believes that they have had a visit unfairly limited, may request a meeting with the superintendent. The superintendent may meet with the visitor, investigate the dispute and render a written decision. The superintendent's decision may be appealed to the Board.

9. Any visitor who commits a violent act or threatens to commit a violent act toward a student or staff member while on school grounds, at a school-sponsored event or on the way to and from school, shall be reported immediately to the principal and/or the superintendent or local law enforcement. The superintendent or designee shall immediately contact any student or staff member involved.

END OF POLICY

Legal Reference(s):

ORS 164.245
ORS 164.255
ORS 166.025
ORS 166.155 to -166.165
ORS 332.107
ORS 339.327

Corrected 9/28/26

Klamath Falls City Schools

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

Public Complaints

A parent or guardian of a student attending a school in the district, person who resides in the district, a staff member, or a student may petition the district with a complaint.

A complainant will be referred through the proper administrative process for resolution of a complaint before investigation or action by the Board.

An exception will be a complaint against the superintendent or one that involves Board actions or Board operations.

The complaint procedure is available at the district's administrative office and on the home page of the district's website.

The Board advises that there is a process available for resolving complaints, including but not limited to complaints in one or more of the following areas:

1. Instruction;

2. Discipline;

3. Learning materials;

4. Compliance with State Standards;

5. Restraint and/or seclusion;

6. With a staff member; or

7. Retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation.

The complainant must follow the complaint procedure as outlined in administrative regulation KL-AR ~~(1)~~ Public Complaint Procedure~~)~~.

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

Complaints against the principal should be filed with the superintendent or designated representative. (See KL-AR ~~(1)~~ – Public Complaint Procedure)~~.~~

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. (See KL-AR ~~(1)~~ – Public Complaint Procedure)

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. (See KL-AR ~~(1)~~ – Public Complaint Procedure)

Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board. (See KL-AR ~~(1)~~ – Public Complaint Procedure)~~.~~

A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or

2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.

The superintendent will administer the complaint process, as appropriate.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal[1] the district's final decision to the Oregon Department of Education under OARs 581-~~002~~075-0001 - 581-~~002~~075-~~0023~~0045 or 581-075-0205 ~~(See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)~~.

Charter Schools of which the District Board is a Sponsor

The district Board, through this policy, will not review an appeal of a decision reached by the Board of any charter school sponsored by the district on a complaint alleging a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), for which the district Board has jurisdiction, and recognizes a decision reached by the charter board as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-075-0001 – 581-075-0045 or 581-075-0205.

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 332.107
ORS 659.852
OAR 581-075-0001 - 075-0045
OAR 581-022-2370

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

Corrected 9/28/26

Klamath Falls City Schools

Code: KL-AR(2)
Revised/Reviewed: 10/14/19
Orig. Code(s): KL-AR(2)

Appeal to the Deputy Superintendent of Public Instruction

(Recommendation to use new rules now OAR 581-075-0001 – 581-075-0045 or 581-075-0205)

An appeal process has been established by the Oregon Department of Education (ODE) by Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023 for complaints that allege violation of OAR Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 – 339.303 or OAR 581-021-0550 – 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation).

The complainant may appeal the district's final decision for a complaint to the Deputy Superintendent of Public Instruction if:

1. The complainant has exhausted the district's complaint except as otherwise allowed by statute;

2. The district failed to render a written decision within 30 days of the submission of the complaint at any step the district and complainant have agreed in writing to a longer time period for that step; or

3. The district failed to resolve the complaint within 90 days of the initial filing of the complaint, regardless of the number of steps in the district complaint process, unless the district and the complainant have agreed in writing to a longer time period.

The appeal may include a complaint alleging a violation of ORS 659.852 if the complainant alleges that retaliation occurred in response to a complaint for which the complainant received the district's final decision for a complaint.

The appeal must be received by (ODE no later than:

1. One year after the date of the final decision by the district; or

2. If the district fails to the complaint, no later than two years after the date on which the complainant first filed the complaint with the district.

The complaint upon which the appeal is based must have been initially filed with the district by the later of the two dates:

1. Date occurring two years after the date on which the alleged violation or unlawful incident occurred or on which the complainant discovered the alleged violation or unlawful incident; or

2. The date occurring one year after the date on which the affected student graduated from, moved away from or otherwise left the district.

The appeal shall:

1. Be in writing;

2. Be submitted in person, by mail, or electronically

The appeal must contain:

1. The name of the person filing the appeal;

2. The phone number, address, or email address, if available, of the person filing the appeal;

3. The name of the student if the person filing the appeal is filing on behalf of the student;

4. A statement of the facts on which the appeal is based; and

5. Other information requested by ODE.

Upon receipt of an appeal, ODE will determine whether the appeal satisfies the requirements of OAR 581-002-0003 and OAR 581-002-0005.

After these determinations, ODE will give written notice to the complainant and the district whether the appeal has been accepted.

If ODE has accepted an appeal and gave notice to the complainant and the district involved, the district shall submit a written response and all correspondence, documents, and other information ODE requested within 30 days of receipt of the notice.

The district's written response shall include:

1. A statement of facts;

2. A description of district action taken in response to the complaint; or if none was taken, an explanation of the reason(s) why no action was taken;

3. Any stipulation reached concerning settlement of the complaint; and

4. A list of any complaints filed with another agency by the complainant concerning the subject of the appeal to the extent that the district is aware of such complaints.

The Director of ODE may for good cause extend the time by which a district must make a submission described above.

Upon receipt of the district's written response, ODE will conduct an investigation to determine whether the district violated a rule or law described in OAR 581-002-0003.

ODE shall issue a final pursuant to OAR 581-002-0017.

Corrected 9/28/26

Klamath Falls City Schools

Code: KL-AR~~(1)~~
Revised/Reviewed: 1/13/20; 7/10/23
Orig. Code(s): KL-AR(1)

Public Complaint Procedure

A parent or guardian of a student attending a school in the district, or a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

The Administrator/Supervisor: Step One[1]

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator/supervisor within five working days of the employee's response. The administrator/supervisor shall evaluate the complaint and render a decision within five working days after receiving the complaint. (A form is available but is not required.)

The Superintendent or Designee: Step Two

If Step One does not resolve the complaint, within 10 working days of the written response from the administrator/supervisor, the complainant may file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy.

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report[2] in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

The Board: Step Three

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final.[3]

[1] A written decision should be issued within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step.

[2] If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

[3] If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

The complainant shall be informed in writing or in electronic form of the Board's decision within 30[4] days from the receipt of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.
The timelines may be extended upon written agreement between the district and the complainant.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal[5] the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-~~002~~075-0001 – 581-~~002~~075-~~0023~~0045 or 581-075-0205.

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the request to place the complaint on the Board agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. The Board may use executive session if the subject matter qualifies under Oregon law. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair may be referred directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

[4] ~~In a complaint process with more than one step, a written decision should be issued within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step.~~

[5] ~~An appeal must meet the criteria found in OAR 581-002-0005(1)(a).~~

Klamath Falls City Schools

COMPLAINT FORM

To: ☐ Employee* ☐ Administrator/Supervisor* ☐ Superintendent ☐ Board chair ☐ Board vice chair
* Form available but is not required.

Person Making Complaint _____

Phone Number _____ Email _____

Nature of Complaint _____

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

Signature of Complainant: _____ Date: _____

.....

Office Use

Disposition of Complaint: _____

Signature: _____ Date: _____

cc: District Office

Klamath Falls City Schools

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

Relations with Law Enforcement Agencies

The Board recognizes that districtwide cooperation with law enforcement agencies is essential for the protection of staff and students, for maintaining a safe environment in district schools and for safeguarding district property.

Programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a healthy attitude toward law enforcement agencies and officials will be encouraged by the district. Law enforcement participation in such programs and activities is encouraged.

Law enforcement officials may enter school facilities if a crime has been committed on district property or to investigate matters concerning staff and students upon request initiated by either agency officials or by district administrators.

The superintendent or designee will develop administrative regulations to implement this policy, including procedures for handling investigations, administrator requests for assistance and required referrals to law enforcement agencies.

END OF POLICY

Legal Reference(s):

ORS 329.150 ORS 419B.015 ORS 419B.045

Letter Opinion, Office of the Attorney General (August 18, 1986).
Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F. 3d 1201 (9th Cir. 2011).

Corrected 9/28/26

Klamath Falls City Schools

Code: KN-AR(1)
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): KN-AR(1)

Relations with Law Enforcement Agencies**

~~**School-Police Liaison Program**~~

~~1. The superintendent or designee will serve as the program coordinator for the district's School-Police Liaison Program.~~

~~2. Each year the administration will meet with law enforcement officials to discuss:~~

~~a. Whom the school/law enforcement official should call for suspected violations of the law occurring on district property or other common needs;~~
~~b. How school representatives should handle evidence of a suspected crime/contraband, etc.;~~
~~c. Board policy and procedures related to law enforcement officials' requests for access to and questioning of students on district property and district parent notification requirements;~~
~~d. Applicable provisions of district emergency plans and security procedures;~~
~~e. Special event needs.~~

~~3. District curriculum will be reviewed annually to include K-12 age-appropriate instruction in safety, violence prevention/conflict resolution and citizenship to increase students' awareness of their rights and responsibilities within society. Instruction will emphasize prevention.~~

~~4. Law enforcement involvement in such district programs and activities including Drug Awareness Resistance Education (DARE) and Gang Resistance Education and Training (GREAT) will be encouraged.~~

~~5. Active involvement of related community agencies and organizations will be encouraged in an effort to broaden the reference base in the development of district programs and activities and to establish a link for sharing resources.~~

~~**Law Enforcement Initiated Requests**~~

~~Interviews/Investigations of Students~~
Request to Interview a Student or to Conduct an Investigation by Law Enforcement (Other Investigations)

1. Interviews or investigations by law enforcement officials not based on allegations of abuse of a child, a warrant for an arrest or search or probable cause that an illegal act or crime is occurring or has been committed on district property, may be permitted upon request and with ~~principal~~ building administrator or designee approval.

2. The law enforcement official shall contact the building administrator, provide adequate identification~~, properly identify himself/herself~~, inform the administrator of the nature of the investigation and provide the name of the student to be interviewed.

3. The building administrator shall verify and record the identity of the law enforcement official or other authority.

4. Requests to interview a student during school hours should be, in the opinion of the building administrator, important and urgent to justify interrupting school activities.

5. The building administrator will attempt to notify the student's parent(s) prior to granting the interview. If the parent(s) does not give consent to have their child~~his/her son/daughter~~ interviewed, then the interview should not take place.

6. If the parent(s) cannot be contacted, the building administrator may grant permission for the questioning to proceed if the student agrees to be interviewed or in the event of compelling emergency circumstances.

7. If the building administrator has been unable to contact the parent(s) then the building administrator shall make a reasonable attempt to notify the parent(s) as soon as possible after the interview.

8. All such interviews shall be conducted in privacy, out of the view of staff, students and others.

9. A building administrator shall be present at all times during the interview unless the student's parent(s) is present and asks the building administrator not to participate or the district official is otherwise prohibited from being present by law.

10. The building administrator shall maintain a written record of all such interviews conducted.

Questioning of a Student Suspected of a Crime, Arrest of a Student or Taking a Student into Custody

1. When a student is a suspect in a criminal act and is to be questioned by a law enforcement official for the purpose of establishing involvement in the act, questioning will be allowed on district property only with parental consent. Normally, such questioning should occur outside school hours, off district property.

2. At no time will a student be released to a law enforcement~~an~~ officer without one of the following:

   a. A warrant;
   b. A court order;
   c. Arrest;
   d. Protective custody resulting from ~~child~~ abuse of a child investigation;
   e. Permission of the parent.

3. In all cases, other than abuse of a child cases, where a student is to be taken from the building by a law enforcement official, the building administrator will verify the official's identity and make a reasonable effort to notify the student's parent(s). Law enforcement officials have the primary responsibility for notifying the parent(s) in such instances. Administrators must request law enforcement officials to complete the appropriate form provided by the district. (See KN-AR(2) - Investigations Conducted on District Premises)

Abuse of a Child Investigations

~~Any investigation of child abuse will be directed by the Oregon Department of Human Services, Community Human Services, or law enforcement officials as required by law. The administrator or designee will request documentation from the investigating official demonstrating that the official has a warrant, a court order, exigent circumstances or parental consent to conduct the interview. If the investigating official does not have this documentation, the administrator may deny the official's request to interview the student on school property. The building administrator or designee may be present at the interview of the student at the discretion of the investigating official. When the subject matter of the interview or investigation involves abuse of a child, building administrators and school employees shall not notify the parent.~~

Any investigation of abuse of a child will be directed by the Oregon Department of Human Services (DHS) or law enforcement officials as required by law. The DHS or law enforcement agency will first notify the administrator of the investigation, unless the administrator is a subject of the investigation. The building administrator must request the investigating official fill out the appropriate form (See JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises). If the investigating official refuses to fill out or sign the form, the administrator may complete the form but should not deny the official's request to interview the student on school property. If the investigating official does not have adequate identification the administrator shall refuse access to the student. The administrator or designee may be present at the interview of the student at the discretion of the investigating official. When the subject matter of the interview or investigation involves abuse of a child, administrators and school employees shall not notify the parents.

Administrator-Initiated Requests

On occasion, principals may need, or be required to seek law enforcement assistance. Any student violation of the district's weapons policy shall be reported to the appropriate law enforcement agency. Abuse of a child also requires immediate referral to the DHS~~Oregon Department of Human Services, Community Human Services,~~ or law enforcement officials. Additionally, ~~principals~~administrators and/or designee(s) may report to law enforcement officials, other violations of law occurring on district property or at school-sponsored activities, as deemed appropriate.

Any student violation of the district's weapons policy shall be reported to the appropriate law enforcement agency.

Abuse of a child also requires immediate referral to the ~~Oregon Department of Human Services, Community Human Services,~~DHS or law enforcement officials.

Corrected 9/28/26

Klamath Falls City Schools

Code: KN-AR(2)
Revised/Reviewed: 3/06/17; 4/09/18
Orig. Code(s): KN-AR(2)

~~Abuse of a Child or~~ Other Investigations Conducted on District Premises

Any an administrator is notified that law enforcement would like to interview a student at school for the purpose of an investigation that is not related to abuse of a child, the administrator must request that the investigating official provide the information below. Failure to meet one of the five criteria may result in the administrator's refusal to allow the student interview on district property.

I, _____ (Name) of _____ (Agency) declare that I have the authority to conduct this student interview based on the following:

1. ☐ Warrant (attach copy)

2. ☐ Court order (attach copy)

3. ☐ Exigent circumstances (briefly describe): _____
_____

4. ☐ Parental consent

Parent or guardian's name: _____
Date consent granted: _____

5. ☐ This interview is not considered a "seizure" pursuant to state and federal law.

_____ _____
Signature of interviewer Date

_____ _____
Name of student to be interviewed Date of interview

□ Student not available for interview
□ Student refused to be interviewed

_____
Name of school official (administrator/ designee) receiving this form

This form should be placed in a separate file and not in student's educational record file.

Corrected 9/28/26

Klamath Falls City Schools

Code: LBE
Adopted: 6/10/19
Revised/Readopted: 12/14/20
Orig. Code(s): LBE

Public Charter Schools**

Public charter schools may be established as a new public school~~,~~ or a virtual public school, from one or more existing public schools in the district or a portion of the school, or from an existing alternative education program. A public charter school may not convert an existing tuition-based private school into a charter school, affiliate itself with a nonpublic sectarian~~nonsectarian~~ school or religious institution, or encompass all the schools in the district unless the district is composed of only one school.

Public charter schools shall demonstrate a commitment to the mission and diversity of public education while adhering to ~~one or more of~~ the following goals:

1. Increase student learning and achievement;

2. Increase choices of learning opportunities for students;

3. Better meet individual student academic needs and interests;

4. Build stronger working relationships among educators, parents and other community members;

5. Encourage the use of different and innovative learning methods;

6. Provide opportunities in small learning environments for flexibility and innovation;

7. Create new professional opportunities for teachers;

8. Establish additional forms of accountability for schools; and

9. Create innovative measurement tools.

An applicant must submit a complete public charter school proposal that meets the requirements of Oregon law, and includes other information required by the district in the application process. The public charter school will be located and operated within the sponsoring district except where authorized by law.

The public charter school employer will be determined with each proposal. If the district is the employer, the terms of the current collective bargaining agreement will be examined to determine which parts of the agreement apply. If the district is not the sponsor of the public charter school, the district shall not be the employer and will not collectively bargain with public charter school employees.

The district will determine if it has any vacant or unused buildings and make a list of such buildings; buildings may be made available for public charter school use, subject to Board approval and Board policy.

Public charter school students may, upon request,~~will~~ be allowed to participate in district programs such as physical education, instrumental and vocal music offerings, or other selected options if space and materials are available.[1] Students must adhere to state law, Board policies, regulations, and rules concerning student conduct and discipline.

Public charter school students in grades K-8 may participate in their resident district's activities that are offered before or after regular school hours. Public charter school students in grades 9-12 may participate in their resident district's available activities that are sanctioned by the Oregon School Activities Association (OSAA) when the requirements found in Oregon law are met.

The district will not provide instructional materials, lesson plans, or curriculum guides for use in a public charter school.

The superintendent or designee will develop administrative regulations to include, but not limited to, the proposal process, review, and appeal procedures, and program evaluation, renewal, and termination.

END OF POLICY

Legal Reference(s):

ORS 327.077
ORS 327.109
ORS 332.107
ORS 338
ORS 339.141
ORS 339.147
ORS 339.450
ORS 339.460
OAR 581-026-0005 - 0710

Every Student Succeeds Act, 20 U.S.C. §§ 6311-6322 (2018).

Corrected 9/28/26

[1] This does not apply to the Oregon law related to OSAA-sanctioned activity participation.

Klamath Falls City Schools

Code: LBE-AR
Adopted: 12/14/20
Revised/Readopted: 3/14/22
Orig. Code(s): LBE-AR

Public Charter Schools

1. Definitions

    a. "Applicant" means any person or group that develops and submits a written proposal for a public charter school to the district.
    b. "Public charter school" means an elementary or secondary school offering a comprehensive instructional program operating under a written agreement entered into between the district and an applicant.
    c. "Virtual public charter school" means a public charter school that provides online courses, but does not primarily serve students in a physical location as described in Oregon Administrative Rule (OAR) 581-026-0300.
    d. "Remote and necessary school district" means a school district that offers kindergarten through grade 12 and has: (a) an average daily membership (ADM), as defined in Oregon Revised Statute (ORS) 327.006, in the prior fiscal year of less than 110; and (b) a school that is located, by the nearest traveled road, more than 20 miles from the nearest school or from a city with a population of more than 5,000.
    e. "Sponsor" means the district or Board.

2. Proposal Process

    a. An applicant will issue a written statement of its intent to submit a proposal not less than 30 days prior to the submission date outlined below.
    b. An applicant shall submit a complete proposal for sponsorship of a public charter school by the Board, including items outlined in ORS 338.045, and any additional requirements as are required in the Board's application for sponsorship, to the district office[1] no less than 180 days prior to the proposed starting date of the proposed public charter school during the hours the district office is open to the public for a start date in a subsequent school year. The applicant shall also submit a copy of the same proposal to the State Board of Education.
    c. The district will complete the review process as outlined in Section 3 below.
    d. As part of the proposal, each member of the proposed public charter school's governing body must provide an acknowledgment of understanding of the standards of conduct and the liabilities of a director of a nonprofit organization, as described in ORS Chapter 65, if the public charter school is organized as required by ORS 338.035(2)(a)(B) and (C).

3. Proposal Review Process

[1] ~~The date shall be at least 180 days prior to the date that the public charter school would begin operating and give a reasonable period of time for the school district board to complete the approval process and the public charter school to begin operating by the beginning of the desired school year. Choose one of the proposed options or make other edits.~~

a. Within 30 business days of receipt of a proposal, the district will notify the applicant as to the completeness of the proposal.

(1) If the Board determines the proposal is incomplete, the district will identify the specific elements of the proposal that are not complete and provide the applicant with a reasonable opportunity, as determined by the Board, to complete the proposal.
(2) If after given a reasonable opportunity the applicant does not complete the required elements, the Board may disapprove[2] the proposal.
(3) An applicant, that has had a proposal disapproved pursuant to section (2) may appeal the Board's decision to the State Board of Education within 30 days of the disapproval.
(4) A good faith disapproval is not a denial for purposes of requesting a review by the State Board of Education under ORS 338.075.

b. Within 60 days after the receipt of a completed proposal, or a final order issued by the Superintendent of Public Instruction remanding the proposal to the Board for consideration following a decision on an appeal, the Board shall hold a public hearing on the provisions of the public charter school proposal.
c. The Board must evaluate a proposal in good faith using the following criteria:

(1) The demonstrated sustainable support for the proposed charter school by teachers, parents, students and other community members, including comments received at the public hearing;
(2) The demonstrated financial stability of the proposed public charter school including the demonstrated ability of the school to have a sound financial management system that
(3) is in place at the time the school begins operating and meets requirements of ORS 338.095(1);
(4) The capability of the applicant, in terms of support and planning, to provide comprehensive instructional programs;
(5) The capability of the applicant, in terms of support and planning, to provide comprehensive instructional programs to students identified as academically low achieving;
(6) The adequacy of the information provided as required in the proposal criteria;
(7) Whether the value of the public charter school is outweighed by any directly identifiable, significant and adverse impact[3] on the quality of the public education of students residing in the district in which the public charter school will be located.
(8) Whether there are arrangements for any necessary special education and related services for students with disabilities;
(9) Whether there are alternative arrangements for students, teachers and other school employees who choose not to attend or who choose not to be employed by the public charter school; and
(10) The prior history, if any, of the applicant in operating a public charter school or in providing educational services.

[2] The term "disapprove" is used for a proposal that is rejected due to being incomplete. See ORS 338.055(1)(c).

[3] A determination of whether an impact is directly identifiable, significant and adverse may include, but is not limited to student enrollment, student-teacher ratios, staff with requisite licensure or endorsement, student learning and performance, specialty programs, financial considerations, and maintenance capabilities.

d. The Board must either approve or deny the proposal within 30 days of the public hearing. Written notice of the Board's action shall be sent to the applicant by the district.

(1) If approved, the applicant shall also submit a copy of the approval to the State Board of Education.
(2) If denied, the notice must include the reasons for the denial with suggested remedial measures. The Board shall provide a reasonable opportunity for the applicant to amend and resubmit the proposal. The Board must either approve or deny the resubmitted proposal within 30 days of receipt. The Board may, with good cause, request an extension in the approval process timelines from the State Board of Education.

e. If the Board denies the resubmitted proposal, the process ends. An applicant whose resubmitted proposal is not approved by the Board may request a review of that decision to the State Board of Education within 30 days of the disapproval.

4. Terms of the Charter Agreement

a. Upon the approval of a proposal by the Board, the applicant, in cooperation with the district, must prepare and execute a written charter agreement, subject to Board approval, which shall act as the legal authorization for the establishment of the public charter school.
b. The charter agreement shall be legally binding and must be in effect for a period of not more than five years but may be renewed by the Board.
c. The Board and the public charter school may amend a charter agreement through joint agreement.
d. The agreement shall incorporate the elements of the approved proposal, will address the requirements outlined in OAR 581-026-0100(2) and any additional requirements that may apply to the public charter school including, but not limited to, the following:

(1) Pregnant and parenting students (ORS 336.640);
(2) English language learners (ORS 336.079);
(3) Student conduct (ORS 339.250);
(4) Alcohol and drug abuse policy and plan (ORS 336.222);
(5) Oregon Report Card (ORS 329.115);
(6) Employment status of public charter school employees pursuant to ORS 338.135;
(7) Student enrollment, application procedures and whether the public charter school will admit nonresident students and on what basis pursuant to ORS 338.125.[4];
(8) Transportation of students shall comply with ORS 338.145;
(9) The plan for performance bonding or insuring the public charter school sufficient to protect the public charter school and the district from loss and liability and comply with Oregon law. Documentation shall be submitted prior to agreement approval.

[4] Student enrollment shall be voluntary. A public charter school may not limit student enrollment based on ethnicity, national origin, race, religion, disability, sex, sexual orientation, gender identity, income level, the terms of an individualized education program, proficiency in the English language or athletic ability but may limit admission within a given age group or grade level. A public charter school must select students through an equitable lottery selection process if the number of student applicants exceeds the capacity of a program, class, grade level or building. A public charter school may implement a weighted lottery that favors historically underserved students and may give priority for admission to students when in accordance with ORS 338.125(3)(c).

e. If the district and the public charter school enter a cooperative agreement with other school districts for the purpose of forming a partnership to provide educational services, then the agreement must be incorporated into the charter of the public charter school.

5. Public Charter School Operation

a. The public charter school shall operate at all times in accordance with the laws and rules governing public charter school operation in the state of Oregon, including but not limited to, ORS Chapter 338 and applicable OAR Chapter 581 Division 22, and the charter agreement.
b. Upon application by the public charter school, the State Board of Education may grant a waiver of certain public charter school law provisions if the waiver promotes the development of programs by providers, enhances the equitable access by underserved families to the public education of their choice, extends the equitable access to public support by all students or permits high quality programs of unusual cost. This waiver request must specify the reasons the public charter school is seeking the waiver and further requires the public charter school to notify the sponsor if a waiver is being considered.

6. Virtual Public Charter School Operation

In addition to the other requirements for a public charter school, a virtual public charter school must comply with additional requirements pursuant to ORS 338.120.

7. Charter Agreement Review

a. The public charter school shall report at least annually on the performance of the school and its students to ODE and the district.
b. The public charter school shall be audited annually in accordance with the Municipal Audit Law. After the audit, the public charter school shall forward a copy of the annual audit to ODE and the following to the sponsoring district:

(1) A copy of the annual audit;
(2) Any statements from the public charter school that show the results of operations and transactions affecting the financial status of the public charter school during the preceding annual audit period for the school; and
(3) A balance sheet containing a summary of the assets and liabilities of the public charter school as of the closing date of the preceding annual audit period for the school.

c. The district may request at any time an acknowledgment from each member of the public charter school board that the member understands the standards of conduct and liabilities of a director of a nonprofit organization, as those standards and liabilities are described in ORS Chapter 65.
d. The public charter school shall submit to the district quarterly financial statements that reflect the school's financial operations. The report shall include, but not be limited to, revenues, expenditures, loans and investments.

8. Authorizing Duties

   a. The district shall designate a liaison[5] to the public charter school for ease of communication between the district and the public charter school.
   b. The district shall ensure at all times that both the public charter school and the district are in compliance with the charter agreement, as per ORS 338.065(2).
   c. The district shall conduct:

      (1) A comprehensive annual visit to the public charter school and written evaluation of the charter school's program, which should include an audit of the public charter school's academic, financial, and operational performance.
      (2) A review of public charter school staff credentials to ensure that public charter school staff are properly licensed and/or registered with TSPC.
      (3) A collection and review of all deliverables specified in the agreement.
      (4) A review of data to ensure the public charter school is making progress on reasonable, measurable written goals for academic, financial, and operational performance.
      (5) A review to ensure the public charter school is providing appropriate services to students who qualify, e.g., English learner supports.

9. Complaints Heard by the Charter School Board

   [6]A final decision reached by the public charter school board for a complaint that alleges a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - OAR 581-021-0570 (Restraint or Seclusion), ORS 659.850 (Discrimination), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), is recognized as the final decision regarding this complaint by the Board of Klamath Falls City Schools[7]. A final decision may be appealed to the Oregon Department of Education under OAR 581-~~002~~075-~~0003~~-0001 - 581-~~002~~075-~~0005~~0045 or OAR 581-075-0205.

10. Charter School Renewal

   a. The first renewal of a charter agreement shall be for the same time period as the initial charter. Subsequent renewals of a charter agreement shall be for a minimum of five years but may not exceed 10 years.
   b. The Board and the public charter school shall follow the timeline listed below, unless a different timeline has been agreed upon by the Board and the public charter school:

      (1) The public charter school board shall submit a written renewal request to the Board for consideration at least 180 days prior to the expiration of the charter agreement;
      (2) Within 45 days after receiving a written renewal request from a public charter school, the Board shall hold a public hearing regarding the renewal request;

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[5] ~~This designated staff member may be the superintendent or other designee.~~

[6] ~~The district is strongly encouraged to have a discussion with any sponsored public charter school, about the next step for a complaint – choose one of the presented options. Refer to language chosen in policy AC – Nondiscrimination or its administration regulation and/or KL – Public Complaints or its administrative regulation, if present, and align.~~

[7] ~~The district Board will hear this appeal as established through Charter agreement.~~

(3) Within 30 days after the public hearing, the Board shall approve the charter renewal or state in writing the reason for denying charter renewal;
(4) If the Board approves the charter renewal, the district and the public charter school shall negotiate a new charter agreement within 90 days unless the district and the public charter school agree to an extension of the time period. Notwithstanding the time period specified in the charter agreement, an expiring charter agreement shall remain in effect until a new charter agreement is negotiated;
(5) If the Board does not renew the charter agreement, the public charter school board may address the reasons stated for denial of the renewal and any remedial measures suggested by the district and submit a revised request for renewal to the Board;
(6) If the Board does not renew the charter agreement based on the revised request for renewal the public charter school may appeal the Board's decision to the State Board of Education for a review of whether the Board used the process required by Oregon law in denying the charter agreement renewal pursuant to ORS 338.065(6).
(7) The Board shall base the charter agreement renewal decision on a good faith evaluation pursuant to ORS 338.065(8) and shall base the renewal evaluation described primarily on a review of the public charter school's annual performance reports, annual audit of accounts and annual site visit and review as required by ORS 338.095 and any other information mutually agreed upon by the public charter school board and the Board.

For purposes of this section, the phrase "good faith evaluation" means an evaluation of all criteria required by ORS 338.065 resulting in a conclusion that a reasonable person would come to who is informed of the law and the facts before that person.

11. Charter School Termination

a. The public charter school may be terminated by the Board for any of the following reasons:

(1) Failure to meet the terms of an approved charter agreement or any requirement of ORS Chapter 338 unless waived by the State Board of Education.
(2) Failure to meet the requirements for student performance as outlined in the charter agreement.
(3) Failure to correct a violation of federal or state law that is described in ORS 338.115.
(4) Failure to maintain insurance as described in the charter.
(5) Failure to maintain financial stability.
(6) Failure to maintain, for one or more consecutive years, a sound financial management system described in the proposal submitted under ORS 338.045 and incorporated into the written charter under ORS 338.065.
(7) Failure to maintain the health and safety of the students.

b. If a public charter school is terminated by the Board for any reason listed in sections a.(1) through a.(6) above, the following shall occur:

(1) The Board shall give the public charter school board, at least 60 days prior to the proposed effective date of termination, written notification of its decision which shall state the grounds for termination.
(2) If the grounds for termination include failure to maintain financial stability or failure to maintain a sound financial management system, the Board and the public charter school

may agree to develop a plan to correct deficiencies. The plan to correct deficiencies will follow a process outlined in ORS 338.105.

(3) The public charter school may request a hearing with the Board in relation to a termination or a plan to correct deficiencies. The request must be made in writing and delivered to the business address of the district.

(4) Following a hearing, a decision reached by the Board to terminate may be appealed by the public charter school to the State Board of Education.

c. The Board may terminate a charter immediately and close the public charter school for endangering the health or safety of the students enrolled in the public charter school under ORS 338.105(4):

(1) A public charter school board may request, in writing and delivered to the business address of the district, a hearing with the Board.

(2) Within 10 days of receiving the request for a hearing, the Board must hold a hearing on the termination.

(3) If the Board acts to terminate the charter following the hearing, the public charter school may appeal the decision reached by the Board to the State Board of Education.

(4) The public charter school will remain closed during the appeal process at the discretion of the Board unless the State Board of Education orders the Board not to terminate and to re-open the public charter school.

d. If the charter agreement is terminated or a public charter school is closed or dissolved by the governing body of the public charter school, it shall be done only at the end of a semester and the public charter school board shall notify the district at least 180 days prior to the proposed effective date of the termination, closure or dissolution. Such notice must be made in writing and be delivered to the superintendent of the district.

e. If a charter agreement is terminated or a public charter school is dissolved, assets that were obtained with grant funds will be dispersed according to the terms of the grant. If the grant is absent any reference to ownership or distribution of assets of a terminated, closed or dissolved public charter school, all assets will be given to the State Board of Education for disposal.

Corrected 9/28/26

Klamath Falls City Schools

Code: LBEA
Adopted: 3/06/17
Revised/Readopted: 12/14/20
Orig. Code(s): LBEA

Resident Student Denial for Virtual Public Charter School Attendance**

The district is not required to approve a transfer of a resident student, when more than three percent of the students residing in the district are attending a virtual public charter school not sponsored by the district. The district will semiannually, by October~~December~~ 1 and April 1, calculate the percentage of ~~the number of~~ students residing in the district, who are attending~~enrolled in~~ a virtual public charter school not sponsored by the district. When the established percentage is more than three percent, the district will not approve additional students~~student~~ enrollment to such a virtual public charter school.~~, subject to the requirements in Oregon Administrative Rule (OAR) 581-026-0305 (2).~~

~~The district may send a notice of approval or disapproval to a parent[1] of a student who has sent a notice to the district of intent to enroll the student in a virtual public charter school not sponsored by the district (*See* OAR 581-026-0305 (3)). The district may respond within an approval or disapproval to a parent within eight business days[2]~~
A parent must give notice to the district of intent to enroll their student in a virtual public charter school not sponsored by the district, before enrolling their student in such a school and notice of actual enrollment.

If the district is not approving the enrollment, the district must respond with a decision to not give approval within 10 calendar days of receipt of the notice of intent from the parent. Such decision must include:

1. The percentage of students in the district that attend virtual public charter schools that are not sponsored by the district, based on recent calculations;

2. The right to appeal the decision to the State Board of Education;

3. A list of two or more other online options available to the student; and

4. A copy of OAR 581-026-0305 and OAR 581-026-0310.

The district is only required to use data that is reasonably available to the district, including but not limited to the following for such calculation:

1. The number of students residing in the district enrolled in the schools within the district;

2. The number of students residing in the district enrolled in public charter schools located in the district;

3. The number of students residing in the district enrolled in virtual public charter schools;

~~[1] "Parent" means parent, legal guardian or person in a "parental relationship" as defined in Oregon Revised Statue (ORS) 339.133.~~

~~[2] If a parent does not receive a notice of approval or disapproval from the district within 14 days of sending the notice of intent to enroll to the district, the student shall be deemed approved for enrollment by the district.~~

4. The number of home-schooled students who reside in the district and who have registered with the educational service district; and

5. The number of students who reside in the district enrolled in private schools located within the school district.

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

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

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 338.125

OAR 581-026-0305
OAR 581-026-0310

House Bill 3204 (2023).

Corrected 9/28/26

Klamath Falls City Schools

Code: IIABB
Adopted: 10/09/06
Revised/Readopted: 3/06/17; 9/14/26
Orig. Code(s): IIABB

Use of Feature Films, Videos and Other Media**

The Board recognizes the showing of commercially produced and rated feature films and videos, or other media may have a legitimate purpose in a school's educational program. Since the content of these feature films, videos or other media are customarily designed for general audience viewing, the Board feels certain precautions should be taken to ensure the showing of particular films, videos and other media are consistent with the educational values espoused by the district.

The Board directs administrative regulations be developed to accomplish this objective, including the provision that parents or guardians have the opportunity to preview a recording when practicably possible and that parents or guardians must give prior consent before their student views a film rated G, PG, PG-13 or R as outlined in IIABB-AR – Use of Feature Films, Videos and Other Media. All films, videos and other media shall be age appropriate.

All copyright laws must be followed.

Any media materials that are not rated are subject to the approval of the administrator prior to viewing.

~~Clips from any feature films and follow the guidelines in policy.~~

No feature film, video or other media will be shown in its entirety; a clip may be shown when in accordance with associated administrative regulations.

END OF POLICY

Legal Reference(s):

ORS 332.107

Corrected 9/22/26

Klamath Falls City Schools

Code: IICC
Adopted: 10/14/19
Revised/Readopted: 1/13/20; 9/14/26
Orig. Code(s): IICC

Volunteers

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

Volunteers are subject to requirements found in Board policy GCDA/GDDA – Criminal Records Checks and Fingerprinting and its accompanying administrative regulation.

Any electronic communications with students by a volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, volunteers shall use ~~district e-mail using mailing lists and/or other internet messaging~~approved platforms to a group of students rather than individual students or as directed by district administration. When not authorized through district procedures, a volunteer shall not text or otherwise electronically communicate with a student outside of approved procedures.~~Texting or electronically communicating with a student through contact information gained as a volunteer for the district is prohibited.~~

Nonexempt employees[1] may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services[2] as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.[3]

The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

END OF POLICY

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[1] There are three types of FLSA exemptions: those for executive, administrative and professional employees. Generally, employees who are exempt under the executive, administrative or professional exceptions must primarily perform executive, administrative or professional duties at least 50 percent of the employee's time.

[2] Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

[3] Districts should review the use of non-exempt employees in extracurricular activity positions such as coaching, cheerleading advisors and other district-sponsored activities with legal counsel for FLSA district impact.

Legal Reference(s):

ORS Chapter 243	ORS 339.372	OAR 839-020-0005
ORS 326.607		
ORS 332.107	OAR 581-021-0510 – 021-0512	

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2012).

Corrected 9/21/26

Klamath Falls City Schools

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The following symbol is used on some policies:

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

Klamath Falls City Schools

Code: JAA
Adopted: 2/08/10
Readopted: 3/06/17
Orig. Code(s): JAA

Student Policies, Goals and Objectives

(Delete. See policy IA)

Through its student policies, the Board seeks to advance goals which:

1. Enhance equal educational opportunities for all students;
2. Promote regular attendance;
3. Ensure that all students' constitutional rights as citizens in a democracy have practical meaning and application;
4. Develop, in students, a sense of personal responsibility for their actions;
5. Assure student safety, health and welfare;
6. Deal justly and constructively with all students in matters of discipline;
7. Help all students feel they are valued as individual persons in the school environment;
8. Support all students' academic growth beyond proficiency in academic content standards;
9. Encourage the attainment of individual goals by all students;
10. Support the physical and cognitive growth and development of all students; and
11. Utilize valid and reliable data for evaluating the success of curriculum, instruction, resource allocation and school improvement.

END OF POLICY

Legal Reference(s):

ORS 329.015
ORS 329.025
ORS 329.035
ORS 332.107

OAR 581-022-1030

Corrected 6/15/26

Klamath Falls City Schools

Code: JB
Adopted: 12/14/20
Revised/Readopted: 3/14/22
Orig. Code(s): JB

Equal Educational Opportunity**

Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation, gender identity, race[1], religion, color, national origin, disability, marital status, familial status, parental status, linguistic background, culture, socioeconomic status, capability or geographic location.

The district shall develop and implement an Equal Educational Opportunity Plan that assures no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district or denied access to facilities in the district.

A student or parent may also access and use the district's general complaint procedure through Board ~~P~~policy KL – Public Complaints.

All reports, complaints or information will be investigated.

The district will communicate the availability of policy and available complaint procedures to students and their parents through available district communication systems.

A student of the district may not be subjected to retaliation by the district for the reason that the student has, in good faith, reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation.

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 192.630
ORS 326.051
ORS 329.025
ORS 332.107
ORS 336.086
ORS 659.850
ORS 659.852
ORS 659A.001
ORS 659A.003
ORS 659A.006
ORS 659A.103 - 659A.145
ORS 659A.400
ORS 659A.403
ORS 659A.406
OAR 581-021-0045
OAR 581-021-0046
OAR 581-022-2310
OAR 839-003-0000

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

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[1] Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001. ~~(as amended by House Bill 2935 (2021)).~~

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12333 (2018).

Corrected 6/15/26

Klamath Falls City Schools

Code: JBAA
Adopted: 3/06/17
Readopted: 11/04/24
Orig. Code(s): JBAA

Section 504 – Students**

In compliance with the requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Amendments Act of 2008 (ADA), the district shall ensure that no otherwise qualified individual with disabilities shall, solely by reason of a disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the district or those provided by the district through contractual or other arrangements. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

The superintendent will ensure all students are identified annually who qualify for Section 504. Students will be evaluated by a team of individuals knowledgeable about the student, the meaning of the evaluation data and placement options. Services will be provided as required by law.

The superintendent will develop administrative regulations as needed for the implementation of this policy and to meet the requirements of state and federal law. Regulations will include provisions to ensure notice of the district's responsibilities are provided as required and that procedures are established for students, parents and staff with complaints concerning district compliance with the provisions of law.

END OF POLICY

Legal Reference(s):

ORS 192.630
ORS 326.051(1)(e)
ORS 343.068
ORS 659.850
ORS 659.865
ORS 659A.103
ORS 659A.109

OAR 581-015-2030
OAR 581-021-0045
OAR 581-021-0046
OAR 581-021-0049
OAR 581-022-2310

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).
Nondiscrimination on the Basis of Handicap in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 104 (2017).
Rehabilitation Act of 1973, 29 U.S.C. § § 791, 793-794 (2012).
Americans with Disabilities Act Amendments Act of 2008.

Reviewed 6/15/26

Klamath Falls City Schools

Code: JBAA-AR
Adopted: 3/06/17
Readopted: 11/04/24
Revised/Reviewed:
Orig. Code(s): JBAA-AR

Section 504 – Students**

In order to meet the requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA), the following procedures have been established:

Definitions

1. A student is considered a "qualified individual with disabilities" under Section 504 if the student:

    a. Has a physical or mental impairment which substantially limits one or more major life activities, even when mitigating measures, such as medication, prosthetics, hearing aids, etc., ameliorate the effects of the disability (e.g., any student receiving services under the Individuals with Disabilities Education Act (IDEA), students with diabetes). The term does not cover students disadvantaged by cultural, environmental or economic factors;
    b. Has a record or history of such an impairment (e.g., a student with learning disabilities who has been decertified as eligible to receive special education under IDEA, a student who had cancer, a student in recovery from chemical dependencies);
    c. Is regarded as having such an impairment. A person can be found eligible under this provision if the student:

        (1) Has a physical or mental impairment that does not substantially limit a major life activity but is treated by the district as having such a limitation;
        (2) Has a physical or mental impairment that substantially limits a major life activity only as a result of the attitudes of others towards such impairment (e.g., a student who is obese); or
        (3) Has no physical or mental impairment but is treated by the district as having such an impairment (e.g., a student who tests positive with the HIV[1] virus but has no physical effects from it).

    d. Has a qualifying disability that is episodic or in remission.

2. "Physical or mental impairment" means any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; endocrine; or any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness and specific learning disabilities;

[1] HIV - Human Immunodeficiency Virus

3. "Major life activities," as defined by the ADA, means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating; and major bodily functions including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions;

4. "Program or activity" includes all district programs and activities. The district will also ensure that contracts with those who provide services to the district, such as alternative programs, also provide students with disabilities an equal opportunity to participate in the program or activity;

5. "Potentially disabling conditions" under Section 504, if they substantially limit a major life activity, may include, but are not limited to:

    a. Attention deficit disorder (ADD);
    b. Behavior disorders;
    c. Chronic asthma and severe allergies;
    d. Physical disabilities such as spina bifida, hemophilia and conditions requiring students to use crutches;
    e. Diabetes.

District Responsibilities

The superintendent or designee will:

1. Provide written assurance of nondiscrimination whenever the district receives federal money in accordance with application guidelines;

2. Designate an employee to coordinate the district's compliance efforts with Section 504;

3. Provide procedures to resolve student, parent and employee complaints of discrimination;

4. Provide notice to students, parents, employees, including those with vision or hearing impairments, of the district's policy of compliance with Section 504 prohibiting nondiscrimination in admission or access to or treatment or employment in district programs or activities. District aids, benefits and services will afford students with disabilities equal opportunity to obtain the same result, gain the same benefit or reach the same level of achievement as students without disabilities, in the most integrated setting appropriate to the student's needs. Notice will specify the employee designated by the district to coordinate the district's Section 504 compliance efforts;

5. Annually identify and locate students with disabilities who are Section 504 qualified in the district and who qualify for services;

6. Annually notify students with disabilities and their parents or guardians of the district's responsibilities under Section 504;

7. Provide parents or guardians with procedural safeguards:

    a. Notice of their rights under Section 504, including the right to request an impartial hearing as provided by Oregon Administrative Rule (OAR) 581-015-2390;

b. An opportunity to review relevant records.

8. Provide all employees assigned to work with a student with specialized needs to assist the student with educational, behavioral, medical, health or disability-related support access to the 504 Plan.

Transportation

1. If the district proposes to terminate transportation services for a student who qualifies for services under Section 504, the district will first determine the relationship between the student's behavior and disability and provide the parent with notice of rights.

2. If the district places a student in a program not operated by the district, the district will ensure that adequate transportation to and from the program is provided at no additional cost to the parent or student than would be incurred if the student were placed in programs operated by the district.

Evaluation

1. The district will conduct an evaluation of any student who, because of a disability, needs or is believed to need accommodations or related services. Such evaluation will be completed by an evaluation team comprised of a group of persons knowledgeable about the student, the meaning of the evaluation data and placement options. The team will be appointed by the superintendent or designee. Such evaluation will be completed before any action is taken with respect to the initial placement of the student in a regular or special education program and any subsequent, significant change in placement.

   All employees assigned to work with a student with specialized needs to assist the student with educational, behavioral, medical, health or disability-related support needs of the student must be consulted with when the 504 Plan for the student is being developed, reviewed or revised. This includes being invited to, and compensated for attending, meetings regarding the students 504 Plan and other meetings regarding the student, when the decisions made and issues discussed are related to the responsibilities of the employee to support the student or when the employee has unique information about the student's needs and present level of performance.

2. Tests and other evaluation materials will:

   a. Be validated and administered by trained personnel;
   b. Tailored to assess educational need and not merely based on IQ scores;
   c. Reflect aptitude or achievement. All tests must measure what they purport to measure.

Placement

In interpreting evaluation data and making placement decisions, the evaluation team will:

1. Draw upon information from a variety of sources;

2. Ensure that all relevant information is documented and considered;

3. Ensure that the student is educated with students without disabilities to the maximum extent possible.

Reevaluations

1. The evaluation team will periodically reevaluate all students identified as qualified to receive services under Section 504. Minimally, students will be reevaluated every three years.

2. A reevaluation will be conducted by the evaluation team whenever a significant change in placement occurs. Examples of significant changes in placement include, but are not limited to:

    a. Expulsion;
    b. Serial suspensions which exceed 10 school days in a school year. Consideration will be given to the frequency of suspensions, the length of each and their proximity to one another;
    c. Transferring or placing the student in alternative education or other such programs;
    d. Graduation;
    e. Significantly changing the composition of the student's class schedule (e.g., moving the student from regular education to the resource room, etc.).

Discipline

1. Before implementing a suspension or expulsion that constitutes a significant change in the placement of a student with disabilities under Section 504, the evaluation team will conduct a reevaluation of the student to determine whether the misconduct in question is caused by the student's disability and, if so, whether the student's current educational placement is appropriate:

    a. If it is determined that the misconduct of the student is caused by the student's disability, the evaluation team will continue the evaluation, following the requirements of Section 504 and the ADA for evaluation and placement, to determine whether the student's current educational placement is appropriate. Due process procedures that meet the requirements of IDEA may be used to meet the procedural safeguards of law;
    b. If it is determined that the misconduct is not caused by the student's disability, the student may be excluded from school in the same manner as are similarly situated students who do not have disabilities.

2. When the placement of a student with disabilities under Section 504 is changed for disciplinary reasons, the student and parents are entitled to the procedural protections as specified above. These protections include appropriate notice to parents, an opportunity for their examination of pertinent records, an impartial hearing with the participation of the parents and an opportunity for representation by counsel and a review procedure.

3. The district may take disciplinary action against a student with disabilities under Section 504 who is engaged currently in the use of alcohol or illegal drugs to the same extent that it takes disciplinary action against students not having disabilities. As provided by law, due process procedures specified above will not apply to disciplinary actions arising from the use or possession of alcohol or illegal drugs. Regularly established district due process procedures will, however, be provided.

4. Students with disabilities under Section 504 who are also covered by IDEA will be disciplined in accordance with Board policy JGDA - Discipline of Students with Disabilities and the accompanying administrative regulation.

Complaints

Student, parent or staff complaints of noncompliance with the provisions of Section 504 will be reported to the superintendent or designee and processed as provided in Board policy AC - Nondiscrimination and Civil Rights and the accompanying administrative regulation.

Corrected 6/15/26

Klamath Falls City Schools

Code: JBB
Adopted: 3/14/22
Orig. Code(s): JBB

Educational Equity

The district is committed to the success of every student in each of our schools. For that success to occur, the district is committed to equity by recognizing institutional barriers and creating access and opportunities that benefit each student. "Achieving educational equity" means students' identities will not predict or predetermine their success in school.

Educational equity is based on the principles of fairness and justice in allocating resources, opportunity, treatment and creating success for each student.

Educational equity promotes the real possibility of equality of educational results for each student and between diverse groups of students. Equity strategies are intentional, systemic and focused on the core of the teaching and learning process.

To achieve educational equity the district will commit to:

1. Systematically using districtwide and individual school level data, disaggregated by [1]race/ethnicity, national origin, language, special education, sex, non-binary, socioeconomic status and mobility to inform district decision making.

2. Raising the achievement of all students while narrowing the gap between the lowest and the highest performing students.

3. Eliminating the predictability and disparity in all aspects of education and its administration, including but not limited to, the disproportionate representation of students by race, poverty, sex, sexual orientation, gender identity, and national origin in discipline, special education and in various advanced learning.

4. Graduating all students ready to succeed in a diverse local, national and global community.

In order to achieve educational equity for each and every student:

5. The district shall provide every student with equitable access to high quality curriculum, support, facilities and other educational resources, even when this means differentiating resource allocation.

6. The district shall review existing policies, programs, professional development and procedures for the promotion of educational equity, and all applicable new policies, programs and procedures will be developed with educational equity as a priority.

[1] ~~These are data categories that the Oregon Department of Education collects. Districts may choose to add to this list from data the district collects.~~

7. The district shall actively work toward a balanced teacher and administrator workforce to reflect the diversity of the student body. The district seeks to recruit, employ, support and retain a workforce that includes racial, gender and linguistic diversity, as well as culturally and linguistically responsive administrative, instructional and support personnel.

8. The district shall provide professional development to strengthen employees' knowledge and skills for eliminating opportunity gaps and other disparities in achievement.

9. The district shall create schools with a welcoming, inclusive culture and environment that reflects and supports diversity of the student population, their families and their community.

10. The district shall include partners who have demonstrated culturally specific expertise, including but not limited to, families, government agencies, institutions of higher learning, early childhood education organizations, community-based organizations, local businesses and the community in general, in meeting our high goals for educational outcomes. The district shall seek to involve students, staff, families and community members that reflect district demographics to inform decisions regarding the narrowing of the achievement and other opportunity gaps.

11. The district shall provide multiple pathways to success in order to meet the needs of the diverse student body and shall actively encourage, support and expect high academic achievement for each student.

12. The district shall provide materials and assessments that reflect the diversity of students and staff and are geared toward the understanding and appreciation of culture, class, language, ethnicity, poverty, ability and other differences that contribute to the uniqueness of each student and staff member.

The superintendent shall develop procedures to implement this policy. The superintendent will annually report to the Board the progress of the implementation of this policy.

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 332.075
ORS 332.107
ORS 342.437 - 342.449

House Bill 3041 (2021).

Reviewed 6/15/26

Klamath Falls City Schools

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

School Attendance Areas

Attendance areas are established by the administration and approved by the Board for all elementary, ~~junior high~~middle school and high school buildings in the district. Boundaries are set for attendance areas so that students can be given the best possible education at the lowest possible cost.

Defined attendance areas reduce overcrowding in one building to provide fuller use of space and personnel in another building. The superintendent is directed to monitor student flow into and out of all buildings, and to make adjustments as needed. All changes in school attendance areas should benefit the total school program educationally and financially.

Students will attend the school in the attendance area in which they reside, unless otherwise provided by state and federal law or district policy.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 339.010 to -339.090

Corrected 6/15/26

Klamath Falls City Schools

Code: JE
Adopted: 9/12/11
Readopted: 3/06/17
Orig. Code(s): JE

Attendance**

~~Goals of a~~Attendance requirements are to:

1. Contribute to the academic success of students;
2. Inform parents about their student's~~students'~~ class attendance or nonattendance;
3. Place the responsibility for attendance in the hands of students and their parents;
4. Aid students in making decisions and accepting the responsibilities and consequences resulting from those decisions;
5. Stress that punctual and regular attendance is a learned function necessary in coping with life;
6. Stress ~~that~~ attendance may impact grades and credit;
7. Meet Oregon graduation requirements.

Each school shall notify a parent or guardian~~s~~ by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

The Board directs the superintendent to develop ~~rules~~ procedures ~~and regulations~~ which meet these objectives and to publish those ~~rules and regulations~~procedures annually for students and their parents.

END OF POLICY

Legal Reference(s):

ORS 336.010
ORS 339.020
ORS 339.030
ORS 339.055
ORS 339.065
ORS 339.071
OAR 581-021-0050
OAR 581-022-2000

Corrected 6/15/26

Klamath Falls City Schools

Code: JEA
Adopted: 12/11/23
Revised/Readopted: 12/09/24
Orig. Code(s): JEA

Compulsory Attendance**

Except when exempt by Oregon law, all children between ages 6 and 18 who have not completed the 12th grade are required to regularly attend a public, full-time school during the entire school term. Persons having control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to send the child to school and maintain the child in regular attendance during the entire school term.

All children five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school. Persons having control of a child, who is five years of age and who have enrolled the child in a public school, are required to send the child to school and maintain the child in regular attendance during the school term.

Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. A citation for violation of ORS 339.035 may be issued.

A parent who is not supervising their child by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577(1)(c); failing to supervise a child is a Class A violation.

Exemptions from Compulsory School Attendance

In the following cases, children shall not be required to attend public, full-time schools:

1. Children being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.

2. Children proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.

3. Children who have received a high school diploma or a modified diploma.

4. Children being taught, by a private teacher, the courses of study usually taught in kindergarten through grade 12 in the public school for a period equivalent to that required of students attending public schools.

5. Children being educated in the home by a parent, legal guardian or private teacher:

    a. When a student is taught or is withdrawn from a public school to be taught by a parent, legal guardian or private teacher, the parent, legal guardian or private teacher must notify the Southern Oregon Education Service District (ESD) in writing within 10 days of such occurrence. In addition, when such a student moves to a new ESD, the parent, guardian or private teacher shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD shall acknowledge receipt of any notification in writing within 90

days of receipt of the notification. The ESD is to notify, at least annually, the school districts of students who are registered with the ESD and reside in their district;

b. Each child being taught as described above shall be examined no later than August 15, following grades 3, 5, 8 and 10:

   (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew from public school;
   (2) If the child never attended public or private school, the first examination shall be administered prior to the end of grade 3.

c. Procedures for homeschooling students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029;
d. Examinations shall be from the list of approved examinations from the State Board of Education;
e. The examination must be administered by a neutral, individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
f. The person administering the examination shall score the examination and report the results to the parent or guardian. Upon request of the ESD superintendent, the parent or guardian shall submit the results of the examination to the ESD;
g. All costs for the test instrument, administration and scoring are the responsibility of the parent or guardian;
h. In the event the ESD superintendent finds that the child is not showing satisfactory educational progress, the ESD superintendent shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.

6. Children whose sixth birthday occurred on or before September 1 immediately preceding the beginning of the current school year, if the parent or guardian notified the child's resident district in writing that the parent or guardian is delaying the enrollment of their child for one school year to better meet the child's needs for cognitive, social or physical development, as determined by the parent or guardian.

7. Children who are present in the United States on a nonimmigrant visa and who are attending a private, accredited English language learner program in preparation for attending a private high school or college.

8. Children excluded from attendance as provided by law.

9. Children who are eligible military children[1] are exempt up to 10 days after the date of military transfer or pending transfer indicated in the official military order.

10. An exemption may be granted to the parent or guardian of any child 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, a community college or an alternative education program as defined in ORS 336.615.

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

11. An exemption may be granted to any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550 - 419B.558.

END OF POLICY

Legal Reference(s):

ORS 153.018
ORS 163.577
ORS 339.010 - 339.095
ORS 339.139
ORS 339.990

OAR 581-021-0026
OAR 581-021-0029
OAR 581-021-0076
OAR 581-021-0077

Reviewed 6/15/26

Klamath Falls City Schools

Code: JEA-AR
Revised/Reviewed: 12/11/23; 12/09/24
Orig. Code(s): JEA-AR

Compulsory Attendance Notices and Citations**

Appropriate notices on student absences or irregular attendance may be issued by the district in accordance with law. A citation may be issued by the superintendent or designee for noncompliance of ORS 339.035[1] in accordance with ORS 339.095.

1. Attendance Supervisor

   The attendance supervisor shall:

   a. Determine whether a parent or guardian has failed to enroll their child and to maintain the child in regular attendance at a public school. "Regular attendance" means attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which school is in session;
   b. Provide written compulsory attendance noncompliance notification to the parent or guardian within 24 hours of notification of the violation from the proper authority. If the student is an adjudicated youth on parole or probation, at the same time notice is given to the parent or other person, the attendance supervisor shall notify the student's parole or probation officer of the student's absence;
   c. Serve the notification personally or by certified mail. The notification will be written in the home language of the parent or guardian of the student;
   d. Ensure that notification includes a statement requiring the student to appear at the public school on the next school day following receipt of the notice and to maintain regular attendance for the remainder of the school year;
   e. Ensure that the notification states that the parent or guardian has the right to request an evaluation to determine if the child should have an individualized education program (IEP) or Section 504 plan ("504 plan") or right to request a review of their child's current IEP or 504 plan;
   f. Provide a copy of the notice to the superintendent or designee[2] at the time notice is given to the parent or guardian.

   The attendance supervisor, within three days of knowledge of noncompliance by the parent or guardian, shall notify the superintendent.

[1] ORS 339.035 provides requirements for teaching by private teacher, parent or guardian.

[2] OAR 581-021-0077, requires such notice to the superintendent, a principal or other appropriate school official.

2. Superintendent or Designee

If after review of a student's record, a citation in violation of ORS 339.035 appears warranted, prior to issuing the citation, the superintendent or designee shall provide written notification to the parent or guardian of the student and the student. The notice will be written in the native language of the parent or guardian. The notice will be delivered personally or by certified mail and will state that:

a. The student is required to attend regularly, a full-time school during the school year;
b. A citation for violation of ORS 339.035 may be issued by the superintendent or designee;
c. The parent or guardian has the right to request an evaluation to determine if the student should have an IEP or 504 plan, if the student does not have one, or a review of the student's current IEP or 504 plan;
d. The parent or guardian and student are required to attend a scheduled conference with the superintendent or designee. The date, time and place of conference will be specified in the notice.

If an evaluation or review as described in item c. above has been requested, this conference will be scheduled after its completion.

3. Conference

The superintendent or designee may conduct a conference with the parent or guardian and student. Auxiliary aids and services will be provided upon advance request. The superintendent or designee may:

a. Review Oregon's attendance law and the student's attendance record;
b. Determine the reasons for the noncompliance;
c. Develop a plan for student attendance improvement (i.e., contract, etc.);
d. Inform the parent and student of other available resources in the district and community, if available;
e. Discuss the potential consequences for continued attendance noncompliance, including the potential for the issuance of a citation, if applicable.

Reviewed 6/15/26

Klamath Falls City Schools

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

Early Entrance**

Students may be admitted to school under the following conditions:

1. A child~~student~~ will be admitted into a public school~~the first grade~~ if the child's~~his/her~~ sixth birthday occurs on or before September 1. A child~~, as established by law. In addition, a student~~ whose sixth birthday occurs after that date may be admitted to the first grade if ~~he/she~~ the student:

   a. Is a first grade student transferring from a public school in another district;
   b. Completed a successful year in a public kindergarten the previous year and would be continuing ~~his/her~~ their formal education.

2. A child~~student~~ will be admitted to kindergarten if the child's~~his/her~~ fifth birthday occurs on or before September 1, or~~one year earlier than the date established by law for entry into first grade. A student whose fifth birthday occurs after that date may be admitted to kindergarten if he/she~~ is a kindergarten student transferring from a public school in another district.

END OF POLICY

Legal Reference(s):

ORS 327.006
ORS 332.107
ORS 336.092
ORS 336.095
ORS 339.010
ORS 339.065
ORS 339.115
ORS 343.395

Corrected 6/15/26

Klamath Falls City Schools

Code: JEC
Adopted:

Admissions**

The Board is committed to providing an educational program for all students living in the district. The Board believes all students living in the district who have not completed 12 years of education should regularly attend a public full-time school and be included in the available educational programs.

A child is considered to be six years of age if the sixth birthday of the child occurred on or before September 1 immediately preceding the beginning of the current school term.

All new students must register in the office. Students enrolled in the district shall comply with Oregon laws related to age, residence, health, attendance, and immunization.

Students located in the district shall not be excluded from admission solely because the student does not have a fixed, regular and adequate nighttime residence or solely because the student is not under the supervision of a parent.

Students located in the district shall not be excluded from admission where they are otherwise eligible, not receiving special education, and they have not yet attained the age of 19 prior to the beginning of the current school year.

The district may admit an otherwise eligible person who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the person is shown to be in need of additional education to receive a high school diploma or a modified diploma.

Students who attend a district school on an interdistrict transfer or were admitted prior to 2019 through open enrollment are considered residents of the district.

Students living in the district who have attained the age of majority are considered residents of the district unless the student has transferred to another district via interdistrict transfer or open enrollment.

Minor students living with a parent or guardian who resides in the district are considered residents of the district unless the student has transferred to another district via interdistrict transfer or open enrollment.

Students who are in foster care[1] and who are placed in the district are residents of the district of origin, unless the court determines that attending in the district of residence is in the best interest of the student.

PROPOSED

[1] "Foster care" does not mean care for children whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and for whom the child's parent or guardian retains legal guardianship.

Students who are military children[2] are considered resident of the district if the district is the district of military residence[3] for the military child. Parents of students who are military children must provide proof of residency within 10 days after the date of military transfer or pending transfer indicated on the official military orders.

Students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.

END OF POLICY

Legal Reference(s):

ORS 327.006
ORS 336.092
ORS 339.010
ORS 339.115
ORS 339.125
ORS 339.133
ORS 339.134
ORS 339.139
ORS 433.267
OAR 581-022-2220

Illegal Immigration and Immigrant Responsibility Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 (2018).
McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act (ESSA), 42 U.S.C. §§ 11431, 11434a (2012).

Added 6/15/26

PROPOSED

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

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

Klamath Falls City Schools

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

Admission of Resident Students**

Resident students may be admitted under the following conditions:

1. School-age students who live within the district attendance area between the ages of 5 and -19 shall be allowed to attend school without paying tuition.

2. Students who turn 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.

3. The Board may admit otherwise eligible students who are not receiving special education and who have not yet attained 21 years of age prior to the beginning of the current school year if the student is shown to be in need of additional education in order to receive a diploma or a modified diploma. These students may attend school without paying tuition for the remainder of the school year.

4. The Board shall admit otherwise eligible students who have not yet attained age 21 prior to the beginning of the current school year if the student is receiving special education services and:

   a. Has not yet received a regular high school diploma; or
   b. Has received a modified diploma, an extended diploma or a~~an alternative~~ certificate of attendance.

5. Students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.

6. Students who are military children[1] are considered residents of the district, if the district is the district of military residence[2] for the military child. Parents of military students must provide proof of residency within 10 days after the date of military transfer or pending transfer indicated on the official military order.

7. The district ~~Board~~ may, based on district criteria, deny regular school admission to students who have become residents students and who are under expulsion from another district for reasons other than a weapons policy violation.

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

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

8. The district~~Board~~ shall deny, for at least one calendar year from the date of the expulsion, regular school admission to students who have become residents~~s~~ students and who are under expulsion from another district for a weapons policy violation.

9. The district ~~Board~~ may, based on district criteria, provide alternative programs of instruction to students who have become resident students and who are under expulsion from another district~~students expelled~~ for a weapons policy violation.

END OF POLICY

Legal Reference(s):

ORS 109.056
ORS 327.006
ORS 339.115
ORS 339.133
ORS 339.134
ORS 339.139
ORS 433.267

Corrected 6/15/26

Klamath Falls City Schools

Code: JECAA
Adopted: 11/17/08
Readopted: 3/06/17
Orig. Code(s): JECAA

Admission of Part-Time Private School Students

The Board reserves the right to accept or ~~/~~reject the part-time admission of ~~private school~~ students from private schools and who live~~living~~ in the district based upon the availability of space, resources, personnel, appropriate programs and upon a positive review of education records.

~~In the case of all~~All requests for part-time admission of private school students to the district~~,~~ shall follow established administrative regulations ~~will be followed~~.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 339.030 ORS 339.035

Corrected 6/15/26

Klamath Falls City Schools

Code: JECAA-AR
Adopted: 3/08/13
Readopted: 3/06/17
Orig. Code(s): JECAA-AR

Admission of Part-Time Private School Students

1. Admission of part-time private school students will be restricted to educational or extracurricular programs not offered at the private school.

2. Principals will establish the maximum number of private school students that their respective programs can accommodate based on available space.

3. Admission applications must go through the principal's office to the ~~superintendent's~~ district office.

4. Student education records will be obtained and reviewed prior to admission. Proficiency placement exams or auditions may be required prior to admission.

5. Initial admittance and annual renewal must be approved by the ~~superintendent or designee~~transfer officer.

6. In-district, full-time and part-time students will be given preference over private school students.

7. Only private school students who live within district boundaries will be considered for class enrollment.

8. Students who request to participate in extracurricular activities in grades 9-12 must meet eligibility requirements not only of the district but also for programs administered by the Oregon School Activities Association. ~~In addition to the regular participation fee established by the district, private school students will be required to pay an additional $50 per extracurricular activity to cover expenses incurred as a result of their participation.~~

9. Private school students will be required to provide any transportation that is not normally provided by the district, including but not limited to transportation to and from practice sites.

Corrected 6/15/26

Klamath Falls City Schools

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

Admission of Nonresident Students

The district may enroll nonresident students as follows:

1. Interdistrict Transfer Agreement.~~:~~ By written consent of the affected school boards, the~~. The~~ student becomes a ~~"~~resident student~~pupil"~~ of the attending district thereby allowing the attending district to receive State School Fund moneys;

2. Tuition Paying Students~~:~~. By ~~unilaterally~~ admitting ~~with tuition a~~ nonresident student with tuition, whereby neither affected districts are~~district is~~ eligible for State School Fund moneys;

3. Court Placement.~~:~~ If a juvenile court determines it is in the student's best interest, a student placed in a substitute care program outside the district will continue to be considered a resident student and allowed to attend the school the student attended prior to placement. The public agency placing the student in a substitute care program will be responsible for the transportation of the student, if public agency funds are available.

The ~~Board~~ district shall deny regular school admission to nonresident students who are under expulsion from another district for a weapons policy violation. The ~~Board~~ district will deny regular school admission to nonresident students who are under expulsion from another district for reasons other than a weapons policy violation.

Consent for Admission of a Nonresident Student~~student~~ by Interdistrict Transfer or Consent for Admission of a Tuition Paying Student

Annually, by April 1[1], the Board shall establish the number of student transfer requests into the district, and out of the district, to which consent will be given for the upcoming school year.

The ~~Board~~ district may not consider nor ask for any information from the student about race, religion, sex, sexual orientation, gender identity, ethnicity, national origin~~origins~~, disability, health, whether a student has an individualized~~individual~~ education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, residence, proficiency in English, athletic ability, or academic records. The ~~Board~~ district may not request or require the student to participate in an interview, tour any of the schools or facilities, or otherwise meet with any representatives of the school or district prior to the district deciding whether to give consent.

The ~~Board~~ district may only ask for the student's name, contact information, date of birth, grade level, whether the student may be given priority on consent for admission~~,~~ (see the following paragraph for

[1] The ~~district~~ Board must annually make this determination ~~by a date set by the Board, April 1~~ by this date.

priorities),) information about which schools the student prefers to attend, and whether the student is currently expelled.

If the number of students seeking consent exceeds the number of spaces, the ~~Board~~ district will use an equitable lottery selection process. The process may give priority to students who have siblings currently enrolled in the district; ~~to students~~ who previously received consent for admission because~~but have~~ of a change in legal residence; or who attended a public charter school located in the same district in which the student seeks to attend, for three consecutive years, completed the highest grade offered by the public charter school, and did not enroll and attend school in another district following completion of that highest grade in the public charter school.

The ~~Board~~ district may revise the maximum number of students to whom consent will be given at a time other than the annual date established by the Board if there are no pending applications for consent.

If the ~~Board~~ district decides not to give consent to a student the ~~Board~~ district must provide a written explanation to the student.

The district may require minimum standards of behavior and/or attendance once the student has been accepted. The minimum standards must be the same for all students that are given consent. The district is not allowed to establish minimum standards for academics as a criteria for the student to remain in the district. Students whose consent is revoked for violation of set attendance and/or behavior standards will not be allowed to apply for consent to return to this district in the same or the following school year.

The ~~Board~~ district ~~may~~ determines the length of time the consent is given. Any limitations in length of time must be applied consistently among all students to whom consent is given.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law.

The attending district is responsible for a free appropriate public education for those students on an IEP.

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 327.006
ORS 329.485
ORS 335.090
ORS 339.115 - 339.133
ORS 339.141
ORS 339.250
ORS 343.221
ORS 433.267
OAR 581-021-0019

Corrected 6/15/26

Klamath Falls City Schools

Code: JECB-AR(1)
Revised/Reviewed: 10/12/15; 3/06/17
Orig. Code(s): JECB-AR(1)

Admission of Nonresident Students

By February 1 of each year, the principals will establish an approximate number of nonresident students their respective buildings can accommodate for the following school year.

Nonresident students may only~~will not~~ be admitted with~~without~~ tuition, with the exception of students who become "resident pupils" by one of the following methods:

1. By written~~Written~~ consent of affected school boards (interdistrict transfer);

~~2. Written consent of the district board with which the student has made application for admission (open enrollment);~~

~~3.~~2. ~~Foreign~~An exchange student~~students~~ attending a district school~~schools~~ on a J-1 Visa; or

~~4.~~3. A court placement~~order~~.

The amount of tuition will be established by July 1 of each year. Each admitted tuition paying student will be charged the same amount of tuition.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law.

Consent for Admission of a Nonresident Student by Interdistrict Transfer

1. The application for admission ~~must go through the principal's office, who~~ will ~~then~~ be submitted ~~the petition~~ to the transfer officer.

2. Admission ~~and annual renewal~~ must be approved by the ~~superintendent~~ transfer officer.

3. Students receiving consent for admission may remain in the district until they finish the highest grade level in the school or until graduation. The student will not need to seek permission more than once from the same district of origin, to transfer to this district.

Consent for Admission of a Tuition Paying Student

1. The application for admission will be submitted to the transfer officer.

2. Admission ~~and annual renewal~~ must be approved by the ~~superintendent~~transfer officer.

3. Admission of students paying tuition will result in a tuition agreement between the parties and will be filed with the business office for billing and payment control.

4. The business manager shall prepare semester bills for all tuition paying students, and any student whose tuition remains unpaid 15 days after presentation of bills shall be excluded; the superintendent may grant additional time for payment should circumstances warrant it.

5. Students receiving consent may remain in the district until graduation.

~~**Consent by the Nonresident District Board for which the Student has applied for Admission (Open Enrollment)**~~

~~1. By March 1, the Board shall establish the number of students, if any, that will be given admission for the following school year under this process. Resident students will have first opportunity to request an intradistrict transfer prior to the placement for nonresident student to a specific school.~~

~~2. Nonresident students must make application no later than April 1, for admission in the following school year to the district they desire to attend. Applications must be submitted to the district office.~~

~~3. If the number of applications exceeds the number of admissions to be given, an equitable lottery process will be used to determine admission. This lottery process may give priority to applicants who currently have siblings enrolled in the district. Priority cannot be given to a nonresident student over an intradistrict transfer request from a resident student. If the district determines that admission will not be given to any students under this process there is no district obligation to give admission to siblings.~~

~~4. Once the student has been given admission, the student is considered a resident for all educational programs and remains a resident of the district until the student:~~

~~a. Graduates from high school;~~
~~b. Is no longer required to be admitted to the school district under ORS 339.115; or~~
~~c. Enrolls in a school in a different district.~~

~~5.~~6. ~~By May 1, the district shall provide written notification of admission of a nonresident student into the district, to the district of the student's legal residence.~~

Corrected 6/15/26

Klamath Falls City Schools

Code: JECB-AR(2)
Revised/Reviewed: 6/09/14; 3/06/17
Orig. Code(s): JECB-AR(2)

Application for Nonresident Student Admission – Open Enrollment

(Consent by Nonresident District only)

For Office Use Only
Student ID# _____

School Year _____

Student Information

Legal Last Name _____ Legal First Name _____ Legal Middle Name _____

Mailing Address _____ Apartment # _____

City _____ State _____ Zip_____

Date of Birth _____ (MM/DD/YY) Student Grade Level in [2014-2015] _____

Primary Phone of Parent/Guardian _____ Secondary Phone _____

Email Address _____

Parent/Guardian Name (Person in Parental Relationship) _____

Is the student currently under expulsion? □ Yes □ No

If yes, what was the reason: _____

Is there a sibling of this applicant currently attending in this district? □ Yes □ No

If yes, name of sibling and school attending: _____

If my child is admitted, I hereby authorize the release of the student educational records to _____ (name of district) and certify that I am the parent or guardian in legal custody of the student.

Signature of Parent/Guardian _____ Date _____

For Office Use Only:

Final Action of Nonresident District: □ Approved □ Denied □ Lottery number _____
Reason for denial or comments: _____

Superintendent/Designee: _____ Date _____

DELETE

Klamath Falls City Schools

Code: JECB-AR(~~3~~2)
Revised/Reviewed: 6/09/14; 3/06/17; 1/10/20; 3/08/21; 12/08/25

Application for Nonresident Student Admission – Interdistrict Transfer

(with consent of both affected districts - **district to district**)

Transfer requested for school year: ~~2025-2026~~ Current Student Grade Level ~~in 2025-2026~~: _____

~~Resident School:~~ _____ Requested School: _____

Student Information

Last name: _____ First name: _____ Middle name: _____

Mailing address: _____ Apartment # _____

City: _____ State: _____ Zip: _____

Date of birth: _____ (MM/DD/YY) Email address: _____

Primary Phone of Parent/Guardian: _____ Secondary Phone: _____

Printed Parent/Guardian Name (Person in Parental Relationship): _____

Is the student currently under expulsion? ☐ Yes ☐ No
If yes, what was the reason: _____

Is there a sibling of this applicant currently attending in this district? ☐ Yes ☐ No
If yes, name of sibling and school attending: _____

Does the student have a transfer for the ~~2024-2025~~current school year? ☐ Yes ☐ No

Has the student attended a public charter school in the district for three consecutive years; finished the highest grade possible in that school; and has not attended another school outside the district since completing that highest grade? ☐ Yes ☐ No

Is, or was the student a resident of this district in the current school year? ☐ Yes[1] ☐ No

Signature of Parent/Guardian: _____ Date: _____

NOTE: If your student is currently planning to participate in an OSAA-sanctioned activity/sport it is strongly recommended that you contact the administrator/athletic director at the school you are requesting to attend to determine if the student will be eligible to participate.

For Office Use Only

Nonresident District: Klamath Falls City Schools

Final Action of Nonresident District: ☐ Approved ☐ Denied ☐ Waitlist ☐ Lottery number _____

Reason or comments: _____

Signature of Nonresident District Superintendent/Designee: _____ Date: _____

[1]If applicant chooses "Yes," the district must give consent for admission pursuant to ORS 339.127(10).

~~**Resident District:** _____~~

~~Final Action of Resident District: ☐ Approved ☐ Denied ☐ Waitlist ☐ Lottery number _____~~

~~Signature of Resident District Superintendent/Designee: _____ Date: _____~~

Corrected 6/15/26

tKlamath Falls City Schools

Code: JECB-AR(4)
Revised/Reviewed: 1/10/20; 3/08/21; 12/08/25
Orig. Code(s): JECB-AR(4)

Application for Resident Student Admission – Intradistrict Transfer

(with consent of both affected schools - city to city)

Remove here; recoding to JECBB-AR(2).

Transfer requested for school year: 2025-2026 Student Grade Level in 2025-2026: _____

Resident School: _____ Requested School: _____

Student Information

Last name: _____ First name: _____ Middle name: _____

Mailing address: _____ Apartment #: _____

City: _____ State: _____ Zip: _____

Date of birth: _____ (MM/DD/YY) Email address: _____

Primary Phone of Parent/Guardian: _____ Secondary Phone: _____

Printed Parent/Guardian Name (Person in Parental Relationship): _____

Is the student currently under expulsion? ☐ Yes ☐ No
If yes, what was the reason: _____

Is there a sibling of this applicant currently attending in this district? ☐ Yes ☐ No
If yes, name of sibling and school attending: _____

Does the student have a transfer for the 2024-2025 school year? ☐ Yes ☐ No

Has the student attended a public charter school in the district for three consecutive years; finished the highest grade possible in that school; and has not attended another school outside the district since completing that highest grade? ☐ Yes ☐ No

Is, or was the student a resident of this district in the current school year? ☐ Yes ☐ No

Signature of Parent/Guardian: _____ Date: _____

For Office Use Only

Resident district: Klamath Falls City Schools

Final action of district: ☐ Approved ☐ Denied ☐ Waitlist ☐ Lottery number

Reason or comments: _____

Signature of Resident District Transfer Officer: _____ Date _____

Klamath Falls City Schools

Code: JECBB
Adopted: 1/10/94
Readopted: 10/09/06; 12/10/12; 3/06/17; 9/11/17; 10/09/17
Orig. Code(s): JECBB

Intradistrict Transfer Students

With the superintendent's approval, the district may grant the request of a resident student to attend another school in the district, provided the receiving school agrees to that request.

Students who attend a district school identified as persistently dangerous, or who are victims of a violent criminal offense occurring in or on the grounds of the school the student attends, may transfer to a safe public school in the district, including transfer to a public charter school in the district.

The superintendent or designee will develop administrative regulations, as necessary, to implement this policy.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 339.133 OAR 581-021-0045

Every Student Succeeds Act, 20 U.S.C. § 7912 (2012).

Corrected 6/15/26

Klamath Falls City Schools

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

Homeless Students**

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. ~~A homeless student will be admitted to the district school in the attendance area in which the student is actually living or to the student's school or origin as requested by the parent and in accordance with the student's best interest. Transportation will be provided to and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the district's liaison for homeless students.~~ A district will admit a homeless student in accordance with the student's best interest, to the student's school of origin or enroll the student in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation will[1] be provided in accordance with law.

The superintendent or designee will develop administrative regulations to remove barriers to access and participation by homeless students~~implement this policy~~.

END OF POLICY

Legal Reference(s):

ORS 109.056
ORS 327.006
ORS 339.115(7)
ORS 339.133
ORS 433.267

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

Corrected 9/14/26

[1] McKinney-Vento Homeless Assistance Act (see 42 U.S.C. § 11432(g)(1)(J)(iii)).

Klamath Falls City Schools

Code: JECBD-AR
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): JECBD-AR

Homeless Students**

Definitions

1. "Enrollment" means attending classes and participating fully in school activities.

2. "School of origin" means the school that a~~the~~ student attended when permanently housed or the school in which the student was ~~where~~ last enrolled. When the student has completed the final grade served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

3. "Homeless student" means individuals who lack a fixed, regular and adequate nighttime residence and includes:

    a. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals~~; or are awaiting foster placement~~;
    b. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
    c. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
    d. Migratory students who qualify as homeless because the students are living in circumstances described in a.-c.

4. "Unaccompanied student" includes a student not in the physical custody of a parent or guardian.

Assignment to School

The district shall, according to the student's best interest, continue the student's education in the school of origin for the duration of homelessness, or enroll the student in a district school that nonhomeless students who live in the attendance area in which the ~~homeless~~ student is actually living are eligible to attend~~on the same basis as other district students~~.

In determining the best interest of the student, the district shall:

1. Presume that keeping~~To~~ the ~~extent feasible, keep a homeless~~ student in their~~the~~ school of origin is in their best interest, unless doing so is contrary to the request~~wishes~~ of the student's parent or guardian;

2. Provide a written explanation, including a statement regarding the right to appeal, if the district sends a homeless student to a school other than the school of origin or a school requested by the parent or guardian;

3. Ensure~~In the case of an unaccompanied student, ensure~~ that the district's liaison helps with~~in~~ placement or enrollment decisions for an unaccompanied student and~~,~~ considers the request~~views~~ of the student, and provides a notice of the right to appeal on placement and enrollment decisions.

Enrollment

The district shall immediately enroll the student in the school selected even if the student is unable to produce records normally required for enrollment, such as academic records, medical records, proof of residency or other documentation.

The district shall immediately contact the school last attended to obtain relevant academic and other student records.

If the student needs to obtain immunizations, or immunization or medical records, the district shall immediately refer the parent or guardian to the district's liaison, who will help in obtaining necessary immunizations, screenings or records.

A student shall be granted enrollment even if the student has missed application or enrollment deadlines during any period of homelessness.

Records

Any records ordinarily maintained by the district, including immunization or medical records, academic records, birth certificates, guardianship records and evaluations for special services or programs, shall be maintained so that the records are available, in a timely fashion, when a homeless student enters a new school or district, consistent with state and/or federal law.

Enrollment Disputes

If a dispute arises over school selection~~, or~~ enrollment or eligibility, the student shall be immediately admitted to the school requested, pending resolution of the dispute.

The parent or guardian of the student shall be provided with a written explanation of the district's decision regarding school selection, including the rights of the parent, guardian or student to appeal the decision through the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator~~district's discrimination complaint procedure~~.

The student, parent or guardian shall be referred to the district's liaison, who shall ensure the resolution process is carried out as expeditiously as possible. In the case of an unaccompanied student, the district's liaison shall ensure the student is immediately enrolled in school pending the resolution of the dispute.

Services

Each homeless student shall be provided with services comparable to services offered to other students, including the following:

1. Transportation services;

2. Education services for which the student is eligible, such as:

    a. Title IA~~I~~[1];
    b. Special education;
    c. Programs for ~~students with limited~~ English Learners~~proficiency~~;
    d. Career and~~Professional~~ technical education~~programs~~;
    e. Talented and gifted programs.

3. School nutrition programs.

Coordination

The district shall coordinate the provision of services to homeless students with local social service agencies and other agencies or programs providing services to homeless students and their families. Services will also be provided in cooperation with other districts on interdistrict issues~~,~~ such as transportation~~, or~~ transfer of school records and issues concerning appropriate credit for full or partial course work completed at a prior school~~,~~ to ensure that homeless students have access to available educational~~education~~ and related services.

District Liaison

The district's liaison shall ensure that:

1. Homeless students are identified;

2. Homeless students enroll in and have a full and equal opportunity to succeed in district schools;

3. Homeless families and students have access to and receive educational services through Head Start, Early Intervention and preschool services;

4. Homeless families and students receive educational services for which they are eligible, and referrals to health-care services, dental services, mental health service and other appropriate services;

5. Parents of homeless students are informed of the educational and related opportunities available to the students and are provided with meaningful opportunities to participate in the education of their students;

6. Public notice of the educational rights of homeless students is distributed where such students receive services (e.g., schools, ~~family~~ shelters, public libraries and soup kitchens);

[1] All homeless students are automatically eligible for Title IA~~I~~ services, regardless of their current academic performance.

7. Enrollment disputes are mediated through McKinney-Vento Act dispute resolution procedures;

8. The parents~~parent~~ of ~~a~~ homeless students~~student~~, or any unaccompanied student, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected;

9. School personnel, service providers and advocates working with homeless students and their families are informed of the liaison's duties.

The district's liaison shall coordinate and collaborate with the ODE state coordinator, community and school personnel responsible for the provision of educational~~education~~ and related services to homeless students.

Corrected 9/14/26

Klamath Falls City Schools

Code: JECC
Adopted: 9/11/17
Readopted: 10/09/17
Orig. Code(s): JECC

Assignment of Students to Schools**

A student shall be required to attend the school serving the student's ~~his/her~~ place of residence. Exceptions to the policy may be granted under the following conditions:

1. A student changing place of residence within district boundaries during the school year may continue in the school of enrollment until the end of the current year;

2. A student who anticipates moving to a different school assignment area may be admitted in that school upon presentation of satisfactory evidence to the administration showing that the move will be made within the grading period during which the admission is requested;

3. A student whose educational interest would be better served in another school, as determined by the administration or because the student has not met or has exceeded academic content standards as provided by Oregon Revised Statute (ORS) 329.485, may be allowed to attend that school;

4. A student who becomes a victim of a violent criminal offense while in or on the grounds of a school the student attends, or any student attending a district school that is identified by the Oregon Department of Education (ODE) as persistently dangerous may, as required by Every Student Succeeds Act ~~of 2015~~ (ESSA), transfer to a safe district school as defined by law.

Students granted transfers will comply with the building and classroom rules of the receiving school.

In the event of an attendance change not required by ESSA or other state law, parents shall take the responsibility of providing transportation. Students may ride buses if buses are available and have sufficient room. Students transferring schools pursuant to the provisions of ESSA will be provided with district transportation.

END OF POLICY

Legal Reference(s):

ORS 329.485 ORS 332.107 OAR 581-021-0045

Every Student Succeeds Act, 20 U.S.C. § 7912 (2012).

Corrected 9/14/26

Klamath Falls City Schools

Code: JECDA
Adopted: 3/14/11
Readopted: 3/06/17
Orig. Code(s): JECDA

Transcript Evaluation

The district recognizes the importance of transcript evaluation to determine the value of credits earned, number of years of school attendance and placement for students transferring to district schools from other public, private or alternative schools or a Department of Defense Education Activity (DoDEA) school~~), private or alternative schools~~, including those who have been receiving home-school based courses, online or other distant learning methods.

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon law.~~Administrative Rules.~~ Validation of credit may be required.

The superintendent or designee will develop administrative regulations to implement this policy.

END OF POLICY

Legal Reference(s):

ORS 326.565

OAR 581-021-0210
OAR 581-021-0220

OAR 581-022-2025

10 U.S.C. §§ 1209, 1211 (2012).
32 U.S.C. § 502(f) (2012).

Corrected 9/14/26

Klamath Falls City Schools

Code: JECDA-AR
Adopted: 3/14/11
Readopted: 3/06/17
Orig. Code(s): JECDA-AR

Transcript Evaluation Procedures

The principal or designee will conduct an evaluation of transfer student transcripts and other documentation as may be required to: determine the value of course credits earned; acceptance or rejection of credit and grades; the number of years of school attendance or equivalent; and subsequent placement of students in district schools.

Awarding of Credits

1. Students, including dependents of an active duty or deployed member in the uniformed service of the United States, transferring from a standard Oregon public school, another state's standard school or a Department of Defense Education Activity (DoDEA) school, will receive credit for previously completed courses and attendance on the same basis credit and attendance ~~that~~ are accepted for such courses completed in district schools ~~consistent with OAR 581-022-1131~~.

2. Students transferring from another district ~~district's~~ approved alternative education program or a private alternative education program registered with the Oregon Department of Education (ODE) or other state's department of education will receive credit for previously completed courses and attendance on the same basis credit and attendance are accepted for such courses completed in district schools ~~consistent with OAR 581-022-1131~~.

3. Students transferring from an alternative education program not registered as provided above, may receive credit for those courses that have the same or substantially similar course content and hours of instruction as existing district courses. ~~consistent with OAR 581-022-1131.~~

4. Students transferring from an accredited private school will receive credit for previously completed courses and attendance on the same basis credit and attendance are accepted for such courses completed in district schools ~~consistent with OAR 581-022-1131~~.

   Credits earned for classes of a sectarian nature will not be accepted. Students may be required to submit course descriptions, or other documentation as may be deemed necessary, to determine whether a course is primarily sectarian in nature.

5. Students transferring from a nonaccredited private school may receive credit for those courses that have the same or substantially similar course content and hours of instruction as existing district courses ~~consistent with OAR 581-022-1131~~.

6. Students transferring from homeschool ~~a home school~~ based courses under Oregon Revised Statute (ORS) 339~~ORS339~~.035, online or other distance learning may receive credit for previously completed course work and attendance by:

   a. Successfully passing an appropriate challenge exam;

b. Providing portfolio/work sample evidence which demonstrates equivalent knowledge or skill;
c. Providing documentation of prior learning activities or experiences (e.g., certification of training, hours of instruction, letters, etc.).

Credit approval will be granted only when the student has demonstrated by clear and convincing evidence that the student~~he/she~~ has achieved the same level of knowledge or skill as would have been accomplished by successful completion of the district course(s) for which credit has been requested. ~~consistent with OAR 581-022-1131.~~

7. Students may be required to submit course descriptions or other documentation as deemed necessary, including hours of instruction, to assist district officials in determining credit and attendance to be accepted. Such information may be gathered by phone.

~~8. No more than eight alternative/modified credits will be accepted and credited towards a regular high school diploma.~~

Validation of Credit

1. The district may, at its discretion, require validation of credit from students transferring from nonaccredited schools and nonregistered alternative ~~education~~ programs, by requiring that the student complete an assessment or provide equivalent portfolio/work sample evidence ~~consistent with OAR 581-022-1131~~.

2. The district may conditionally accept credit from students transferring from nonaccredited schools and nonregistered alternative ~~education~~ programs. ~~consistent with OAR 581-022-1131.~~ Students not meeting course requirements at the time of the progress report may be required to undergo further written or oral assessment.

3. Students unable to validate credit will be scheduled/rescheduled at the appropriate grade/course level and the credit(s) in question denied.

Grade-Level Placement

Students will be placed in the grade level or course best suited to their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc. as may be required by the district.

If the student is unable to provide appropriate documentation, the principal or designee will make the grade level determination based upon district-administered assessment(s) as deemed appropriate.

Grades/GPA Academic Awards

Students transferring from the following programs may receive, subject to procedures established by the district, the grades/GPA value earned from the student's previous school(s), program(s) for purposes of determining a student's cumulative GPA, academic recognition and awards (e.g., Top 10, valedictorian, salutatorian, etc.):

1. Standard Oregon schools, other states' standardized schools or a DoDEA school~~Department of Defense Education Activity (DoDEA) schools~~;

2. Another district's approved alternative ~~education~~ program;

3. A private alternative ~~education~~ program registered with ODE or another state's department of education;

4. An accredited private school.

The district may include other schools and programs such as nonaccredited, nonregistered and homeschool ~~home-school~~ based courses, online or other distant learning methods as deemed appropriate.

Appeals

Transcript evaluation decisions may be appealed to the superintendent or ~~his/her~~ designee.

Corrected 9/14/26

Klamath Falls City Schools

Code: JECF
Adopted:

Interdistrict Transfer of Resident Students**

Interdistrict Transfer

The Board recognizes there may be circumstances that arise in which a resident student may benefit from attendance in another public school in the state. Consequently, a student who resides within district boundaries may be released to attend school in another district that agrees to accept the student. The agreement will be by written consent of the affected school boards or designees whereby the student becomes a "resident student" of the attending district, allowing the attending district to receive State School Fund moneys. Any additional fees or tuition costs are the responsibility of the parent.

When the resident district approves the release of a resident student to another school district, the student or their parent(s) will be solely responsible for transportation unless federal or state law requires transportation to be provided by the district. When a resident student, who is on an individualized education plan (IEP) is accepted to another district by an interdistrict transfer, the attending district becomes responsible for a free appropriate public education (FAPE).

Additionally, an interdistrict transfer of a resident student will be permitted, as appropriate, to meet the requirements to provide a safe public school choice in the Every Student Succeeds Act (ESSA).

The resident district may not impose any limitations on the length of time for which consent is given to the student requesting release to another district.

The resident district shall not require a student to receive consent more than one time when the student requests admission to the same receiving district, regardless of any time limitations imposed by the receiving district.

The district shall allow the student whose legal residence changes to a different district during the school year or summer between school years, to complete the school year in the district if the student chooses to do so.

Safe Public School Choice Transfer Requests

An interdistrict transfer[1] may be permitted in the event a student has been a victim of a violent criminal offense occurring in or on the grounds of a school the student attends, or the student attends a school identified as persistently dangerous and all other district schools the student may transfer to are also identified as persistently dangerous or there is no other district school to which the student may transfer. The transfer must be to a safe school.

[1] Districts are encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring district to accept transfer students if there is not another school in the district in which the student legally resides for the transferring student.

Student Experiencing Homelessness

A homeless student residing in the district and the student's parent, or in the case of an unaccompanied student, the district's liaison for homeless students, may request that the student attend their school of origin[2] located out-of-district. The request will be considered based on the best interest of the student. The student may continue in their school of origin for the duration of the student's homelessness. Transportation will[3] be provided in accordance with law.

The superintendent or designee is directed to establish procedures for the review of any student request to attend school in another district.

END OF POLICY

Legal Reference(s):

ORS 327.006
ORS 329.485
ORS 332.107
ORS 335.090
ORS 339.115 - 339.133
ORS 339.141
ORS 339.147
ORS 339.155
ORS 339.250
ORS 343.221
ORS 433.267
OAR 581-021-0019

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 (2012).
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 (2012).
Every Student Succeeds Act, 20 U.S.C. § 7912 (2012).

Added/Revised 9/14/26

PROPOSED

[2] "School of origin" means the school that a student attended when permanently housed or the school in which the student was last enrolled. When the student has completed the final grade served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

[3] McKinney-Vento Homeless Assistance Act (see 42 U.S.C. 11432(g)(1)(J)(iii)).

Klamath Falls City Schools

Code: JECF-AR
Revised/Reviewed:

Interdistrict Transfer of Resident Students

General Parent/Student Requests for Interdistrict Transfer (Requiring the consent of both districts)

The following procedure will govern consideration of a request by a student who resides within district boundaries and who is requesting district approval for a transfer to attend school in another district:

1. A parent may request the release of their student by completing the appropriate district form.
2. The completed form must be submitted to the district office.
3. The superintendent or designee will grant a request for release according to established Board policy. The receiving district will notify the parent in writing of the decision.
4. If at any time the Board sets policy that requests from resident students to transfer out of the district will be denied, the superintendent or designee will deny the request for release according to established Board policy and notify the parent in writing of the decision within 15 calendar days.
5. The superintendent's decision is final.

Safe Public School Choice Transfer Requests

In the event a district school is identified by the Oregon Department of Education (ODE) as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends, and there is not another school in the district for the student to transfer to, the district may develop an agreement with a neighboring district to accept transfer students. The development of such agreements is at the discretion of the district.

Record Keeping

A file of all interdistrict transfer requests will be maintained at the district office.

Added 9/14/26

PROPOSED

Klamath Falls City Schools

Code: JED
Adopted: 3/06/17
Readopted: 10/14/19
Orig. Code(s): JED

Student Absences and Excuses**

The ~~Board~~ district considers regular school attendance essential for educational success.

A student's absence from school or class will be excused under the following circumstances:

1. Illness, including mental and behavioral health of the student;

2. Illness of an immediate family member when the student's presence at home is necessary;

3. Emergency situations that require the student's absence;

4. Student is a dependent of a member of the U.S. Armed Forces[1] who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;~~.~~

5. Field trips and school-approved activities;

6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence;

7. Medical and/or dental appointments. Confirmation of appointments may be required.

Students may be excused on a limited basis from a particular preplanned classroom activity or from selected portions of the established curriculum on the basis of personal, religious or ethnic considerations.

A student who is excused must still fulfill the school's requirements.

Each school shall notify a parents~~parent~~ or guardians~~guardian~~ by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

Additionally, the superintendent or designee will develop procedures whereby those students who are considered truant may be subject to the following penalties: detention, suspension[2] and/or ineligibility to participate in athletics or other activities.

END OF POLICY

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[1] U.S. Armed Forces includes the Army, Navy, Air Force, Marine Corps and Coast Guard of the United States; reserve components of the Army, Navy, Air Force, Marine Corps and Coast Guard of the United States; and the National Guard of the United States and the Oregon National Guard.

[2] The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:
1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

Legal Reference(s):

ORS 109.056
ORS 332.107
ORS 339.030
ORS 339.055
ORS 339.065
ORS 339.071
ORS 339.250
ORS 339.420
OAR 581-021-0046
OAR 581-021-0050
OAR 581-023-0006(11)

Corrected 9/14/26

Klamath Falls City Schools

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

Truancy

The district believes irregular attendance is one of the factors associated with student failure and frustration with the school experience. A fundamental purpose for insisting on punctual, regular school attendance is to help each student develop habits of responsibility.

With these beliefs in mind, the district will develop procedures that foster a partnership with parents in the early detection of truancy, related counseling and appropriate consequences.[1]

"Truancy" is defined as absence from school without permission.

These procedures will be published annually for students, staff and parents.

END OF POLICY

Legal Reference(s):

ORS 339.040 to -339.090
ORS 339.240
ORS 339.250
OAR 581-021-0050 to -0075

Corrected 9/14/26

[1] Expulsion may not be used to address truancy. (ORS 339.250(2)(c)(B))

Klamath Falls City Schools

Code: JEDB
Adopted:

Student Dismissal Precautions**

No district staff may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the superintendent or designee.

A student will not be released to any person without the approval of their parent.

The superintendent or designee will develop procedures for parents requesting to pick up their student from school prior to the scheduled end of the student's day.

END OF POLICY

Legal Reference(s):

ORS 107.154 ORS 163.245 to -163.257 ORS 332.107

Added 9/14/26

PROPOSED

Klamath Falls City Schools

Code: JEF
Adopted:

Release Time for Religious Instruction

Students may be excused from school for religious instruction, not to exceed two hours for grades 1 through 8 and five hours for grades 9 through 12 in any school week.

Students not attending religious instruction will continue with the regular school program.

The administration shall have procedures for dismissing and recording excused absences for students attending religious instruction.

Any student unable to attend classes on a particular day due to religious beliefs shall be excused from attendance requirements for that day.

No such absence shall be counted against a student in determining exclusion, failure or reduction of grades. Any tests and assignments a student misses because of religious instruction shall be given to the student at another time.

END OF POLICY

Legal Reference(s):

ORS 339.420 ORS 659.850 OAR 581-021-0046

Dilger v. Sch. Dist. 24CJ, 222 Or. 108 (1960).

Added 9/14/26

PROPOSED

Klamath Falls City Schools

Code: JF/JFA
Adopted: 6/09/14
Readopted: 3/06/17
Orig. Code(s): JF/JFA

Student Rights and Responsibilities**

The Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with these rights are responsibilities that must be assumed by students.

Among these student rights and responsibilities are the following:

1. Civil rights — including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;

2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;

3. The right to due process of law with respect to suspension, expulsion~~expulsions~~ and decisions which the student believes injure their~~his/her~~ rights;

4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;

5. The right to privacy, which includes privacy with~~in~~ respect to the student's education~~school~~ records.

Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior.

Students' rights and responsibilities, including standards of conduct, will be made available to students, their parents and employees through information distributed annually.

END OF POLICY

Legal Reference(s):

ORS 332.061
ORS 332.072
ORS 337.150
ORS 339.155
ORS 339.240
ORS 339.250
ORS 659.850
ORS 659.865
OAR 581-021-0045
OAR 581-021-0046
OAR 581-021-0050 to -0075
OAR 581-022-2310

Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

Corrected 9/14/26

Klamath Falls City Schools

Code: JFC
Adopted: 10/09/17
Readopted: 3/14/22
Orig. Code(s): JFC

Student Conduct**

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner during the school day or during district-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and to maintain a productive learning environment. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student handbook, code of conduct or other document shall be developed by district administration~~, in cooperation with staff,~~ and will be made available and distributed to parents, students and employees outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school in the district shall publish a student/parent handbook detailing additional rules specific to that school. Rules applying to student conduct shall be posted in a prominent place in each school building.

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.[1]

The district will annually record and report expulsion data for conduct violations as required by the Oregon Department of Education.

END OF POLICY

[1] The district is prohibited from retaliating against any student "for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation." ~~.~~(ORS 659.852)~~.~~

Legal Reference(s):

ORS 339.240
ORS 339.250
ORS 659.850
OAR 581-021-0050 - 0075

Nondiscrimination on the Bases of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).Tinker v. Des Moines Sch. Dist., 393 U.S. 503 (1969).
Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).
Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).
Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 (2001).
Morse v. Frederick, 551 U.S. 393, 127 S. Ct. 2618 (2007).
C.R. v. Eugene S.D. 4J, No. 12-1042, U.S. District Court of OR (2013).

Corrected 9/14/26

Klamath Falls City Schools

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

Student Dress and Grooming**

Responsibility for dress and grooming rests primarily with students and their parents; ~~however,~~ the district expects student dress and grooming to meet standards published in the student handbook which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;

2. Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards that are approved by the superintendent or designee and may be denied the opportunity to participate if those standards are not met.

END OF POLICY

Legal Reference(s):

ORS 339.240
ORS 339.250

OAR 581-021-0026(10)
OAR 581-021-0050 - 0075

Corrected 9/14/26

Klamath Falls City Schools

Code: JFCB
Adopted:

Care of District Property by Students**

It is each student's responsibility to show respect for all district property. Any student who willfully damages or defaces district property will be disciplined.

The Board declares its intent to hold students and their parents responsible for loss or damage of district property. Notice of the district's intent will be provided annually in the student/parent handbook.

END OF POLICY

Legal Reference(s):

ORS 30.765
ORS 339.250
ORS 339.270
OAR 581-021-0050 to -0075

Added 9/14/26

PROPOSED

Klamath Falls City Schools

Code: JFCEB
Adopted: 11/20/14
Revised/Readopted: 3/06/17; 10/13/25
Orig. Code(s): JFCEB

Personal Electronic Devices**

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

Except as otherwise provided in this policy, "personal electronic device" means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school's network infrastructure.[2] This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

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

1. The student's medical provider's order for the care and treatment of a medical condition;[3]

2. The student's individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);[4]

3. A written exemption provided for the student based on a request received in JFCEB-AR – Request for Personal Electronic Device Exception. School administration will respond to such a request within 10 school days.[5]

Personal electronic devices must be placed in district-provided pouches or storage, i.e., locker, during regular instructional hours. Personal electronic devices are not to be stored in backpacks that are on the student's person.

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

[2] ODE's guidance, *Fostering Student Learning, Well-Being, and Belonging* provides "This includes personal electronic devices that can make calls, send texts, or access the internet via cellular data are restricted. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds. This does not include laptop computers or other devices required to support academic activities."

[3] JFCEB-AR – Request for Personal Electronic Device Exception must be submitted to the building administrator, along with a copy of the order.

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

[5] JFCEB-AR – Request for Personal Electronic Device Exception must be submitted to the building administrator.

Students in violation of this policy will be subject to disciplinary action. Discipline for mere possession or use of a personal electronic device may not include loss of instructional time for the student (including suspension or expulsion), but could include detention, Saturday school, a change to storage requirements, etc. However, if the actions taken by a student violate another conduct policy, the student may be subject to discipline up to and including expulsion.[6]

1. First Instance of Noncompliance: the device will be temporarily confiscated and held and the front office until the end of the school day. Parents or guardians will be notified, and a meeting with school administration may be scheduled to discuss ways to support the student;

2. Second Instance of Noncompliance: the device will again be temporarily held, and parents or guardians will be informed. A meeting with school administration and family will be arranged to review the policy and plan for improved compliance;

3. Beyond Second Instance of Noncompliance: if noncompliance continues, schools will determine additional appropriate consequences, always prioritizing keeping students in class and engaged in learning.

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

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

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

Requests for exemptions to this policy can be processed in accordance with JFCEB-AR – Request for Personal Electronic Devices Exception. Appeals can be filed with the superintendent or designee.

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

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 336.840

Oregon Executive Order 25-09

Reviewed 9/14/26

Klamath Falls City Schools

Code: JFCEB-AR
Revised/Reviewed: 11/20/14; 3/06/17; 10/13/25
Orig. Code(s): JFCEB-AR

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: _____ Grade: _____

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);
- ☐ Accommodate the individual circumstances of the student;
- ☐ Further specific educational outcomes for the student.

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

_____

_____

_____

Duration for requested exemption: _____[1]

Signed: _____ Date: _____

Parent or guardian name: _____

Parent or guardian phone: _____ Email: _____

[1] The maximum duration of an exemption is the end of the current school year.

For Completion by School Administration

Request: ☐ Granted Expiration of exemption: _____
☐ Denied Reason for denial: _____

☐ More information needed. Please submit by _____ (date) for reconsideration.

_____

_____

Signed: _____ Date: _____

School administration will consult with a school nurse when appropriate. School administration decisions will be issued and communicated to the parent or guardian within 10 school days of receipt and can be appealed to the superintendent or designee within 10 days of issuance. The superintendent's or designee'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 legitimate 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 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.

Reviewed 9/14/26

Klamath Falls City Schools

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

Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence – Student

The Board, in its commitment to providing a safe, positive, and productive learning environment for all students, will consult with parents/guardians, employees, volunteers, students, administrators, and community representatives in developing this policy in compliance with applicable Oregon law.

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, or ~~and~~ third parties toward students is strictly prohibited in the district. Teen dating violence is unacceptable behavior and prohibited. Each student has the~~a~~ right to a safe learning environment.

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation or bullying, menacing, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and~~disciplinary action or other~~ appropriate remedial action~~sanctions~~.

Students whose behavior is found to be in violation of this policy will be subject to consequences~~discipline~~ and appropriate remedial action which may include discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Students, staff, or third parties may also be referred to law enforcement officials.

The principals and the superintendent are responsible for ensuring that this policy is implemented.

Definitions

"District" includes district facilities, district premises, and nondistrict property if the student is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the jurisdiction~~control~~ of the district.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; or assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation, or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, and having the effect of:

1. Physically harming a student or damaging a student's property;

2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or

3. Creating a hostile educational environment including interfering with the psychological well-being of the student ~~and may be based on, but not limited to, the protected class of the person~~.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation~~1~~, gender identity, national origin, marital status, familial status, source of income, or disability.

"Teen dating violence" means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or

2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

"Domestic violence" means abuse ~~as defined by Oregon Revised Statute (ORS) 107.705~~ between family and/or household members, as those terms are described in ORS 107.705.

"Cyberbullying" is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property or equipment to violate this policy.

"Retaliation" means any acts of, including but not limited to, hazing, harassment, intimidation or bullying, menacing or~~, teen dating violence and acts of~~ cyberbullying toward the victim, a person in response to an actual or apparent~~a student for actually or apparently~~ reporting of, or participation~~participating~~ in the

investigation of, hazing, harassment, intimidation or bullying, menacing, teen dating violence, ~~and~~ acts of cyberbullying, or retaliation.

"Menacing" includes, but is not limited to, any act intended to place a district employee, student, or third party in fear of imminent serious physical injury.

Reporting

The principal or ~~site supervisor~~designee will take reports and conduct a prompt investigation of any reported acts~~report~~ of ~~an act of~~ hazing, harassment, intimidation or bullying, menacing ~~and acts of~~ cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of this policy shall immediately report ~~his/her~~ concerns to the principal or ~~site supervisor~~designee who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity, or in a ~~district vehicle or~~ vehicle used for ~~transporting students to a~~ district-provided transportation ~~activity~~ shall immediately report the incident to the principal or ~~site supervisor~~designee. Failure of an employee to report any~~an~~ act of hazing, harassment, intimidation or bullying, menacing ~~or an act of~~ cyberbullying, or teen dating violence to the principal or ~~site supervisor~~designee may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels they have been subjected to an~~any~~ act of hazing, harassment, intimidation or bullying, menacing, or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy, is encouraged to immediately report ~~his/her~~ concerns to the principal who has overall responsibility for all investigations or may report to a counselor. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report ~~his/her~~ concerns to the principal ~~who has overall responsibility for all investigations~~.

A report made by a student or volunteer may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair.

The person who makes the report shall be notified when~~of the findings of~~ the investigation has been completed and, as appropriate, the findings of the investigation and any remedial action that has been taken. The person who made the report may request that the superintendent ~~or designee~~ review the actions taken in the initial investigation, in accordance with administrative regulations ~~district complaint procedures~~.

Notification to~~of~~ Parents or Guardians

The principal or ~~site supervisor~~designee shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying.

The notification must occur with involvement and consideration of the needs and concerns of the student who was the subject to an act of harassment, intimidation, bullying or cyberbullying. The notification is

not required if the principal or ~~site supervisor~~designee reasonably believes notification could endanger the student who was subjected to an act of harassment, intimidation, bullying or cyberbullying or if all of the following occur:

1. The student who was subjected to an act of harassment, intimidation, bullying, or cyberbullying requests that notification not be provided to the student's parents or guardians.

2. The principal or ~~site supervisor~~designee determines that notification is not in the best interest of the student who was subjected to an act of harassment, intimidation, bullying, or cyberbullying; and

3. The principal or ~~site supervisor~~designee informs the student that federal law may require the student's parents and guardians to have access to the student's education record, including any requests of nondisclosure (from item 1 above).

If the principal or ~~site supervisor~~designee determines the notification is not in the best interest of the student, they must inform the student of that determination prior to providing notification.

When notification is provided, the notification must occur:

1. Within a reasonable period of time; or

2. Promptly, for acts that caused physical harm to the student.

Training and Education

The district shall incorporate into existing training programs for students, ~~and staff~~ information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, and acts of cyberbullying and this policy.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into the health curriculum for students in grades 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of hazing, harassment, intimidation or~~,~~ bullying, menacing, teen dating violence, domestic violence, and acts of cyberbullying and this policy.

Notice

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or staff~~employee~~ handbook, school and district's website, and school and district office.

~~Complaint procedures~~Administrative regulations, as established by the district, shall be followed.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by ~~the~~ ODE.

END OF POLICY

Legal Reference(s):

ORS 107.705
ORS 166.065
ORS 166.155 - 166.165
ORS 174.100
ORS 332.072
ORS 332.107
ORS 339.240
ORS 339.250
ORS 339.351 - 339.368
OAR 581-021-0045
OAR 581-021-0046
OAR 581-021-0055
OAR 581-022-2310
OAR 581-022-2370

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

Corrected 9/14/26

Klamath Falls City Schools

Code: JFCF-AR
Revised/Reviewed: 5/09/11; 3/06/17; 6/10/19; 7/10/23
Orig. Code(s): JFCF-AR

Hazing, Harassment, Intimidation, Menacing, Bullying, Cyberbullying or Teen Dating Violence Reporting Procedures – Student

(match timelines to KL)

The principals or ~~site supervisor~~designees ~~has~~ have responsibility for investigations concerning acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the report presented.

All reports will be investigated in accordance with the following procedures:

Step 1 Any reports or information on acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, or ~~and~~ incidents of teen dating violence ~~information~~ (e.g., complaints, rumors~~.~~) shall be presented to the principal or ~~site supervisor~~designee. A district staff member receiving a report shall refer the information to the principal or designee for investigation.

Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The district official receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The district official(s) conducting the investigation shall notify the person making the report within ~~10~~ five working days of receipt of the information or report, and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the person making the report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within 10 working days.

Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal

may be filed with the Board. Such appeal must be filed within ~~10~~ five working days after receipt of the Step 3 decision. The Board shall~~, within 20 working days,~~ conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report~~complainant~~ within 30 ~~working~~ days of receipt of the appeal by the Board.

Reports against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted. A final decision will be made within 30 days of ~~the~~ receipt of the report.

Reports against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted. A final decision will be made within 30 days of ~~the~~ receipt of the report.

Reports against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted. A final decision will be made within 30 days of the receipt of the report.

Timelines may be extended upon written agreement between both parties. This also applies to reports filed against the superintendent or any Board member.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records.

Corrected 9/14/26

Klamath Falls City Schools

Code: JFCG/JFCH/JFCI
Adopted:

Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems**

Student possession, use, distribution or sale of tobacco products[1], inhalant delivery systems[2], alcohol or unlawful drugs[3], including drug paraphernalia or any substance purported to be an unlawful drug, on or near any district property or grounds, including parking lots, or while participating in school-sponsored activities is prohibited and will result in disciplinary action.

If possession, use, distribution or sale occurred near district grounds, disciplinary action may include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.).

If possession, use, distribution or sale occurred on district grounds, at school-sponsored activities or otherwise while the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed.

District administrators acting on reasonable suspicion may request that students participate in a breathalyzer screening for alcohol at school or prior to or during a school-sponsored event. If a student refuses, the student may be subject to school discipline and/or referral to law enforcement officials.

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[1] "Tobacco products" means any product that contains or is made or derived from tobacco or nicotine ("nicotine" means any form of the chemical nicotine, regardless of whether the chemical is naturally or synthetically derived, including any salt, complex, alkaloid or analog of nicotine (ORS 431A.175)) and that is likely to be used for human consumption by any means, including in the forms of bidis, cigars, cheroots, stogies, periques, granulated, plug cut, crimp cut, ready rubbed and other smoking tobacco, snuff, snuff flour, cavendish, plug and twist tobacco, fine-cut and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco and other forms of tobacco, oral nicotine pouches, nicotine lozenges and other products that contain nicotine; cigarettes as defined in Oregon Revised Statute 323.010 (1) or a device that can be used to deliver tobacco products to a person using the device and has not been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for any other therapeutic purpose, if the product is marketed and sold solely for the approved purpose. "Tobacco products" does not include an article that is food, as defined in ORS 616.205, if the article does not contain nicotine or contains no more than trace amounts of naturally occurring nicotine. "Tobacco," for purpose of OAR 581-021-0110, is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

[2] "Inhalant delivery system" means a device that can be used to delivery nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device described in this subparagraph or a substance in any form sold for the purpose of being vaporized or aerosolized by a device described in this subparagraph, whether or not the component or substance is sold separately. "Inhalant delivery system: does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for any other therapeutic purpose, if the product is marketed and sold solely for the approved purpose, and tobacco products. (ORS 431A.175)

[3] The Controlled Substances Act defines an "unlawful drug" as any drug or other substance, or immediate precursor that is included in one of the five federal schedules (I through V), including but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). As used in this policy, unlawful drug also means possession, use, sale or supply of prescription and nonprescription drugs in violation of Board policy and any accompanying administrative regulation.

Students found in possession of any unlawful drug and/or related drug paraphernalia will have such items confiscated and turned over to appropriate authorities.

A student may be referred to law enforcement officials. Parents will be notified of all violations involving their student and subsequent action taken by the school.

A referral to community resources and/or cessation programs designed to help the student overcome tobacco product, inhalant delivery system, alcohol or unlawful drug use may also be made. The cost of such programs are the individual responsibility of the parent and the private health care system.

Clothing, bags, hats and other personal items used to display, promote or advertise tobacco products, inhalant delivery systems, alcohol or unlawful drugs are prohibited on all district grounds, including parking lots, at school-sponsored activities and in district vehicles.

Any person under age 21 possessing a tobacco product or inhalant delivery system on district property, in a district facility or while attending a district-sponsored activity is in violation of state law and is subject to a court-imposed fine.

Any person who distributes, sells or allows to be sold, tobacco products or any substance sold for the purpose of being smoked, vaporized or aerosolized, in any form, a tobacco-burning or inhalant delivery system device, to a person under 21 years of age is in violation of state law and is subject to a court-imposed fine.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

END OF POLICY

Legal Reference(s):

ORS 153.018
ORS 161.605
ORS 161.625
ORS 163.575
ORS 332.107
ORS 336.067
ORS 336.222
ORS 336.227
ORS 339.240
ORS 339.250
ORS 339.883
ORS 342.721
ORS 342.726
ORS 431.845
ORS 431A.175
ORS 431A.178
ORS 433.835 - 433.990
ORS Chapter 475

OAR 581-015-2360
OAR 581-015-2400 – 2445
OAR 581-021-0050 - 0075
OAR 581-021-0110
OAR 581-022-2045
OAR 581-022-2210
OAR 581-053-0230(9)(s)
OAR 581-053-0330(1)(m)-(o)
OAR 581-053-0430(12)-(14)
OAR 581-053-0531(11)-(13)
OAR 581-053-0630
OAR 584-020-0040

Controlled Substances Act, 21 U.S.C. § 812 (2012); Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11-1308.15 (~~2017~~2024).
Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (~~2012~~2024).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7118 (~~2012~~2024).
Senate Bill 1571 (2026).

Corrected 9/14/26

Klamath Falls City Schools

Code: JFCG/KGC/GBK
Adopted: 10/09/06
Readopted: 5/09/11; 10/12/15; 3/06/17
Orig. Code(s): JFCG/KGC/GBK

Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems

(See JFCG/JFCH/JFCI)

The Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on district property and at school-sponsored activities. The Board wishes to establish a school and working environment that is free of smoke, aerosols and vapors containing inhalants. Student possession, use, distribution or sale of tobacco products or inhalant delivery systems, including any smoking or use of an inhalant delivery device, on district premises, at school-sponsored activities on or off district premises, in district-owned, rented or leased vehicles, on all district grounds, including parking lots, or otherwise, while a student is under the jurisdiction of the district, is prohibited.

Use, distribution or sale of tobacco products or inhalant delivery systems by staff on district property, including parking lots, at district-sponsored events, in district-owned, rented or leased vehicles or otherwise while on duty on or off district premises is prohibited. Use, distribution or sale of tobacco products or inhalant delivery systems by others on district property, in district vehicles or at district-sponsored events on or off district premises, on all district grounds, including parking lots, is prohibited. Staff and/or all others authorized to use any private vehicles to transport district students to school-sponsored activities are prohibited from using tobacco products or inhalant delivery systems in those vehicles while students are under their care.

For the purposes of this policy, "tobacco products" is defined, to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, or snuff, in any form. This does not include USFDA-approved nicotine replacement or other therapy products used for the purpose of cessation.

For the purpose of this policy, "inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device or a component or a device; or a substance in any form sold for the purpose of being vaporized or aerosolized by a device whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

Clothing, bags, hats and other personal items used by staff and students to display, promote or advertise tobacco or inhalant delivery system products are prohibited on all district grounds, including parking lots, at school-sponsored activities or in district vehicles. Advertising is prohibited in all school-sponsored publications in all school buildings, on district grounds, including parking lots, and at all school-sponsored events. District acceptance of gifts or funds from the tobacco products and inhalant delivery system industries is similarly prohibited.

Student violations of this policy will lead to disciplinary action up to and including expulsion. Students may also be subject to removal from any or all extracurricular activities and/or denial or forfeiture of school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.). School and/or community service may be required. A referral to law enforcement may be made. Parents shall be notified of all violations involving their student and action taken by the school.

When considering disciplinary action for a child with disabilities, the district must follow the requirements of Board policy JGDA/JGEA - Discipline of Students with Disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination and an interim alternative educational setting.

Staff violations of this policy will lead to disciplinary action up to and including dismissal.

Violations by others will result in appropriate sanctions as determined and imposed by the superintendent or the Board.

Information about community resources and/or cessation programs to help staff and students will be provided.

The district will promote cessation resources and other positive alternatives to discipline. Tobacco use cessation programs may be established at district schools. Attendance or completion of tobacco use cessation programs by students may be allowed as a substitute to, or as a part of student discipline for possession, use, distribution or sale of tobacco products or inhalant delivery systems at the discretion of the principal. Attendance at cessation programs not offered by the district is voluntary and related costs are the individual responsibility of the staff member, student and his/her parent and private health-care system.

As part of the district's tobacco use prevention activities, the superintendent shall ensure that tobacco use instructional programs as recommended by the Oregon Department of Human Services, Health Services, Tobacco Prevention and Education Program and the Oregon Department of Education are an integral part of its drug and alcohol prevention curriculum. Programs must be integrated within the health education program and age- and developmentally appropriate instruction provided at every level, pre-kindergarten through grade 12, with particular emphasis on grades six through eight. It is the expectation of the Board that prevention concepts will be integrated into the instruction of other subject areas as practicable.

Staff responsible for teaching prevention will be encouraged to collaborate with agencies and groups that conduct prevention education and to participate in ongoing professional development activities that provide basic knowledge about the effects of use of tobacco products, effective instructional techniques and program-specific activities.

The superintendent shall consult with local officials to promote enforcement of law that prohibits the use or possession of tobacco products or inhalant delivery systems by minors on or off district grounds.

This policy shall be enforced at all times. The superintendent will develop administrative regulations as necessary to implement this policy, including provisions for notification of the district's policy, through such means as student/parent and staff handbooks, newsletters, inclusion on school event programs, signs at appropriate locations; disciplinary consequences; and procedures for filing and handling complaints about violations of the district's policy.

The superintendent shall ensure that the district's prevention program, policies, curricula, training and cessation programs are evaluated at regular intervals. The input of students, staff, parents and others from the community will be encouraged.

END OF POLICY

Legal Reference(s):

ORS 167.400
ORS 332.107
ORS 336.222
ORS 336.227
ORS 339.240
ORS 339.250
ORS 339.883
ORS 431.840
ORS 433.835 to -433.990

OAR 581-021-0050 to -0075
OAR 581-021-0110
OAR 581-022-0413
OAR 581-053-0015
OAR 581-053-0230(9)(s)
OAR 581-053-0330(1)(m)
OAR 581-053-0430(12)
OAR 581-053-0531(11)
OAR 581-053-0630

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).

DELETE

Klamath Falls City Schools

Code: JFCH
Adopted: 1/10/94
Readopted: 10/09/06; 3/06/17
Orig. Code(s): JFCH

Alcohol

(See policy JFCG/JFCH/JFCI)

The district prohibits the sale or distribution, use and/or possession of alcoholic beverages by students using district facilities to include all buildings, grounds and vehicles for which the district has jurisdiction. This policy will be in effect 24 hours per day and is meant to include all school activities whether on district property or not. Possession of alcoholic beverages, as it applies to students, shall be defined as the acceptance or consumption of a container of alcoholic beverage, or any portion thereof or a drink of such beverage. This means a student may not consume alcoholic beverages at home or otherwise while under a parent or guardian's jurisdiction and then return to district property or district activities while a detectable level of said alcoholic beverage remains in the student's body.

Violation of this policy may result in immediate suspension with a possible recommendation for expulsion from school for at least the remainder of the current semester. An attempt will be made to notify parents or guardians and the student may be referred to the proper law enforcement agencies.

If possession or use occurred near or on school grounds, disciplinary action may include removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, graduation ceremonies and activities, etc.).

District administrators acting on reasonable suspicion may request that students participate in a Breathalyzer screening for alcohol at school or prior to or during a school-sponsored event. If a student refuses, he/she may be subject to school discipline and/or referral to law enforcement officials.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 336.067
ORS 336.222
ORS 336.227
ORS 339.240
ORS 339.250
OAR 581-021-0050 to -0075
OAR 581-021-0110
OAR 581-022-0413
OAR 581-053-0230(9)(t)
OAR 581-053-0330(1)(n),(o)
OAR 581-053-0430(13),(14)
OAR 581-053-0531(12),(13)
OAR 581-053-0630

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006).

Klamath Falls City Schools

Code: JFCHA
Adopted:

Use of Alcohol for Cooking**

The Board allows the use of alcoholic beverages in specified classes, competitions or demonstrations in grades 9-12 under the following circumstances:

1. As an ingredient in cooking or food preparations in a culinary arts class; or

2. In preparation for a culinary competition or demonstration by students.

The use of alcoholic beverages for the above purposes will be used only while students are under adult supervision.

The alcoholic beverages must be securely stored while not in use.

The parent or guardian of each student participating in a culinary project using alcoholic beverages must provide written consent for the student to use the alcoholic beverages in the project. If consent is not provided or the student chooses not to participate, the district shall allow the student to participate in an alternative project.

A district employee who provides alcoholic beverages to students as an ingredient for cooking in a culinary class, contest or demonstration will not be in violation of laws prohibiting providing alcohol to a minor.

A student in possession of an alcoholic beverage for cooking in a culinary class, contest or demonstration will not be in violation of laws prohibiting possession of alcohol by a minor.

END OF POLICY

Legal Reference(s):

ORS 336.441 ORS 471.001

Added 9/14/26

PROPOSED

Klamath Falls City Schools

Code: JFCI
Adopted: 1/10/94
Readopted: 10/09/06; 3/06/17
Orig. Code(s): JFCI

Substance/Drug Abuse

The district prohibits the sale or distribution, use and/or possession of all unlawful drug by students using district facilities to include all buildings, grounds and vehicles for which the district has jurisdiction. This policy will be in effect 24 hours per day and is meant to include all school-sponsored activities whether on district grounds or not.

An "unlawful drug" is any drug as defined by the Controlled Substances Act including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). As used in this policy, unlawful drug also means possession, use, sale or supply of prescription and nonprescription drugs in violation of Board policy JHCD - Nonprescription Medication, JHCDA - Prescription Medication and any accompanying administrative regulations.

Students found in possession of any unlawful drug and/or related drug paraphernalia will have such items confiscated and turned over to appropriate authorities.

"Drug paraphernalia" means all equipment, products and materials of any kind which are marketed for the use or designed for the use in manufacturing, compounding, producing, processing, preparing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise inducing a controlled substance or intoxicant into the human body.

"Possession of controlled substances," as it applies to students, shall be defined as the acceptance or ingestion by swallowing, inhaling or injecting into a person's body an unlawful drug. This means students may not accept or ingest an unlawful drug and then return to district property or district-sponsored activities while a detectable level of said substances remain in their body.

Violation of this policy may result in the immediate suspension with a possible recommendation for expulsion from school for at least the remainder of the current semester. An attempt will be made to notify parents or guardians and the student may be referred to the proper law enforcement agencies.

If possession or use occurred near or on district grounds, disciplinary action may include removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, graduation ceremonies and activities, etc.).

District administrators acting on reasonable suspicion may request that students participate in a Breathalyzer screening for alcohol at school or prior to or during a school-sponsored event. If a student refuses, he/she may be subject to school discipline and/or referral to law enforcement officials.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of school property is a Class A felony as provided by ORS 475.904.

END OF POLICY

Legal Reference(s):

ORS 161.605
ORS 161.625
ORS 332.107
ORS 336.067
ORS 336.222
ORS 336.227
ORS 339.240
ORS 339.250
ORS Chapter 475

OAR 581-021-0050 to -0075
OAR 581-021-0110
OAR 581-022-0413
OAR 581-053-0230(9)(s),(t)
OAR 581-053-0330(1)(n),(o)
OAR 581-053-0430(13),(14)
OAR 581-053-0531(12),(13)
OAR 581-053-0630
OAR 584-020-0040

Controlled Substances Act, 21 U.S.C. § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11 - 1308.15 (2006).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006).

DELETE

Klamath Falls City Schools

Code: JFCJ
Adopted: 10/14/19
Readopted: 4/11/22
Orig. Code(s): JFCJ

Weapons in the Schools**

Students shall not bring, possess, conceal or use a weapon on or at any property under the jurisdiction of the district, any activities under thejurisdiction of the district or any interscholastic activities administered by a voluntary organization.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

The superintendent may authorize persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports. The district will post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under Oregon Revised Statute (ORS) 166.370.

For purpose of this policy, and as defined by state and federal law, "weapons" includes:

1. A "dangerous weapon" means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;

2. A "deadly weapon" means any instrument, article or substance specifically designed for andpresently capable of causing death or serious physical injury;

3. A "firearm" means any weapon (including a starter gun)~~),~~ which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device;

4. A "destructive device" includes but is not limited to any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as asignaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but are not ~~be~~ limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and community members.

Replicas of weapons, fireworks and pocketknives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocketknives are subject to seizure or forfeiture.

In accordance with Oregon law, any district employee who has reasonable cause to believe a student or other person, while in a school, ~~is~~ or within the previous 120 days has been in possession of a firearm or destructive device, as defined by this policy, shall immediately report such violation to an administrator, designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations for firearms or destructive devices have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device.

A person making a report as described above who has reasonable grounds for making the report is immune from liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the report. The identity of a person participating in a good faith report as described above may not be disclosed except when allowed by law.

Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

Students determined to have brought, possessed, concealed or used a firearm, as defined in policy, in violation of this policy or statelaw shall be expelled from school for a period of not less than one year. All other violations of the policy will result indiscipline and may include expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement. The superintendent may propose alternative programs of instruction or instruction combined with counseling that are appropriate and accessible to the student, and shall provide such information in writing to the student and the parent or guardian in accordance with law[1]. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA/~~JGEA~~ - Discipline of Students with Disabilities and accompanying administrative regulation.

END OF POLICY

Legal Reference(s):

ORS 161.015
ORS 166.210 - 166.370
ORS 166.382
ORS 332.107
ORS 339.115
ORS 339.240
ORS 339.250
ORS 339.315
OAR 581-021-0050 - 0075
OAR 581-053-0010(5)
OAR 581-053-0230(9)(k)
OAR 581-053-0330(1)(r)
OAR 581-053-0430(17)
OAR 581-053-0531(16)

[1] At least once every six months or at any time the information changes because of the availability of new programs.

Gun-Free School Zones Act, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2018).
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2018).
Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (2018).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101, 7111-7121 (2018).

Corrected 9/14/26

Klamath Falls City Schools

Code: JFCK
Adopted: 1/10/94
Readopted: 10/09/06; 3/06/17
Orig. Code(s): JFCK

Elimination of Drugs and Alcohol on District Premises

The district shall publish expectations and develop procedures that eliminate the use of unlawful drugs, including drug paraphernalia, and alcohol on the district premises; however, concern for unlawful drug and alcohol use extends beyond district premises.

Each year the district shall include in the student/parent handbook and code of conduct clear statements of expectations and consequences should student use unlawful drugs or alcohol on district premises. Students and parents shall be informed that unlawful delivery of a controlled substance to a student or minor within 1,000 feet of school property is a Class A felony.

END OF POLICY

Legal Reference(s):

ORS 161.625
ORS 339.240
ORS 339.250
ORS Chapter 475

OAR 581-021-0050 to -0075
OAR 581-053-0230(9)(s),(t)
OAR 581-053-0330(1)(n),(o)
OAR 581-053-0430(13),(14)

OAR 581-053-0531(12),(13)
OAR 581-053-0630

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006).

Corrected 9/14/26

Klamath Falls City Schools

Code: JFCM
Adopted: 3/06/17
Revised/Readopted: 12/14/20
Orig. Code(s): JFCM

Threats of Violence**

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage any district property, shall not be tolerated on district property or at activities under the jurisdiction of the district.

Students shall be instructed of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the district. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence the staff member has knowledge of, has witnessed or received. All reports will be promptly investigated.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. The principal shall notify the parent or guardian of any student in violation of this policy and the disciplinary action imposed. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy.

The district shall enforce this policy consistently, fairly and without bias against any student, including a student from a protected class as defined in Oregon Revised Statute 659.850.

The principal shall, in determining appropriate disciplinary action, consider:

1. Immediately removing from the classroom setting any student who has threatened to injure another person or to severely damage district property;

2. Placing the student in a setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or others;

3. Requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom setting[1].

The district may enter into contracts with licensed mental health professionals to perform student evaluations. Funds for evaluations, other disciplinary options or other procedures as may be required by law and this policy shall be provided by the district.

[1] A student removed from the classroom setting for an evaluation may not be removed for more than 10 school days unless the principal is able to show good cause that an evaluation could not be completed in that time period.

The principal shall attempt to notify:

1. The parent or guardian of a student when the student's name appears on a targeted list at school that threatens violence or harm to the students on the list, or when threats of violence or harm to the student are made by another student at school;

2. Any district employee whose name appears on a targeted list at school threatening violence or harm to the district employee and when threats of violence or harm are made by a student or others at school.

The principal shall attempt to notify the above persons by telephone or in person promptly and within 12 hours of discovery of a targeted list or learning of a threat. Regardless, the principal shall issue a written follow-up notification shall be sent within 24 hours of discovery of a targeted list or learning of a threat.

The principal will provide necessary information regarding threats of violence to law enforcement, child protective services and health-care professionals 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. Additionally, the principal may provide such information to other school officials, including teachers~~,~~ within the district or other districts who have a legitimate educational interest in the student(s) consistent with state and federal education records laws and district policies.

The district or person participating in good faith in making the notification required by ORS 339.327 is immune from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the notification.

~~As a part of the district's proactive safety efforts, the superintendent will plan staff development activities designed to alert staff to early warning signs of possible violent behavior. Student so identified shall be referred to a counselor, licensed mental health professional and/or multidisciplinary team for evaluation and follow-up as appropriate.~~

END OF POLICY

Legal Reference(s):

ORS 161.015
ORS 166.210 - 166.370
ORS 332.107
ORS 339.115
ORS 339.240
ORS 339.250
ORS 339.327
OAR 581-021-0050 - 021-0075
OAR 581-053-0010(5)
OAR 581-053-0230(9)(k)
OAR 581-053-0330(1)(r)
OAR 581-053-0430(17)
OAR 581-053-0531(16)
OAR 581-053-0630

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2018).
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (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 (2019).

Corrected 9/14/26

Klamath Falls City Schools

Code: JFD
Adopted: 1/10/94
Readopted: 10/09/06; 3/06/17
Orig. Code(s): JFD

Students of Legal Age**

Every student 18 years of age or older shall be deemed an adult and shall have the same rights and responsibilities as an adult. Adult students, like all other students, shall comply with Board policy, established administrative regulation, school rules, pursue the prescribed course of study and submit to the authority of teachers and administration.

An emancipated minor living in the district is considered a resident of the district.

A student under 18 may request adult status through proof of emancipation from parent. This request must be submitted in writing to the superintendent and substantiate the student is:

1. Released from parent control;

2. Self-supporting;

3. Solely responsible for his/her food, shelter and clothing.

END OF POLICY

Legal Reference(s):

ORS 109.510
ORS 109.520
ORS 419B.550
ORS 419B.552
ORS 419B.555
ORS 419B.558

Corrected 9/14/26

Klamath Falls City Schools

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

Pregnant and Parenting Students**

A pregnant and/or parenting student shall be encouraged to continue with an educational program and to participate in all district~~school~~-sponsored activities unless physically unable. The district shall ensure that pregnant and/or parenting students receive special services as ~~temporarily~~ necessitated by their condition.

Neither pregnancy nor parenting constitute an exemption from Oregon compulsory attendance law.

No pregnant or parenting student shall be excluded from the public schools on the basis of pregnancy or parenthood.

The district shall, in considering and obtaining special services for pregnant and/or parenting students:

1. Inform pregnant and/or parenting students and their parents of the availability of such services in the district, education service district or in the community.~~;~~
2. Facilitate the provision of such services, including counseling, life skills and parenting education, childcare~~child care~~, transportation, career development and health and nutrition services to pregnant and/or parenting students.~~;~~
3. Inform pregnant and/or parenting students and their parents of the availability of resources provided by other agencies, including health and social services.~~;~~
4. Provide educational programs and schedules that address the individual learning styles and needs of pregnant and/or parenting students.~~;~~
5. Develop individualized educational programs or services, or both, to address the needs of pregnant and/or parenting students when their educational needs cannot be met by the regularly provided school program.

The superintendent or ~~his/her~~ designee will develop guidelines~~procedures as~~ necessary to ensure compliance with the provisions of state and federal law.

END OF POLICY

Legal Reference(s):

ORS 336.640
ORS 339.010
ORS 339.030
OAR 581-021-0046
OAR 581-023-0100(3)

Corrected 9/14/26

Klamath Falls City Schools

Code: JFE-AR
Revised/Reviewed:

PROPOSED

Individualized Plan for Pregnant and/or Parenting Students

District _____ Date _____

School _____

Student Information

Student name: _____

Age: _____ Date of birth: _____

Pregnant? Yes □ No □ Due date: _____

Parenting? Yes □ No □ No. of children: _____ Ages: _____

Living situation: _____

Sources of financial support: _____

Education status:

Grade completed ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

On track for graduation? ☐ Yes ☐ No

Number of credits needed to be on track? _____

Date of enrollment in individualized plan: _____

Program Information

Check whether service is to be provided and paid for by family, school or agency. If agency, please indicate source. Briefly describe service to be provided.

Education		**Description**
Provided by:	Paid for by:	_____
☐ Family	☐ Family	_____
☐ School	☐ School	_____
☐ Agency	☐ Agency	_____

Transportation		**Description**
Provided by:	Paid for by:	_____
☐ Family	☐ Family	_____
☐ School	☐ School	_____
☐ Agency	☐ Agency	_____

Child Care **Description**

Provided by: Paid for by:
☐ Family ☐ Family
☐ School ☐ School
☐ Agency ☐ Agency

Life Skills Training **Description**

Provided by: Paid for by:
☐ Family ☐ Family
☐ School ☐ School
☐ Agency ☐ Agency

Parenting Education **Description**

Provided by: Paid for by:
☐ Family ☐ Family
☐ School ☐ School
☐ Agency ☐ Agency

Career Development **Description**

Provided by: Paid for by:
☐ Family ☐ Family
☐ School ☐ School
☐ Agency ☐ Agency

Health and Nutrition Services **Description**

Provided by: Paid for by:
☐ Family ☐ Family
☐ School ☐ School
☐ Agency ☐ Agency

Counseling **Description**

Provided by: Paid for by:
☐ Family ☐ Family
☐ School ☐ School
☐ Agency ☐ Agency

Other Social Services **Description**

Provided by: Paid for by:
☐ Family ☐ Family
☐ School ☐ School
☐ Agency ☐ Agency

PROPOSED

I have been informed of the services available for pregnant and/or parenting students in the district and I have received information about the availability of resources provided by other agencies, including health and social services.

Signature of student _____ Date _____

Signature of parent/guardian _____ Date _____

Signature of school representative _____ Date _____

Termination Data

Date of termination from program: _____

Reason (check one): ☐ Nonattendance ☐ Moved ☐ Completed diploma[1] ☐ Completed GED
☐ Returned to regular school program
☐ Other _____

Comments: _____

Added 9/14/26

[1] A "diploma," as it pertains to Board policy JFE – Pregnant and/or Parenting Students, means a diploma, a modified diploma, or an extended diploma.

Klamath Falls City Schools

Code: JFG
Adopted: 10/09/06
Readopted: 5/11/15; 3/06/17
Orig. Code(s): JFG

Student Searches**

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All student searches conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;

2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Routine inspections of district property assigned to students may be conducted at any time.

Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent ~~or designee~~.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district. Law enforcement searches ordinarily shall be based upon a warrant. District officials will attempt to notify the student's parent(s) in advance and will be present for all such searches, whenever possible.

The superintendent shall develop an administrative regulation for implementing this policy in a manner which protects students' rights and provides a safe learning environment without unreasonable interference. Provisions for staff, student and parent notice of the Board's policy and accompanying regulation shall be included.

END OF POLICY

Legal Reference(s):

ORS 332.107 OAR 581-021-0050 to -0075

New Jersey v. T.L.O., 469 U.S. 325 (1985).
State ex. rel. Juv. Dept. v. M.A.D., 233 P3d. 437, 348 Or. 381 (2010).
State v. B.A.H., 263 P3d. 1046, 245 Or. App. 203 (2011).
State v. A.J.C., 326 P3d. 1195, 355 Or. 552 (2014).

Corrected 9/14/26

Klamath Falls City Schools

Code: JFG-AR
Revised/Reviewed: 5/11/15; 3/06/17
Orig. Code(s): JFG-AR

Student Searches**

1. Definitions

   a. "Reasonable suspicion" is based upon specific and articulated facts to believe that the student personally poses, or is in possession of some item that poses a risk of immediate and serious harm to the student, school officials and/or others at the school. The official's knowledge may be based upon relevant past experience of the official, observation by the official and/or credible information from another person.

      (1) "Past experience" may provide the district official with information relevant to the violation as well as information which enables the official to evaluate the credibility of information from another person.
      (2) "Credible information from another person" may include information which the district official reasonably believes to be true provided by another district employee, a student, a law enforcement or other government official or some other person.

   b. "Reasonable in scope" means that the manner and extent of the search are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and limited to the particular student or students most likely to be involved in the infraction and, the area(s) which could contain the item(s) sought, and not excessively intrusive in light of the student's age, sex, maturity and the nature of the infraction.

2. Routine Inspection of District Property Assigned to Students

   a. Lockers, desks and other storage areas provided by the school and assigned to a particular student(s) are the property of the district, remain in the possession of the district and are under the control of the principal. Students have no expectation of privacy regarding these items/areas.
   b. Students may use district-owned storage areas for the limited purpose of temporarily keeping items needed for attendance and participation in school instructional and activity programs only. No other purpose is permitted.
   c. Students shall be provided notification that district-owned storage areas assigned to students are subject to routine inspection without prior notice for the following reasons:

      (1) Ensure that no item which is prohibited on district premises is present;
      (2) Ensure maintenance of proper sanitation;
      (3) Ensure mechanical condition and safety;
      (4) Reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district.

3. Voluntary Consent

When a district official has the requisite justification to search either a particular district-owned storage area assigned to a student or the clothing or the personal property of a student, the official has the option of making a search or asking the student to voluntarily provide the item(s) sought. Before making a search, the official should ordinarily ask for the student's voluntary consent by requesting the student to empty the contents of the storage area, clothing or personal property. If the student refuses consent for their~~his/her~~ personal property, the official may elect to contact the student's parents to obtain consent for the search of personal property.

4. Search Procedures

a. With the requisite justification, a school official may search an individual student, a district-owned storage area assigned to a student or the personal property of a student. Personal property of a student includes, but is not limited to, wallets, purses, lunch boxes/sacks, book bag, backpack or other containers used to carry belongings.
b. All searches of a student or a student's personal property shall be based on the required reasonable suspicion/risk of immediate and serious harm and shall be reasonable in scope. A "strip search," requiring a student to remove clothing down to the student's underwear or including underwear is prohibited by the district.
c. Searches will generally be conducted by a building administrator or by other school personnel only as authorized by the building administrator. In certain circumstances a building administrator may be assisted by a law enforcement official(s).
d. The student will generally be permitted to be present during a search of a district-owned storage area assigned to the student or during a search of the student's personal property. The student's presence is not required.
e. Search of a student's clothing will be limited to the student's "outer clothing" only. "Outer clothing" means the student's coat, jacket or other such outerwear garments worn by a student. A search of the clothing may include the search of a container inside the clothing, provided that the container is of a size and shape to hold the object of the search.
f. Searches of a student's outer clothing will be conducted by a district official of the same sex as the student.
g. Where the object of the search may be felt by a "pat down" of clothing or personal property, the district official may first pat the clothing or property in an attempt to locate the object before searching inside the clothing or property.
h. Searches will be conducted in privacy, out of the view of other students, staff and others and in the presence of an adult witness of the same sex as the student.
i. Any item removed from the student as a result of the above procedures which is not evidence of a violation of a law, Board policy, administrative regulation or school rule may be returned to the student, as appropriate.

5. Other Searches[1]

a. Student vehicles may be parked on district property on the condition that the student and their~~his/her~~ parent(s) allow the vehicle and its contents, upon reasonable suspicion/risk of immediate serious harm, to be examined.

[1] Consult with legal counsel prior to implementing procedures in this section, modifying as appropriate to meet local needs.

If a student or parent(s) refuses to allow access to a vehicle when requested under the circumstances described above, the student's privilege of bringing a vehicle onto district property may be terminated for the remainder of the school year. Law enforcement officials may be notified.

b. Metal detectors, including walk-through and hand-held devices, may be used when the superintendent determines that there is a need for such detectors based upon reasonable information of a history of:

(1) Weapons or dangerous objects found at school, on district property, at a school function or in the vicinity of the school; or
(2) Incidents of violence involving weapons at a school, on district property, at a school function or in the vicinity of the school.

Upon positive detection, a student will be asked to voluntarily remove the metal item. If the student refuses consent, the student will be held (will not be allowed further entrance into the building) and any personal property will be seized and secured while the parent(s) and law enforcement officials are summoned.

c. Drug-detection dogs may be used when the superintendent ~~or designee~~ determines that there is a need for use of such dogs based upon reasonable information of a history of:

(1) Drugs and/or drug paraphernalia use/possession at school, on district property, at a school function or in the vicinity of the school; or
(2) Incidents of violence or health emergencies involving drugs and/or drug paraphernalia at a school, on district property, at a school function or in the vicinity of the school.

After such need has been determined, drug-detection dogs may be used to sniff out contraband in district-owned storage areas or in student vehicles parked on district property upon reasonable suspicion to believe that contraband is in the area or vehicle. Drug-detection dogs may be used for general searches of school property.

Drug-detection dogs will not be used for general or "dragnet" searches.

d. Body fluid searches of students for the presence of alcohol or drugs are prohibited by the district unless specifically authorized by the Board as part of its athlete drug-testing program.

e. The district may deploy breathalyzer devices at extracurricular events and activities. Students may be subject to testing procedures as a prerequisite to attending the event/activity. If a student refuses testing, the student ~~he/she~~ will be detained and parents will be contacted to come and take the student home.

6. Discipline

a. Possession or use of unauthorized, illegal, unhealthy or unsafe materials will result in the following:

(1) Seizure of the material:

(a) Property, the possession of which is a violation of law, Board policy, administrative regulation or school rule will be returned to the parent or, if also a violation of law, turned over to law enforcement officials or destroyed by the district as deemed appropriate by the building principal;

(b) Stolen property will be returned to its rightful owner;
(c) Unclaimed property may be disposed of in accordance with Board policy DN - Disposal of District Property.

(2) Discipline up to and including expulsion and notification given to law enforcement officials as appropriate or as otherwise required by law or Board policy.

7. Documentation

a. Building administrators shall document all searches.
b. Documentation shall consist of the following:

(1) Name, age and sex of student;
(2) Date, time and location of search;
(3) Justification for search and nature of the reasonable suspicion/risk of immediate and serious harm;
(4) Description of the object(s) of the search;
(5) Type/Scope of search (areas/items searched);
(6) Results of search, prohibited material(s) found, disposition of the material(s) seized and discipline imposed;
(7) Name of the witness to the search;
(8) Name of the district official conducting the search;
(9) Contacts with law enforcement and name/position of the contact(s).

c. Documentation will be maintained as a part of the student's education records and retained in accordance with applicable Oregon Administrative Rules governing records' retention.

8. Notice

Notice of the Board's policy and this administrative regulation will be provided to staff, students and their parent(s) annually, through staff and student/parent handbooks.

9. Cooperation with Law Enforcement Officials

Building administrators will meet with law enforcement officials annually to review:

a. Official contact protocols;
b. Applicable Board policies and administrative regulations;
c. Circumstances in which the district will generally be requesting local law enforcement involvement in student searches and suspected crimes;
d. Handling searches and evidence when involving law enforcement officials.

STUDENT SEARCH FORM

1. Name, age and sex of student: _____

2. Date, time and location of search: _____

3. Basis for search and nature of reasonable suspicion. What factors caused you to have a reasonable suspicion that the search of this student, their~~his/her~~ person or property or property assigned by the district for student use, would turn up evidence of some item that posed a risk of immediate and serious harm to the student, school officials and/or others at the school? Describe.

4. Describe areas and items searched: _____

5. What did the search yield? Were any prohibited items/materials seized? Were seized items/materials turned over to police? Parents? Other? Why or why not? Explain and include name(s)/position(s) of law enforcement contacts.

6. Was discipline imposed? Why or why not? _____

7. Name and title/position of the witness to the search: _____

8. Name and title/position of district official conducting the search: _____

_____ _____

Signature of Witness Conducting Search Date | Signature of District Official Date

Corrected 9/14/26

Klamath Falls City Schools

Code: JFI
Adopted:

Student Demonstrations and Petitions

Demonstrations

District students are permitted to hold demonstrations on district property under the following conditions:

1. The demonstration must be scheduled with the superintendent or designee in advance; a crowd control plan must be presented;

2. The demonstration must not disrupt classroom activities;

3. The demonstration must not present a threat to student or staff safety or be a hazard to district property.

Petitions

Students may petition for a change in Board policies, administrative regulations and school rules. Petitions must be reviewed by an administrator prior to circulation on district grounds and must be submitted to the superintendent upon completion. The superintendent will forward petitions to the Board or administrator, as appropriate.

Informal Student Gatherings

Students gathered informally shall not disrupt the orderly operation of the educational process.

Students gathered informally shall not infringe upon the rights of others to pursue their activities.

END OF POLICY

Legal Reference(s):

ORS 332.072
ORS 332.107
OAR 581-021-0050
OAR 581-021-0055

U.S. Const. amend. I; U.S. Const. amend. XIV.
Or. Const., art. I, § 8.
Equal Access Act, 20 U.S.C. §§ 4071-4074 (2012).

Added 9/14/26

PROPOSED

Klamath Falls City Schools

Code: JG
Adopted: 10/12/15
Readopted: 3/06/17
Orig. Code(s): JG

Student Discipline

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

The major objectives of the school discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for individual rights, dignity and safety;

2. Understanding and respect for the law, Board policies, administrative regulations and school rules;

3. Understanding of and respect for public and private property rights.

The Board seeks to ensure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent or designee will develop rules, procedures and standards whereby those students who disrupt the educational setting or who endanger the safety of others, will be offered corrective ~~counseling~~ measures and be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, use approaches that are shown through research to be effective to correct behavioral problems, while supporting a students' attendance to school and classes. Examples include, but are not limited to, reprimands, conferences, detention and denial of participation in cocurricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.). The superintendent or designee may propose alternative programs of instruction or instruction combined with counseling prior to a student's expulsion or a student leaving school in accordance with law.

The district shall enforce consistently, fairly and without bias all student conduct policies, administrative regulations and school rules.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. The district will ensure careful consideration of

the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;

2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or

3. When the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

Students with disabilities shall be disciplined in accordance with federal law and Board policy JGDA - Discipline of Students with Disabilities and accompanying administrative regulation.

Parents, students and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

END OF POLICY

Legal Reference(s):

ORS 243.650
ORS 332.061
ORS 332.072
ORS 332.107
ORS 339.115
ORS 339.240 to -339.280
ORS 659.850
OAR 581-021-0045
OAR 581-021-0050 to -0075

Tinker v. Des Moines Sch. Dist., 393 U.S. 503 (1969).
Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).
Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 (2001).

Corrected 9/14/26

Klamath Falls City Schools

Code: JGA
Adopted: 5/10/21
Readopted: 12/09/24
Orig. Code(s): JGA

Corporal Punishment**

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 161.205
ORS 332.107
ORS 339.240
ORS 339.250
OAR 581-021-0050 – 0075
OAR 584-020-0040

Reviewed 9/14/26

Klamath Falls City Schools

Code: JGAB
Adopted: 8/14/23
Revised/Readopted: 11/04/24
Orig. Code(s): JGAB

Use of Restraint or Seclusion**

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. The Board establishes this policy and its administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students.

The use of the following types of restraint on a student in the district is prohibited:

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object[1], including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

The use of a seclusion cell is prohibited.

[1] The use of a solid object, including furniture, a wall, or the floor, by district staff performing a restraint is not prohibited if the object is used for the staff's own stability or support while performing the restraint and not as a mechanism to apply pressure directly to the student's body.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the district.

Restraint may be imposed on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and

2. Less restrictive interventions would not be effective.

Seclusion may be used on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and

2. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator~~, or volunteer~~, it will be used only for as long as the student's behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

Definitions

1. "Restraint" means the restriction of a student's actions or movements by holding the student or using pressure or other means.

   "Restraint" does not include:

   a. Holding a student's hand or arm to escort the student safely and without the use of force from one area to another;
   b. Assisting a student to complete a task if the student does not resist the physical contact; or
   c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:

      (1) Break up a physical fight;
      (2) Interrupt a student's impulsive behavior that threatens the student's immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
      (3) Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.

2. "Seclusion" means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion includes, but is not limited to, the involuntary confinement of a student alone in a room with a closed door, whether the door is locked or unlocked.

   "Seclusion" does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving, or a student being left alone in a room with a closed door

for a brief period of time if the student is left alone for a purpose that is unrelated to the student's behavior.

3. "Seclusion cell" means a freestanding, self-contained unit that is used to isolate the student from other students or physically prevent a student from leaving the unit or cause the student to believe that the student is physically prevented from leaving the unit.

4. "Serious bodily injury" means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.

5. "Substantial physical or bodily injury" means any impairment of the physical condition of a person that requires some form of medical treatment.

6. "Mechanical restraint" means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

   "Mechanical restraint" does not include:

   a. A protective or stabilizing device ordered by a licensed physician; or
   b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.

7. "Chemical restraint" means a drug or medication that is used on a student to control behavior or restrict freedom of movement that is not prescribed by a licensed physician or other qualified health professional acting under the professional's scope of practice for standard treatment of the student's medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional's scope of practice.

8. "Prone restraint" means a restraint in which a student is held face down on the floor.

9. "Supine restraint" means a restraint in which a student is held face up on the floor.

Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative Rule (OAR) 581-021-0568.

The district shall only utilize a training program for restraint or seclusion to train staff and use in the district which has been approved by the Oregon Department of Education (ODE).

The district shall preserve, and may not destroy, any records related to an incident of restraint or seclusion, including an audio or video recording. The records must be preserved in the original format and without alteration in accordance with law.

An annual review of the use of restraint and seclusion during the preceding school year shall be completed and submitted to ODE to ensure compliance with district policies and procedures.

The results of the review and annual report shall be documented and shall include at a minimum:

1. The total number of incidents involving restraint;
2. The total number of incidents involving seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or staff as a result of the use of restraint or seclusion;
7. The total number of students placed in restraint or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the district to decrease the use of restraint and seclusion for each student;
8. The total number of restraint or seclusion incidents carried out by untrained individuals;
9. The demographic characteristics[2] of all students upon whom restraint or seclusion was imposed;
10. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

This annual report shall be made available to the public at the district's main office and on the district's website, and to the Board. At least once each school year the parents and guardians of students of the district shall be notified about how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL - Public Complaints and KL-AR - Public Complaint Procedure. The complaint procedure is available at the district's administrative office and is available on the home page of the district's website.

The complainant, whether an organization or an individual, may appeal a district's final decision to the Oregon Department of Education pursuant to OAR 581-~~002~~075-0001 - 581-~~002~~075-~~002~~30045. ~~This appeal process is represented in administrative regulation KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction.~~

[2] Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of restraint or seclusion by district staff. A staff member who violates this policy or its administrative regulation may be subject to discipline, up to and including dismissal.

END OF POLICY

Legal Reference(s):

ORS 161.205
ORS 339.250
ORS 339.285
ORS 339.288
ORS 339.291
ORS 339.294
ORS 339.297
ORS 339.300
ORS 339.303

OAR 581-021-0061
OAR 581-021-0550
OAR 581-021-0553
OAR 581-021-0556
OAR 581-021-0563
OAR 581-021-0566
OAR 581-021-0568
OAR 581-021-0569
OAR 581-021-0570
OAR 581-022-2267
OAR 581-022-2370

Corrected 9/14/26

Klamath Falls City Schools

Code: JGAB-AR
Adopted: 10/14/19
Readopted: 11/04/24
Orig. Code(s): JGAB-AR

Use of Restraint or Seclusion**

Procedure

1. If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

2. Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

    a. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
    b. Written documentation of the incident within 24 hours that provides:

        (1) A description of the restraint or seclusion including:

            (a) The date of the restraint or seclusion;
            (b) The times the restraint or seclusion began and ended; and
            (c) The location of the incident.

        (2) A description of the student's activity that prompted the use of restraint or seclusion.
        (3) The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted.
        (4) The names of staff of the district who administered the restraint or seclusion.
        (5) A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian.

    c. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
    d. Immediate[1], written notification of the existence of any records[2] related to an incident of restraint or seclusion (including photos or audio or video recording).

3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student which includes notice of the lack of training and the reason restraint or seclusion was administered by a person without training. The administrator will ensure written notice of the same to the superintendent.

[1] "Immediate" means to act as soon as possible without undue delay, but in no case later than within 24 hours of the incident. (OAR 581-021-0556 (2)(e))

[2] Such records shall be maintained in accordance with ORS 339.294(9).

4. An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.

5. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.

6. A district Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form shall include the following:

    a. Name of the student;
    b. Name of staff member(s) administering the restraint or seclusion;
    c. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
    d. Location of the restraint or seclusion;
    e. A description of the restraint or seclusion;
    f. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
    g. A description of the behavior that prompted the use of restraint or seclusion;
    h. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
    i. Information documenting parent or guardian contact and notification.

7. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion. The parent or guardian of the student must be invited to attend the meeting[3], and the meeting will include staff members involved in the intervention and any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording[4] preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.

    The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

[3] "Meeting" means the debriefing meeting at which the audio or video recording will be viewed. (OAR 581-021-0556(9))

[4] To the extent practicable without altering the meaning of the record, the district shall segregate or redact from such a record any personally identifiable information of other students before disclosure to the student's parent or guardian. If the district is unable to segregate or redact personally identifiable information of other students without altering the meaning of the record, the district shall disclose the record to the student's parent or guardian in its original format and without any alteration. "Disclose" means to inform the student's parent or guardian that the record exists; that the record in its original format and without alteration will be available for review by the parent or guardian privately and in the debriefing meeting; and that a copy of the record will be provided to the student's parent or guardian upon request in its original and unaltered format except to the extent that the redaction is needed to protect the personally identifiable information of another student. (ORS 339.294; OAR 581-021-0556(10))

8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion:

    a. Oral notification of the incident must be provided immediately to a parent or guardian of the student and to the Oregon Department of Human Services (DHS); and
    b. Written notification of the incident must be provided to DHS within 24 hours of the incident.

9. If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided within 24 hours of the incident to the superintendent, to the Superintendent of Public Instruction and, if applicable, to the union representative for the affected person.

10. The district shall maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

11. The district, upon request from DHS regarding an investigation of an incident of restraint or seclusion as suspected child abuse, shall disclose any records preserved to DHS or its designee which are deemed relevant to the subject investigation, in its original format and without any alteration.

Restraint and/or seclusion as a part of a behavioral support plan in the student's Individual Education Program (IEP) or Section 504 plan.

1. Parent participation in the plan is required.

2. The IEP team that develops the behavioral support plan shall include knowledgeable and trained staff, including a behavioral specialist and a district representative who is familiar with the restraint and seclusion training practices adopted by the district.

3. Prior to the implementation of any behavioral support plan that includes restraint and/or seclusion, a functional behavioral assessment must be completed. The assessment plan must include an individual threshold for reviewing the plan.

4. When a behavior support plan includes restraint or seclusion the parents may be provided a copy of the district Use of Restraint or Seclusion policy at the time the plan is developed.

5. If a student is involved in five incidents in a school year, the team, including a parent or guardian of the student, will form for the purpose of reviewing and revising the student's behavior plan and ensuring the provision of any necessary behavioral supports.

Use of restraint and/or seclusion in an emergency by school administrator, staff or volunteer to maintain order or prevent a student from harming themself, other students or school staff.

Use of restraint and/or seclusion under these circumstances with a student who does not have restraint and/or seclusion as a part of their IEP or Section 504 plan, is subject to all of the requirements established by Board policy and this administrative regulation with the exception of those specific to plans developed in an IEP or 504 plan.

Reviewed 9/14/26

Klamath Falls City Schools

Code: JGD
Adopted: 10/12/15
Readopted: 3/06/17
Orig. Code(s): JGD

Suspension**

The Board authorizes the administration to suspend a student ~~suspension~~ for one or more of the following reasons:

1. Willful disobedience and violation of Board policies, administrative regulations or school rules;

2. Willful conduct which materially and substantially disrupts the rights of others to an education;

3. Willful conduct which endangers the student, other students or staff members;

4. Willful conduct which damages or injures district property.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension. The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

The use of out-of-school suspension for discipline of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;

2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or

3. When the suspension is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

~~Students and parents are given notice of possible discipline actions resulting from student misconduct that may result in suspension in the Student/Parent Handbook and Code of Conduct made available by the district.~~

Each notice of suspension will include a statement of the reasons for suspension, the length of the suspension, a plan for readmission and may include a plan for the student to make up school work. No suspension shall extend beyond 10 school days. The district may require a student to attend school during nonschool hours as an alternative to suspension. Every reasonable and prompt effort must be made to notify the parents of suspended students.

In emergency situations that are a result of risk to health and safety, the district may postpone the suspension notice process above until the emergency condition has passed.

Students who are suspended may not attend after-school activities and athletic events, be present on district property without a parent or participate in activities directed or sponsored by the district.

A decision by the superintendent or designee to suspend a student may be appealed to the Board through the district's complaint procedures (see Board policy KL - Public Complaints and its accompanying administrative regulations).

Students and parents are given notice of possible discipline actions resulting from student misconduct that may result in suspension in the *Student/Parent Handbook* and code of conduct made available by the district.
~~Suspensions may be appealed to the Board.~~

END OF POLICY

Legal Reference(s):

ORS 339.240
ORS 339.250

OAR 581-021-0050
OAR 581-021-0055
OAR 581-021-0060

OAR 581-021-0065
OAR 581-021-0071
OAR 581-021-0075

Corrected 9/14/26

Klamath Falls City Schools

Code: JGDA~~/JGEA~~
Adopted: 4/14/08
Readopted: 3/06/17
Orig. Code(s): JGDA/JGEA

Discipline of ~~Disabled~~ Students with Disabilities**

When considering student disciplinary procedures that may result in removal of the student, the district follows all special education procedures and ensures the parent and the student are afforded the procedural safeguards of the Individuals with Disabilities Education Act (IDEA) if:

1. The student is receiving individualized education program (IEP) services; or

2. The student has not yet been identified as a student with a disability, but the district had knowledge that the student had a disability and needed special education.

For a violation of a code of conduct, the district may remove a student with a disability from a current educational placement to an appropriate interim alternative educational setting, another setting, or suspension, for up to 10 school days in a school year to the same extent, and with the same notice, as for students without disabilities, if the removals do not constitute a pattern. The district may remove a student with disabilities for additional periods of up to 10 days if the removals do not constitute a pattern. The determination regarding whether a series of removals constitutes a patterns is subject to review in an expedited due process hearing.

Disciplinary removal of a student with a disability constitutes a change in the student's educational placement when the removal is for more than 10 consecutive school days, or the removal is for more than 10 cumulative school days and constitutes a pattern of removals. When considering whether to order a disciplinary change of placement the district may consider any unique circumstances on a case-by-case basis. Any decision to initiate a disciplinary change in placement requires a determination of whether the conduct leading to the disciplinary removal was caused by, or was substantially related to, the student's disability or was a direct result of the district's failure to implement the student's IEP.

For a violation involving drugs, weapons or the infliction of serious bodily injury, the district may remove a student with a disability from the student's current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 school days in a school year without regard to whether the behavior is a manifestation of the student's disability. This removal is considered a change in placement.

The district will provide educational services to a student who is suspended or expelled for more than 10 school days in a school year. These services may be provided in a different location or interim alternative educational setting as determined by the IEP and placement teams.

END OF POLICY

Legal Reference(s):

ORS 326.565	ORS 343.177	OAR 581-015-2420
ORS 326.575		OAR 581-015-2425
ORS 336.187	OAR 581-015-2400	OAR 581-015-2430
ORS 339.240	OAR 581-015-2405	OAR 581-015-2435
ORS 339.250	OAR 581-015-2410	OAR 581-015-2440
ORS 339.252	OAR 581-015-2415	

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1415(k) (2012).
Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.507, § 300.508(a)-(c); §§ 300.510-300.514; §§ 300.530-300.536 (2017).

Corrected 9/14/26

Klamath Falls City Schools

Code: JGDA~~/JGEA~~-AR
Adopted: 4/14/08
Readopted: 3/06/17
Orig. Code(s): JGDA/JGEA-AR

Discipline of ~~Disabled~~ Students with Disabilities**

1. Definition

   a. The district applies the following definitions when considering disciplinary action:

      (1) "Behavioral intervention plan" means an individualized plan, including positive interventions, designed to assist a student to decrease inappropriate behavior and increase or teach an alternative appropriate behavior.
      (2) "Current educational placement" means the type of educational placement of the student as described in the student's "annual determination of placement" document at the time of the disciplinary removal. It does not mean the specific location or school but the types of placement on the continuum of placement options.
      (3) "Disciplinary removal" means suspension, expulsion or other removal from school for disciplinary reasons, including removals pending completion of a risk assessment. It does not include:

         (a) Removals by other agencies;
         (b) Removals for public health reasons (e.g., head lice, immunizations, communicable diseases)~~, etc.)~~;
         (c) In-school suspensions if the student continues to have access to the general curriculum and to special education and related services as described in the student's individualized education program (IEP), and continues to participate with nondisabled students to the extent they would in their current placement; or
         (d) Bus suspensions, unless the student's IEP includes transportation as a related service, the district makes no alternative transportation arrangements for the student, and the student does not attend school as a result of the bus suspension.

   b. "Functional behavioral assessment" means an individualized assessment of the student that results in a team hypothesis about the function of a student's behavior and, as appropriate, recommendations for a behavior intervention plan.
   c. "Suspension" means any disciplinary removal other than expulsion.

2. Disciplinary Change of Placement

   a. Disciplinary removal of a student with a disability constitutes a change in the student's educational placement when:

      (1) The removal is for more than 10 consecutive school days; or
      (2) The removal is for more than 10 cumulative school days and constitutes a pattern of removals.

b. The district may consider any unique circumstances on a case-by-case basis when determining whether to order a disciplinary change in placement.

3. Manifestation Determination

a. Within 10 days of any decision to initiate a disciplinary change in placement of a student with a disability, the district convenes a manifestation determination meeting.
b. The district follows all required special education procedures for determining whether a student's conduct that led to a disciplinary removal from school was caused by, or had a substantial relationship to, the student's disability or was a direct result of the district's failure to implement the student's IEP.

4. Disciplinary Removals for up to 10 School Days

a. The district may remove students with disabilities from their current educational placement~~,~~ to an appropriate interim alternative educational setting, another setting~~,~~ or suspension, for up to 10 school days in a school year, to the same extent~~,~~ and with the same notice~~,~~ for violation of a code of conduct as for students without disabilities. These removals are not considered a change in placement.
b. During disciplinary removals for up to 10 school days:

(1) The district is not required to provide access to special education and the general curriculum unless students without disabilities are provided access during this time.
(2) The district is not required to determine whether the student's behavior resulting in the disciplinary removal is a manifestation of the student's disability.
(3) The district counts days of suspension for the purposes of procedural safeguards as follows:

(a) Suspensions of a half day or less will be counted as a half day; and
(b) Suspensions of more than a half day will be counted as a whole day;
(c) If a student moves from another district in Oregon, any days of suspension from the former district apply, unless the district does not have knowledge of previous suspensions.

5. Disciplinary Removals of More than 10 Cumulative School Days and Pattern of Removal

a. The district may remove students with disabilities from their current educational placement to an appropriate interim alternative educational setting, another setting or suspension for additional periods of up to 10 days in a school year, to the same extent~~,~~ and with the same notice as for students without disabilities, if the removals do not constitute a pattern. These removals do not constitute a change in placement.
b. In determining whether removals of additional periods of up to 10 school days constitute a pattern of~~or~~ removals, school personnel will consider, on a case-by-case basis:

(1) Whether the behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and
(2) Additional factors such as the length of each removal, the total number of days of removal~~,~~ and the proximity of removals to one another.

c. During removals of additional periods of up to 10 school days in a school year that do not constitute a pattern, the district will provide services that are necessary to enable the student to:

(1) Continue to participate in the general education curriculum;
(2) Progress toward achieving the goals in the student's IEP; and
(3) The services and location for delivery of services in this section will be determined by school personnel, in consultation with at least one of the student's teachers, or by the student's IEP team.

d. The determination regarding whether a series of removal constitutes a pattern is subject to review in an expedited due process hearing.

6. Removal to an Interim Alternative Educational Setting for Not More Than 45 Days by the District under Special Education Circumstances

a. The district may remove a student with a disability~~disabilities~~ from the student's current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 school days in a school year, for a drug or weapon violation~~,~~ or for infliction of serious bodily injury, without regard to whether the behavior is manifestation of the student's disability. This removal is considered a change in placement. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order such a removal.

b. For the purpose of determining a drug or weapon violation or serious bodily injury, the district will apply the following definitions:

(1) "Drug" means illegal drug or controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or otherwise legally possessed. It does not include alcohol or tobacco.
(2) "Drug violation" means the use, possession, sale or solicitation of drugs at school or a school function.
(3) "Infliction of serious bodily injury" means serious bodily injury caused by a student to another person while at school, on school premises or at a school function under the jurisdiction or the Oregon Department of Education (ODE) or a district.
(4) "Serious bodily injury" means bodily injury, which involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty.
(5) "Weapon" means a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that it does not include a pocket knife with a blade of less than 2-1/2 ~~½~~ inches in length.
(6) "Weapon violation" means carrying a weapon to school or to a school function or acquiring a weapon at school.

c. On the date that the district decides to remove a student to an interim alternative educational placement because of a drug or weapon violation or for serious bodily injury, the district notifies that parent(s) of the decision and gives the parent(s) a *Procedural Safeguards Notice*.

d. Within 10 school days of any decision to remove the student to an interim alternative educational placement because of a drug or weapon violation or for serious bodily injury, the district:

(1) Convenes a meeting to determine whether the behavior is a manifestation of the student's disability; and
(2) Conducts, as appropriate, a functional behavior assessment, and develops a behavior intervention plan based on the functional behavior assessment that is designed to address the behavior so it does not recur.

7. Removal to an Interim Alternative Educational Setting for Not More than 45 Days by Administrative Law Judge for Injurious Behavior

a. The district may request an expedited due process hearing to obtain an administrative law judge's order to remove a student to an interim alternative educational setting for not more than 45 school days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.
b. The interim alternative educational setting must meet the requirements of the "Interim Alternative Educational Setting" section.

8. Interim Alternative Educational Setting

When a student with a disability is placed in an interim alternative educational setting, the setting:

a. Is determined by the student's IEP; and
b. Enables the student to:

(1) Continue to participate in the general curriculum, although in another setting;
(2) Progress toward achieving the goals in the student's IEP; and
(3) Receive services and modifications designed to address the misconduct that led to placement in the interim alternative educational setting and to prevent the misconduct from recurring.

9. Placement Pending Appeal

If a parent disagrees with the manifestation determination or any decision about placement related to the disciplinary removal and requests a due process hearing, the student will remain in the interim alternative educational setting pending the decision of the administrative law judge, or until the end of the disciplinary removal, whichever is shorter, unless the parent and district agree to another placement pending the hearing.

10. Conduct and Outcome of a Manifestation Determination

a. Within 10 school days of any decision to change the placement of a student with a disability for disciplinary reasons, the district convenes a manifestation determination meeting.
b. The team that determines whether a student's behavior that led to a disciplinary removal from school was caused by, or had a substantial relationship to the student's disability or was a direct result of the district's failure to implement the student's IEP, includes the parent(s),

district representatives and other relevant members of the IEP team, as determined by the parent and district.

(1) The team reviews all relevant student information, including the student's IEP, teacher observations and information provided by the parent.
(2) The team concludes that the conduct in question is a manifestation of the student's disability if it determines the behavior was caused by, or had a substantial relationship to, the child's disability, or if it was the direct result of the district's failure to implement the IEP.

c. If the team determines that the district did not implement the student's IEP or identifies other deficiencies in the student's IEP or placement, the district corrects the identified deficiencies immediately.
d. Regardless of whether the behavior was a manifestation of the student's disability, the district may remove the student to an interim alternative educational setting for weapons or drug violations or for infliction of serious bodily injury for up to 45 days.
e. When behavior is a manifestation of disability.

If the team concludes that the behavior was a manifestation of the student's disability:

(1) The district will not proceed with a disciplinary removal for more than 10 days.
(2) The district conducts a functional behavioral assessment and develops a behavior plan to address the behavior that led to the disciplinary action. If the district has already conducted a functional behavioral assessment or~~,~~ if the student already has a behavior intervention plan regarding that behavior, the district reviews, modifies as necessary and implements the plan to address the behavior.
(3) The district may review and revise the student's IEP and placement through normal IEP and placement processes.
(4) The district may enter into an agreement with the parent to change the student's placement as part of the modification of the behavioral intervention plan.
(5) If the district believes that maintaining the current placement of the child is substantially likely to result in injury to the student or to others, the district may appeal the decision of the manifestation determination team by requesting an expedited due process hearing. An administrative law judge who concludes that maintaining the current educational placement is substantially likely to result in injury to the student or to others may order a change in placement to an interim alternative educational setting for no more than 45 days.

f. When behavior is not a manifestation of disability.

If the IEP team determines that the student's behavior is not a manifestation of the student's disability, the district may proceed with disciplinary removals~~,~~ in the same manner and for the same duration~~,~~ as would be applied to students without disabilities. If the district takes such action, applicable to all students, the district:

(1) Notifies the parent(s) of the decision to remove the student on the date that decision is made and gives the parents a *Procedural Safeguards Notice*;
(2) Give the parent(s) prior written notice of any proposed change in placement;

(3) Provides services to the student in an interim alternative educational setting that is determined by the IEP team; and
(4) Provides, as appropriate, a functional behavioral assessment, develops appropriate behavioral interventions to address the behavior and implements those interventions.

11. Protections for Students not yet Eligible for Special Education

a. The district will follow all special education disciplinary procedures for a student who has not yet been identified as a student with a disability if the district had knowledge that the student had a disability and needed special education.
b. The district is presumed to have such knowledge if, before the behavior that precipitated the disciplinary action occurred:

(1) The student's parent(s) expressed a concern in writing to supervisory or administrative school personnel, or to a teacher of the student, that the student is in need of special education and related services;
(2) The student's parent(s) requested a special education evaluation of the student; or
(3) The student's teacher or other school personnel expressed specific concerns about a pattern of behavior demonstrated by the student directly to the district's special education director or other district supervisory personnel.

c. The district is not presumed to have knowledge of a disability if:

(1) The parent has not allowed an evaluation of the student or has refused the initial provision of special education services to the student; or
(2) The student has been evaluated and found not eligible for special education services.

d. If the district did not have knowledge before taking disciplinary action against the student, the district may take the same disciplinary actions as applied to students without disabilities who engaged in comparable behaviors. However:

(1) If a special education evaluation is requested, or if the district initiates a special education evaluation, the evaluation will be conducted in an expedited manner.
(2) Until the evaluation is completed, the student may remain in the educational placement determined by school personnel, which may include suspension, expulsion or placement in alternative education.
(3) Upon completion of the evaluation, if the student is determined to be a student with a disability, the district will conduct an IEP meeting to develop an IEP and determine placement and will provide special education and related services in accordance with the IEP.
(4) The district will apply the Individuals with Disabilities Education Act (IDEA) discipline protections beginning on the date of the eligibility determination.

Corrected 9/14/26

Klamath Falls City Schools

Code: JGE
Adopted: 1/13/20
Revised/Readopted: 7/10/23
Orig. Code(s): JGE

Expulsion**

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

A student may only be expelled for any of the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;

2. When other strategies to change the student's conduct have been ineffective, except that expulsion may not be used to address truancy; or

3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;

2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or

3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parent or guardian ~~or guardian~~, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

The Board~~board~~ delegates the authority to decide on an expulsion to the superintendent.[1] The superintendent may designate another person to handle the potential expulsion, and the superintendent, a designee or another individual may act as the~~a~~ hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will not be associated with the initial actions of the building administrators. The hearings officer will conduct the hearing and make a final decision regarding the expulsion. A decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review.

[1] ~~The board can retain authority for all expulsions. If the Board chooses not to delegate this authority, any recommendations for expulsion from administration would come to the Board for resolution. The Board would have to meet and determine next steps for all expulsions.~~

If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At a future meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.

When a recommendation for an expulsion is made and a hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent or guardian by personal service[2] or by certified mail[3] at least five days prior to the scheduled hearing. Notice shall include:

    a. The specific charge or charges and the specific facts that support the charge or charges;
    b. A statement of intent to consider the charges as reason for expulsion;
    c. The student's right to a hearing;
    d. When and where the hearing will take place; and
    e. The student may be represented by counsel or other persons.

2. If ~~in case~~ the parent/guardian or student does not understand the English language, the district will provide an interpreter during the hearing. All communications will be in a manner that is understandable to the parents and student;

3. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney, parent or other person. The district's attorney may be present;

4. The student shall be afforded the right to present their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;

5. The student shall be permitted to be present and to hear the evidence presented by the district;

6. The hearings officer or the student may record the hearing;

7. Strict rules of evidence shall not apply to the proceedings. However~~; however~~, this shall not limit the hearings officer's control of the hearing;

8. A Board-conducted hearing or a Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent or guardian requests a public hearing. If an executive session is held by the Board or a private hearing is held by the hearings officer, the following will not be made public:

    a. The name of the minor student;
    b. The issues involved, including a student's confidential records;
    c. The discussion;

[2] The person serving the notice shall file a return of service. (OAR 581-021-0070~~)~~.

[3] When "certified mail is given to a parent or guardian or guardian of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070).

d. The vote of Board members, which may be taken in executive session when considering an expulsion.

Prior to expulsion~~,~~ for reasons other than a weapons violation, the district must notify the student and parents of alternative programs of instruction or instruction combined with counseling and document this notification.

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 332.061
ORS 336.615 - 336.665
ORS 339.115
ORS 339.240
ORS 339.250
OAR 581-021-0050 - 021-0075

Corrected 9/14/26

Klamath Falls City Schools

Code: JGE-AR(1)
Revised/Reviewed: 10/12/15; 3/06/17; 2/12/24
Orig. Code(s): JGE-AR(1)

Notice of Principal's Expulsion Recommendation

Expulsion of: _____

Date of Notice: _____

Please take notice that I have this date recommended to the superintendent that the student named above be expelled.

This recommendation is based upon the following charge or charges and the specific facts that support such charge or charges, which are considered to be reason for expulsion:

Charge or charges: _____
_____
_____
_____

Conduct constituting the alleged violation, evidence of the violation and reason for expulsion:

_____
_____
_____

The student is entitled to alternative programs of instruction or instruction combined with counseling if he or she is expelled for reasons other than a weapons policy violation. Individual program information and recommendations based upon the student's learning styles or needs are available from the student's school counselor. The following alternative programs of instruction are offered to the students:

1. Klamath Learning Center, 2856 Eberlein Ave., Klamath Falls, OR 97603 (high school diploma/credit recovery program, GED preparation program, and scheduling of official GED exams).

2. Other programs offered: _____

_____
Principal

Corrected 9/14/26

Klamath Falls City Schools

Code: JGE-AR(2)
Revised/Reviewed: 10/12/15; 3/06/17
Orig. Code(s): JGE-AR(2)

Notice of Expulsion Hearing

Expulsion of: _____

Date and Time of Expulsion Hearing: _____

Place hearing will be held: Lucile O'Neill Education Center Boardroom
1336 Avalon Street
Klamath Falls, OR 97603

Please take notice that, at the above noted time and place, a hearing will be held before the district hearings officer on the charge or charges contained in the attached Notice of Principal's Expulsion Recommendation. The charges will be considered as reason for expulsion.

The hearings officer will conduct the hearing in the following manner:

1. The hearing will be conducted privately by the hearings officer unless the student or the student's parent or guardian requests a public hearing;
2. Where the student or the student's parent cannot understand the spoken English language, an interpreter will be provided by the district;
3. The student may be represented by counsel or other persons, but counsel must notify the hearings officer at least 48 hours before the hearing if he or she intends to represent the student at the hearing;
4. The student will be permitted to introduce evidence by testimony, writing or other exhibits;
5. The student will be permitted to be present and hear the evidence presented by the district;
6. Strict rules of evidence will not apply to the proceedings. However, this provision will not limit the hearings officer's control of the hearing;
7. The hearings officer or the student may make a record of the hearing;
8. The hearings officer will notify the student's parent(s) or guardian, or the student, if 18 years of age of his decision in writing.

The student will not be expelled without a hearing unless the student's parent(s) or guardian, or the student, if 18 years of age, waives the right to a hearing. Waiver may take place by the parent or the student, if 18 years of age, notifying the district in writing of waiver of the right to a hearing. Waiver will also take place by the parent, or the student, if age 18 or over, failing to appear, after notice, at the place and time set for the hearing.

_____
District Hearings Officer
1336 Avalon Street
Klamath Falls, OR 97603
(541) 883-4700

Corrected 9/14/26

Klamath Falls City Schools

Code: JGE-AR(3)
Revised/Reviewed: 10/12/15; 3/06/17
Orig. Code(s): JGE-AR(3)

Waiver of Expulsion Hearing

Expulsion of: _____

I (we), the student's parent(s) or guardian, or the student, if 18 years of age or older, acknowledge that I (we) have received a Notice of Principal's Expulsion Recommendation and Notice of Expulsion Hearing. I (we) waive my (our) right to a hearing before the district expulsion hearings officer.

_____ Dated: _____, 20 _____.
Parent

_____ Dated: _____, 20 _____.
Parent

(or)

_____ Dated: _____, 20 _____.
Guardian

(or)

_____ Dated: _____, 20 _____.
Student, if 18 years of age or older

Corrected 9/14/26

DELETE

Klamath Falls City Schools

Code: JGE-AR(4)
Revised/Reviewed: 10/12/15; 3/06/17
Orig. Code(s): JGE-AR(4)

Notice of Appeal Rights

Expulsion of: _____
(Student)

Date of Notice: _____

With this notice, you have received the hearings officer's decision regarding the expulsion of the above-named student.

You have the right to appeal the decision of the hearings officer to the Board, if you wish to do so.

If you wish to appeal, you must do so in the following manner:

1. A written Notice of Appeal must be received at the office of superintendent, 1336 Avalon Street, Klamath Falls, OR 97603, not later than 10 days from the date stated above;

2. The notice of appeal must contain a statement of the basis for your appeal of the decision, together with your written arguments against the decision.

At its next regularly scheduled meeting, the Board will affirm, modify or rescind the decision of the hearings officer. The Board's review and decision will take place in executive session. It will make its decision based upon the written record only, unless you, the parent(s) or guardian, or to the student, if age 18 or over, make a written request to address the Board in person. If such a request is received, only the parent(s) or guardian, representative, and the student will be allowed to meet with the Board. No other persons will be permitted to address the Board, as all testimony is considered to have been received at the expulsion hearing before the hearings officer. The written record will consist of the hearings officer's findings as to the facts, findings as to whether the student is guilty of the conduct alleged and the decision, together with your written arguments in opposition to the recommended decision.

The Board will notify the parent(s), guardian or the student, if 18 or over, in writing whether it has affirmed, modified or rescinded the decision of the hearings officer.

The hearings officer's findings as to the facts and findings whether the student is guilty of the conduct alleged are final and the Board will not affirm, modify, or rescind those findings.

Corrected 9/14/26

Klamath Falls City Schools

Code: JGE-AR(5)
Revised/Reviewed: 10/12/15; 3/06/17
Orig. Code(s): JGE-AR(5)

Notice of Appeal Rights – Weapons Violation

Expulsion of: _____

Date of Notice: _____

With this notice, you have received the hearings officer's decision regarding the expulsion of the above-named student.

You have the right to appeal the decision of the hearings officer to the superintendent if you wish to do so.

If you wish to appeal, you must do so in the following manner:

1. A written Notice of Appeal must be received at the office of the superintendent, 1336 Avalon Street, Klamath Falls, OR 97603, not later than 10 days from the date stated above;

2. The notice of appeal must contain a statement of the basis for your appeal of the decision, together with your written arguments against the decision.

The superintendent may affirm or modify the decision of the hearings officer on a case-by-case basis. The superintendent will make his decision based upon the written record only, unless you, the parent(s) or guardian, or the student, if age 18 or over, make a written request to address the superintendent in person. If such a request is received, only the parent(s) or guardian, representative, and the student will be allowed to meet the superintendent. No other persons will be permitted to address the superintendent, as all testimony is considered to have been received at the expulsion hearing before the hearings officer. The written record will consist of the hearings officer's findings as to the facts, findings as to whether the student is guilty of the conduct alleged and the decision, together with your written arguments in opposition to the recommended decision.

The superintendent will notify the student, parent or guardian in writing whether he has affirmed or modified the decision of the hearings officer.

The hearings officer's findings as to the facts and findings whether the student is guilty of the conduct alleged are final and the superintendent will not affirm, modify or rescind those findings.

Corrected 9/14/26

Klamath Falls City Schools

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

Alternative Education Programs Following Expulsion**

Prior to a student leaving school or a student's expulsion~~, unless the expulsion is for a weapons policy violation,~~ the district will propose in writing to the student or student's parent or guardian, appropriate, accessible alternative education programs~~educational alternatives~~ as determined by the district. Such alternative education program(s) will consist of instruction or instruction combined with counseling.

The proposal of potential alternative education programs will be hand-delivered or sent by certified mail to assure that the parent or guardian receives it prior to the time of an actual expulsion of the student or the student ~~or~~ leaving school.

Appropriate accessible alternative education programs may be either public or private. ~~(nonsectarian).~~ Programs may be provided by the district as a separate school, evening classes or tutorial instruction. Homebound instruction could be considered an appropriate alternative. The district shall continue to provide a free appropriate public education in an alternative setting to a child with a disability who has been removed for disciplinary reasons.

The district shall pay the actual cost of the district-proposed private alternative education program or an amount equal to 80 percent of the district's estimated current year's average per student net operating expenditure, whichever is less. The district shall provide or pay for transportation.

The district has no obligation to pay for an alternative education program if an emancipated minor or~~If~~ a parent or guardian receives an exemption on a semiannual~~semi-annual~~ basis to withdraw a student age 16 or 17 from compulsory attendance~~, the district has no obligation to pay for an alternative education program~~.

If a student is not successful in the alternative education program selected or the alternative education programs offered are not accepted by the student~~students~~ and/or parent or guardian, there is no obligation to propose or fund other alternatives.

END OF POLICY

Legal Reference(s):

ORS 336.615 to -336.665
ORS 339.030
ORS 339.240
ORS 339.250
ORS 339.252
OAR 581-021-0070
OAR 581-021-0071
OAR 581-022-2505
OAR 581-022-2320
OAR 581-023-0006
OAR 581-023-0008

Corrected 9/14/26

Klamath Falls City Schools

Code: JH
Adopted:

Student Welfare**

The district provides supervision of students. Such supervision does not include early morning or the time following usual departure unless students are present for a scheduled school-sponsored activity. Hours when supervision is available shall be included in the student/parent handbook.

The district further requires the following practices:

1. Maintaining a safe school environment; designated personnel will be responsible for periodically inspecting the physical condition of all equipment, buildings and grounds;

2. Expecting school personnel and students to observe safe practices, particularly in those areas of instruction or extracurricular activities that offer special hazards;

3. Providing safety education to students as is germane to particular subjects such as, but not limited to, science, professional technical, health and physical education courses;

4. Providing first-aid care for students in case of accident or sudden illness; and

5. Providing adequate supervision on the grounds when they are used by students **during established school hours** or school-sponsored activities.

School personnel will be concerned about school safety issues, including but not limited to, safety issues in or on school property and awareness of persons loitering in or near school buildings or sitting in parked vehicles nearby. Staff shall report all such instances to the principal or designee. The principal or designee will notify law enforcement if circumstances warrant such action.

Students will be instructed on personal safety and that of others in accordance with State Health Standards. Students will be instructed to tell or report to teachers, their parents, law enforcement or school security personnel of any safety concerns.

END OF POLICY

Legal Reference(s):

ORS 332.107 OAR 581-022-2220 OAR 581-022-2225

Added 9/14/26

Klamath Falls City Schools

Code: JHCA~~/JHCB~~
Adopted: 5/10/21
Readopted: 1/13/25
Orig. Code(s): JHCA/JHCB

Immunization~~,~~ ~~and~~ School Sports Participation, Concussions and Other Brain Injuries**

Immunization

Proof of immunization must be presented at the time of initial enrollment[1] in school or within 30 days of transfer to the district 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.[2]

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[3] prior to their initial participation in a related district program. The form[4] is to be completed and signed by a parent or guardian giving permission for the student to participate and be signed by a medical provider authorized by law[5] who has examined and evaluated the student. The completed form(s) must be returned as directed. 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.

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.

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

[1] The district shall immediately enroll a student experiencing houselessness in the school selected even if the student is unable to produce records normally required for enrollment.

[2] Documentation requirements for exemptions are outlined in ORS 433.267.

[3] 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.

[4] The form may be used in either a hard copy or electronic format.

[5] 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.

has not suffered a concussion.[6] Except as allowed above, a student excluded for concussion reasons will 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[7].

Upon receipt of written notification[8] 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 district shall follow all procedures developed by the Oregon Department of Education (ODE) to develop and implement an immediate and temporary accommodation plan.[9] Written notice is not required for the district 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.[10]

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

~~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.~~

END OF POLICY

Legal Reference(s):

ORS 326.580
ORS 336.479
ORS 336.485 - ~~ORS~~ 336.490

ORS 433.235 - 433.280

OAR 333-019-0010

OAR 333-050-0010 - 050-0120
OAR 581-021-0041
OAR 581-021-3007

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).

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[6] For more information regarding medical releases for students in grades 9-12, see OSAA rules.

[7] "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.

[8] "Written notification" means a written notice from a parent or guardian, supported by medical documentation from a health care professional, informing the district 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.

[9] The district must use the sample form developed by ODE or a district form that includes all required content.

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

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 (2024).
House Bill 3007 (2025)

Corrected 9/14/26

Klamath Falls City Schools

Code: JHCCBA/EBBAB/GBEBAA
Adopted: 6/16/03
Readopted: 10/09/06; 3/06/17
Orig. Code(s): JHCCBA/EBBAB/GBEBAA

HBV/Bloodborne Pathogens

Delete – See new EBBAA

The Board recognizes that staff/students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HIV and/or other bloodborne pathogens.

In order to reduce the risk to staff/students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the superintendent to develop and implement an exposure control plan. The plan shall be reviewed and updated at least annually or whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update shall also:

1. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens;

2. Annually document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

The plan shall include training followed by an offer of immunization with Hepatitis B vaccine and vaccination series for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the district. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter. Personal protective equipment appropriate to job task shall be provided by the district. Follow up by nursing/medical personnel will be provided by the District to any employee sustaining an occupational exposure.

The district recognizes that, as required by OAR 437-002-1030, employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagons) must, at least annually, be provided with the opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate.

Documentation, including a sharps injury log, will be maintained as required by OAR 437-002-1035 and OAR 437-002-1030 (3).

END OF POLICY

Legal Reference(s):

OAR 333-022-0415
OAR 437-002-0360
OAR 437-002-0377
OAR 437-002-1030
OAR 437-002-1035

DELETE

Corrected 9/14/26

Klamath Falls City Schools

Code: JHCCC/EBBAA/GBEBC
Adopted: 1/11/93
Readopted: 10/09/06; 3/06/17
Orig. Code(s): JHCCC/EBBAA/GBEBC

Infection Control - HIV, AIDS, HBV

Delete – See new EBBAA
The district shall use standard precautions at all times as though each staff member or student is infected with HIV, AIDS or HBV.

The district shall develop exposure control procedures for staff and students.

Staff and students shall receive an annual in-service that includes correct procedures for cleaning up body fluid spills and for personal cleanup, appropriate disposal, immunization and personal hygiene, as well as the location and a content review of first-aid and clean-up kits. Kits shall be available for each room in the building and in each district vehicle.

In addition to an annual in-service, staff and students on a regular basis will receive HIV, AIDS and HBV information.

The information shall emphasize infection — how infection is spread as well as how it is not spread.

The district will cooperate with the Oregon Department of Education, the Oregon Department of Human Services, Health Services, the local health department and the education service district in delivering HIV, AIDS and HBV education.

END OF POLICY

Legal Reference(s):

OAR 437-002-0360
OAR 437-002-0377
OAR 581-022-0705
OAR 581-022-1440
OAR 581-053-0240(23)(c)
OAR 581-053-0250(1)

Corrected 9/14/26

Klamath Falls City Schools

Code: JHCCF
Adopted: 11/05/18
Revised/Readopted: 7/08/24
Orig. Code(s): JHCCF

Pediculosis (Head Lice)

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel.

School personnel will notify the parent or guardian of a student found with head lice and may provide information on treatment. The student will be allowed to remain in school.

Suggested school measures for head lice provided in *Communicable Disease Guidance for Schools* issued by the Oregon Department of Education and Oregon Health Authority will be consulted.

END OF POLICY

Legal Reference(s):

ORS 332.107

Reviewed 9/14/26

Klamath Falls City Schools

Code: JHCD
Adopted: 1/13/20
Revised/Readopted: 3/10/25
Orig. Code(s): JHCD

Medication**

The district recognizes administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary to allow the student to attend school. Therefore, the district allows medication, including injectable medications, to be administered to a student by designated personnel and the administration of medication by a student to themselves without assistance from designated personnel, subject to criteria established by the district and in accordance with Oregon law.

The district shall designate personnel authorized to administer medications to students. Medications, including injectable medications, may be administered by designated district personnel as part of a formal delegation by a registered nurse. Annual training shall be provided to designated personnel in accordance with law. The training will align with the ODE Medication Administration Training and include discussion of this policy, procedures and materials, including but not limited to, procedures outlined in administrative regulation JHCD-AR - Medications.

When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon, treatment for adrenal insufficiency, or another medication to a student as prescribed and/or as otherwise allowed by Oregon law.

A current first-aid/CPR/AED card is required for designated personnel.

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The district may revoke permission given to a student to self-administer medication if the student does not responsibly self-administer the medication or abuses the use of the medication, as determined by district personnel.

Medications will be handled, stored, monitored, disposed of and records maintained in accordance with law and established district procedures governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a backup medication is kept at a reasonably, secure location in the student's classroom as provided by state law.

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

A non-injectable short-acting opioid antagonist may be administered to any student or other individual by district personnel (whether or not they have received training on administering medications) on district premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an opioid overdose.

A school administrator, teacher or other school employee, may administer a short-acting opioid antagonist to a student who experienced or is experiencing an opioid overdose without written permission and instructions of the student's parents or guardian.

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

The superintendent shall develop administrative regulations to meet the requirements of law and the implementation of this policy.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 339.866 - 339.871
ORS 433.800 - 433.830
ORS 689.800

OAR 166-400-0010(17)
OAR 166-400-0060(29)
OAR 333-055-0000 - 0035
OAR 581-021-0037

OAR 581-022-2220
OAR 851-047-0000 - 0030

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).
OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.
House Bill 1552 (2024).

Corrected 9/14/26

Klamath Falls City Schools

Code: JHCD-AR
Adopted: 1/13/20
Revised/Readopted: 3/10/25
Orig. Code(s): JHCD-AR

Medications**

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

1. Definitions[1]

   a. "Administer" means the direct application of a drug or device whether by injection, inhalation, ingestion, or any other means, to the body of a patient or research subject by: (1) a practitioner or the practitioner's authorized agent; or (2) the patient or research subject at the direction of the practitioner. (ORS 689.005)
   b. "Adrenal crisis" means a sudden, severe worsening of symptoms associated with adrenal insufficiency, such as severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration, low blood pressure or loss of consciousness. (ORS 433.800)
   c. "Adrenal insufficiency" means a hormonal disorder that occurs when the adrenal glands do not produce enough adrenal hormones. (ORS 433.800)
   d. "Asthma" means a chronic inflammatory disorder of the airways that requires ongoing medical intervention. (ORS 339.866)
   e. "Delegation" means a formal delegation of a nursing procedure by a registered nurse to district personnel in accordance with the Oregon Nurse Practice Act. (OAR Chapter 851)
   f. "Designated personnel" means the school personnel designated and trained to administer medication pursuant to district policy and procedure.
   g. "Medication" means medication that is not injected; premeasured doses of epinephrine that are injected; medication that is available for treating adrenal insufficiency; and Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug. "Medication" also means any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student's Oregon licensed health care professional for asthma or severe allergies. "Medication" does not include nonprescription sunscreen. (ORS 339.866; ORS 339.867)
   h. "Nonprescription medication" means nonprescription drugs as defined in ORS 689.005, which means drugs that may be sold without prescription and that are prepackaged for use by the consumer and labeled in accordance with the requirements of the statutes and regulations of this state and the federal government. (OAR 581-021-0037)
   i. "Notice of a diagnosis of adrenal insufficiency" means written notice to the district from the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student's primary care provider that includes the student's diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat

[1] ~~There are several laws that apply to medications in schools. Some of these laws have unique definitions that may apply in specific situations. If the applicable law uses a definition that varies from the definition here, use the definition in the law.~~

adrenal insufficiency crisis, and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered. (OAR 581-021-0037)

j. "Opioid overdose" means a medical condition that causes depressed consciousness, depressed respiratory function or the impairment of vital bodily functions as a result of ingesting opioids. (ORS 689.800)

k. "Prescriber[2]" means a "practitioner" as defined in ORS 689.005, which means a person licensed and operating within the scope of such license to prescribe, dispense, conduct research with respect to or administer drugs in the course of professional practice or research: (a) in this state; or (b) in another state or territory of the U.S. if the person does not reside in Oregon and is registered under the federal Controlled Substances Act. (OAR 581-021-0037)

l. "Prescription medication" means a "prescription drug" as defined in ORS 689.005, which means a drug that is: required by federal law, prior to being dispensed or delivered, to be labeled with "Caution: Federal law prohibited dispensing without prescription" or "Caution: Federal law restricts this drug to use by or on the order of a licensed veterinarian"; or required by any applicable federal or state law or regulation to be dispensed on prescription only or is restricted to use by practitioners only.

m. "Severe allergy" means a life-threatening hypersensitivity to a specific substance such as food, pollen, or dust. (ORS 339.866)

n. "Short-acting opioid antagonist" means any short-acting drug approved by the U.S. Food and Drug Administration for the complete or partial reversal of an opioid overdose. (ORS 689.800)

2. Designated Staff/Training

a. Medications, including injectable medications, may be administered by trained personnel as part of a formal delegation by a registered nurse.

b. The principal, in consultation with the school nurse, will designate district personnel authorized to administer prescription or nonprescription medication to a student which takes into account when the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school-or district-sponsored activities, and may include when a student is in a before-school or after-school care program on school-owned property when required by law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules, policy and this administrative regulation.

c. The district will provide staff who are designated personnel to administer prescription or nonprescription medication access to a school nurse.

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

d. The principal will ensure the annual training required by Oregon law is provided to designated district personnel. Training must be conducted by a qualified trainer, which is a person who is familiar with the delivery of health services in a school setting and who is either a registered nurse licensed by the Oregon State Board of Nursing or a prescriber. District personnel designated to administer epinephrine, glucagon, and medication to treat adrenal insufficiency shall be trained using related training developed by the Oregon Health Authority (OHA). The first training and every third training thereafter shall be provided in-person[3]. During subsequent years, designated district personnel may complete an online training so long as a trainer is available following the training to answer questions and provide clarification.

e. The training for district personnel will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, discussion of the following: safe storage, administration, handling and disposing of medications; accessibility of medication during an emergency; record keeping; whether response to medication should be monitored by designated personnel and the role of designated personnel in such monitoring; emergency medical response procedures following administration of the medication; confidentiality of health information; and assessment of gained knowledge. Training as recommended and/or approved by ODE will be used.

f. The district shall maintain documentation of district personnel's completion of training in accordance with OAR 166-400-0010.

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

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

4. Administering Short-Acting Opioid Antagonists

A short-acting opioid antagonist may be administered by any district personnel[4] to any student or other individual, on school premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an overdose of an opioid drug.

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

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

a. A description of short-acting opioid antagonists and their purpose;

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

[4] Including district personnel who have not received medication administration training.

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

5. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

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

a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal of the school the student attends will designate one or more district personnel to receive training and be responsible for administering the medication to treat adrenal insufficiency to a student in the event the student exhibits symptoms the district personnel believe in good faith indicate the student is experiencing symptoms of adrenal crisis;
b. The designated personnel will successfully complete required training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis;
c. The student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
d. The district will develop an individualized health care plan for the student;
e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available district staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:

(1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:

(a) The written permission of the student's parent or guardian; and
(b) The written instruction from the prescriber for the administration of the medication to the student that includes:

(i) Name of the student;
(ii) Name of the medication;

(iii) Method of administration;
(iv) Dosage;
(v) Frequency of administration;
(vi) Other special instructions from the prescriber, if any; and
(vii) Signature of the prescriber.

The prescription medication is provided in the original prescription packaging by the student's parent or guardian. The prescription label prepared by a pharmacist at the direction of the prescriber, will be sufficient to meet this requirement if it contains the information listed in (i)-(vi) above.

(2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:

(a) The nonprescription medication is necessary for the student to remain in school;
(b) The nonprescription medication is:

(i) Provided in the original manufacturer's container by the student's parent or guardian; or
(ii) Is part of the district's stock medication program in compliance with the Oregon Board of Pharmacy rules including OAR 855-035-0005.

(c) The written instruction and permission from the student's parent or guardian for the administration of the nonprescription medication[5] includes:

(i) Name of the student;
(ii) Name of the medication;
(iii) Method of administration;
(iv) Dosage;
(v) Frequency of administration;
(vi) Other special instructions, if any; and
(vii) Signature of the student's parent or guardian.

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

(d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:

(i) Name of the student;
(ii) Name of the medication;
(iii) Dosage;
(iv) Method of administration;
(v) Frequency of administration;

[5] For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 6.a.(2)(d).

(vi) A statement that the medication must be administered while the student is in school;
(vii) Other special instructions, if any; and
(viii) Signature of the prescriber.

b. The principal or designee will require an individualized health care plan or allergy plan be developed for every student with a need to manage asthma or a known life-threatening allergy. A plan will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic responses, and include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity;
c. A student being administered a medication may be monitored by designated personnel to monitor the student's response to the medication;
d. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
e. It is the student's parent or guardian's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
f. It is the student's parent or guardian's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
g. In the event a student refuses medication, the parent or guardian will be notified immediately. No attempt will be made to administer medication to a student who refuses a medication;
h. Any error in administration of a medication will be reported to the parent or guardian immediately and documented on a medication administration record. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
i. Medication shall not be administered until the necessary permission form and written instructions have been submitted and received as required by the district.

7. Administration of Medication by a Student to Themself

a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer prescription or nonprescription medication to themself without assistance from designated personnel and is subject to the following:

(1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:

(a) The written permission from a parent or guardian and other documentation requested by the district must be submitted for self-medication of all prescription medications;
(b) If the student has asthma or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include

acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;

(c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a district setting.

(2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication[6] and must have:

(a) The written permission of the student's parent or guardian;
(b) The student's name affixed to the manufacturer's original container; and
(c) The permission to self-administer medication from a building administrator.

(3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:

(a) The written permission of the student's parent or guardian; and
(b) A written order from the student's prescriber that includes:

(i) Name of the student;
(ii) Name of the medication;
(iii) Dosage;
(iv) Method of administration;
(v) Frequency of administration;
(vi) A statement that the medication must be administered while the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school or district-sponsored activities;
(vii) Other special instructions, if any; and
(viii) Signature of the prescriber.

b. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
c. A student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
d. The sharing and/or borrowing by a student of any medication with another student is strictly prohibited[7];
e. The district personnel will request backup medication, when the medication is to treat a student's asthma or severe allergy emergency, from the student's parent or guardian. Backup medication, if provided by a student's parent or guardian, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
f. A student shall not administer medication to themself until the necessary permission form and written instructions have been submitted as required by the district;

[6] For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 7.a.(3).

[7] Except for short-acting opioid antagonists.

g. The permission for a student to administer medication to themself may be revoked if the student does not responsibly self-administer the medication or abuses the use of the medication as determined by district personnel;
h. A student may be subject to discipline, up to and including expulsion, as appropriate for violations of these procedures;
i. A student permitted to administer medication to themself may be monitored by designated personnel to monitor the student's response to the medication;
j. The district allows the application of and use by students of nonprescription sunscreen, including sunscreen that contains para-aminobenzoic acid, without any required documentation from a licensed health care professional per ORS 339.874.

8. Handling, Monitoring and Safe Storage of Medication Supplies for Administration of Medication

a. Any medication must be delivered to the school in its original manufacturer's~~manufacturers~~ or current prescription container, accompanied by the permission form and written instructions, as required above.
b. Prescription medication must always be the most current prescription and kept in the original, labeled container.
c. Nonprescription medication must be kept in original manufacturer's bottle or box.
d. Never administer medication sent to school in unlabeled containers.
e. Never repackage medication into a plastic bag or other container for any reason.
f. Medication in any form categorized as a sedative, stimulant, anti-convulsive, narcotic analgesic or psychotropic medication will be counted or measured by designated personnel or parent or guardian in the presence of another district employee upon receipt and initialed by the two individuals who counted or witnessed the procedure, documented in the student's medication administration record (MAR) and routinely monitored during storage and administration. Any discrepancies will be reported to the district nurse or principal immediately and documented in the student's MAR. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
g. Designated personnel will follow the written instructions of the prescriber and the student's parent or guardian, and training guidelines as may be recommended by ODE for administering all forms of prescription and/or nonprescription medications.
h. Medication will be secured as follows:

(1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box in a secure area;
(2) Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication in a secure area;
(3) Access to medication storage keys will be limited to the principal and designated personnel.

i. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
j. When medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian immediately.

9. Emergency Response

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

10. Disposal of Medications

a. Medication not picked up by the student's parent or guardian, at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in the presence of another school employee. The medication may be disposed through a designated drug take-back collection program or in a nonrecoverable fashion as follows:

(1) Medication will be removed from its original container and personal information will be destroyed;
(2) Mix with an undesirable substance, e.g., coffee grounds, used cat litter;
(3) Place in a plastic bag or other sealable container, e.g., such as an empty plastic container; and
(4) Place the sealed container with the mixture in the trash as close to garbage pickup time as possible, to prevent theft and misuse.

b. Prescriptions will never be flushed down the toilet or drain or burnt with other waste.
c. Sharps and glass will be disposed of in accordance with state guidelines.
d. All medication will be disposed of by designated personnel following DEQ guidelines and documented on the student's MAR as described below.

11. Transcribing, Recording and Record Keeping

a. A medication administration record (MAR) will be maintained for each student administered medication by the district. The MAR will be in paper[8] or electronic form and will include, but not be limited to:

(1) The full name of the student, date of birth, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
(2) Student refusals of medication;
(3) Errors in administration of medication;
(4) Incidents of emergency and minor adverse reaction by a student to medication;

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

(5) Discrepancies in medication supply;
(6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.

b. A MAR for medication administered as part of an IEP goal should be maintained in the IEP record at the end of each school year.
c. All records relating to administration of medications, including permissions and written instructions, will be maintained. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
d. All records relating to the training of designated district personnel will be maintained by the district in accordance with applicable provisions of OAR 166-400-0010.
e. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with school personnel with a legitimate educational interest in the student or others authorized by the parent or guardian in writing or others as allowed under state and federal law.

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

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

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

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

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

Non-Liability Provisions for Self-Administration and Autoinjectable Epinephrine

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

medication is available to the student pursuant to written permission and instructions of the student's parent, guardian or Oregon licensed health care professional.

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

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

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

Corrected 9/14/26

Klamath Falls City Schools

Code: JHF
Adopted:

Student Safety

The Board directs the development and approval of a comprehensive safety program. The plan is designed to assure every student a safe, healthy environment in which to learn. The plan will comply with federal, state and local laws and regulations and with Board policy.

Local building safety and health committees will ensure that general safety regulations are reviewed with staff and students, as appropriate, to assure student safety.

Instruction in professional technical courses and other offerings such as science, family and consumer studies, art and physical education will include and emphasize accident prevention.

Safety instruction will assist students to:

1. Learn how to work, play and exercise safely, and to prevent accidents;
2. Learn proper procedures to reduce the possibility of accidents;
3. Develop habits of good cleanliness, proper storage and proper handling of materials;
4. Become familiar with personal protective equipment and the proper clothing to be worn for safety purposes;
5. Develop skills in the safe use of tools and equipment;
6. Learn how to cooperate with others in the promotion and operation of a safety program in the school;
7. Respond to emergency situations in all settings.

Safety instruction will precede the use of materials and equipment by students in applicable units of work in the courses listed above. Instructors will teach and enforce all safety rules set up for these particular courses. Rules will include, but not be limited to, wearing personal protective equipment in appropriate activities.

Students will be asked to sign off upon completion of reading safety policies and materials and upon the completion of safety instruction, when required.

PROPOSED

A student will report any accident sustained by themself while on district property to a district staff member. ALL accidents will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

END OF POLICY

Legal Reference(s):

ORS 329.095 OAR 581-022-2225

Corrected 9/14/26

PROPOSED

Klamath Falls City Schools

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

Supervision of Students**

AllThe Board expects all students are to be under assigned adult supervision when they are in school, traveling under school auspices or engaging in a school- or district-sponsored activities. Personnel assigned this supervision are expected to act as prudent adults in providing for the safety of students in their charge.

NoIn keeping with this expectation, no teacher or other staff member will leave theirhis/her assigned group unsupervised except in an emergency situation when other arrangements have been made.

During school hours, or while engaging in school- or district-sponsored activities, students will be released only into the custody of parents or other persons designated by the parents.

END OF POLICY

Legal Reference(s):

ORS 332.072 ORS 332.107

Corrected 9/28/26

Klamath Falls City Schools

Code: JHFD
Adopted:

Student Vehicle Use

All students who drive vehicles to school are subject to parking and driving rules developed by the district.

The district shall require all students parking vehicles on district property on a regular basis to show evidence that the:

1. Student driving the vehicle holds a valid driver's license;

2. Vehicle is currently registered;

3. Student driving is insured under a vehicle liability insurance policy or other satisfactory proof of compliance with the financial responsibility requirements of the state;

4. Vehicle is in compliance with district rules by displaying the appropriate parking permit.

Parking privileges will be subject to the specific requirements of this policy and any other applicable policy and/or rules of the district. Parking privileges, including driving on district property, may be revoked by the principal for violations of Board policies, administrative regulations or school rules.

The district will post appropriate parking signs.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 332.445
ORS 339.270
ORS 806.060 to -806.080
OAR 581-021-0050

Corrected 9/28/26

PROPOSED

Klamath Falls City Schools

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

Suspension of Driving Privileges

(ORS repealed)
Conduct

The superintendent or Board may, under ORS 339.254, make a request to the Oregon Department of Transportation (ODOT) for the suspension of a student's driving privilege or the right to apply for a driving privilege on the basis of conduct as provided below.

If a request is made, the following requirements will be met:

1. The superintendent will meet with parent before submitting a request to ODOT;

2. The request to ODOT will be in writing;

3. The student involved is at least 15 years of age;

4. The student has been expelled for bringing a weapon on school property; or

5. The student has been suspended or expelled at least twice for any of the following reasons:

    a. Assaulting or menacing a school employee or another student;
    b. Willful damage or injury to district property;
    c. Use of threats, intimidation, harassment or coercion against a school employee or another student;
    d. Possessing, using or delivering any controlled substance or being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

6. The request to suspend a student's driving privilege or the right to apply for a driving privilege shall not be for more than one year unless the superintendent or Board is filing a second written request. A second request may state suspension of driving privilege until the student reaches 21 years of age;

7. If a driving privilege is suspended the student may apply to ODOT for a hardship permit.

Withdrawal

The superintendent or Board may, under ORS 339.257, notify ODOT of the withdrawal from school of a student who is at least 15 years of age and under 18 years of age.

Upon receipt of the district's notice that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. For purposes of this policy, a student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive school days of unexcused absences; or

2. Fifteen school days total of unexcused absences during a single semester.

Appeals

The student has a right to appeal the superintendent's or Board's decision through district suspension/expulsion due process procedures.

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 332.061
ORS 336.615 - 336.665
ORS 339.240
ORS 339.250
ORS 339.254
ORS 339.257
ORS 807.065
ORS 807.066
ORS 807.240
OAR 581-021-0065
OAR 581-021-0070

Corrected 9/28/26

Klamath Falls City Schools

Code: JHFDA-AR(1)
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): JHFDA-AR(1)

Request for a Suspended Driving Privilege - Conduct

Name of Student _____

Address of Student _____

Date of Birth _____ ODL Number (if applicable) _____

Number of requests for suspension on this student: □ one □ two or more

Type of privilege requested for suspension:

□ Driving privilege
□ Application for driving privilege

Length of suspension requested:

□ No more than one year
□ Six months
□ Six weeks
□ Other

If two or more requests for suspension have been made on this student:

□ Two years
□ Until graduation
□ Until student is 21 years of age

Type of infraction:

□ Expelled for bringing a weapon on school property.
□ Suspended or expelled at least twice for assaulting or menacing a school employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student, possessing, using or delivering a controlled substance or being under the influence of a controlled substance at a school or on school property or at a school-sponsored activity, function or event.

This written request is submitted on _____ by:

Name: _____ Title: _____

District: _____ Date: _____

Corrected 9/28/26

Klamath Falls City Schools

Code: JHFDA-AR(2)
Adopted: 10/09/06; 3/06/17
Orig. Code(s): JHFDA-AR(2)

Notice of Withdrawal

Student Name (Print Last, First, Middle)		
Student Address Code	City	State Zip
Date of Birth (MM/DD/YYYY)	Oregon Driver License/ID Number (If Known)	Last Day of Attendance (MM/DD/YYYY)

I hereby notify the Department of Transportation to suspend the driving privileges of the above named student because the student is considered to have withdrawn from school per ORS 339.257 (2). The policy adopted under ORS 339.257 meets all requirements of the law including: The number of days of unexcused absence; the age of the student; and, a provision allowing the student to appeal this decision.

Name of School District or Private School	Telephone Number ( )
Address Code	City State Zip

Title:

☐ District Superintendent ☐ School Board Member/Superintendent ☐ Authorized Representative of Private School

Name of Authorized Person (Please Print)	
Signature X	Date

735-7186 (-00) White copy to DMV, Yellow copy for your records STK# 300161

Corrected 9/28/26

Klamath Falls City Schools

Code: JHH
Adopted: 6/29/20
Orig. Code(s): JHH

Student Suicide Prevention**

The district shall develop a comprehensive student suicide prevention plan for students in kindergarten through grade 12.

The district may consult with state or national suicide prevention organizations, the Oregon Department of Education (ODE), school-based mental health professionals, parents, guardians, employees, students, administrators, and school boards associations when developing the required plan.

The plan shall include, at a minimum:

1. Procedures relating to suicide prevention, intervention and activities that reduce risk and promote healing after a suicide;

2. Identification of the school officials responsible for responding to reports of suicidal risk;

3. A procedure by which a person may request the district to review the actions of a school in responding to suicidal risk;

4. Methods to address the needs of high-risk groups, including:

    a. Youth bereaved by suicide;
    b. Youth with disabilities, mental illness or substance abuse disorders;
    c. Youth experiencing homelessness or out of home settings, such as foster care; and
    d. Lesbian, gay, bisexual, transgender, queer and other minority gender identity and sexual orientation, Native American, Black, Latinx, and Asian students.

5. A description of, and materials for, any training to be provided to employees as part of the plan, which must include:

    a. When and how to refer youth and their families to appropriate mental health services; and
    b. Programs that can be completed through self-review of suitable suicide prevention materials.

6. Supports that are culturally and linguistically responsive;

7. Procedures for reentry into a school environment following a hospitalization or behavioral health crisis[1]; and

[1] "Behavioral health crisis" as defined by Oregon Administrative Rule (OAR) 581-022-2510, means a disruption in an individual's mental or emotional stability or functioning resulting in an urgent need for immediate treatment to prevent a serious deterioration in the individual's mental or physical health.

8. A process for designating staff to be trained in an evidence-based suicide prevention program.[2]

The plan must be written to ensure that a district employee acts only within the authorization and scope of the employee's credentials or licenses.

The plan must be available annually to the community of the district, including district students, their parents and guardians, and employees and volunteers of the district, and readily available at the district office and on the district website.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 339.343 OAR 581-022-2510

Corrected 9/28/26

[2] ~~ODE will provide a list of available programs.~~

Klamath Falls City Schools

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

Student Fees, Fines and Charges**

The Board recognizes the need for student fees to fund certain school activities which are not sufficiently funded by the district.

No student will be denied an education because of an~~his/her~~ inability to pay supplementary fees.

No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment.

All student fees and charges, both optional and required, will be listed and described annually in the student/parent handbook, or in some other written form, and distributed to each student. Students will be advised of the due dates for such fees and charges as well as of possible penalties for failure to pay them.

In accordance with the law and ~~with~~ Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid. Students or parents will receive written notice at least 10 days in advance of any restrictions and/or penalties to be imposed until the debt is paid. The notice will include the reason the student owes money to the district, an itemization of the fees, fines or damages owed and the right of parents to request a hearing. The district may pursue fees, fines or damages when debt exceeds $50 through a private collection agency or other method available to the district. The district may waive fees, fines and charges if the student or parents cannot pay, the payment of the debt could impact the health and safety of the student or if the cost of collection would be more than the total collected or there are mitigating circumstances, as determined by the superintendent or designee.

~~The district may waive all or a portion of the debt if one of the following conditions are met:~~

~~1. The district determines that the student or the parent or guardian of the student is unable to pay the debt;~~

~~2. The payment of the debt could impact the health or safety of the student;~~

~~3. The cost to notify the student and his/her parents would cost more than the potential total debt collected relating to the notice; or~~

~~4. There are mitigating circumstances as determined by the superintendent of the school district that preclude the collection of the debt.~~

~~If the debt exceeds $50, the district may send the debt to a collection agency for collection. Prior to sending the debt to a collection agency the district must give written or oral notice to the student and the parent or guardian of the student.~~

Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in Oregon Revised Statute (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.

Prior to collection of debts, the superintendent or designee will ensure that notice has been provided as required by ORS 339.270.

END OF POLICY

Legal Reference(s):

ORS 326.565
ORS 326.575
ORS 339.115
ORS 339.155
ORS 339.270

Corrected 9/28/26

Klamath Falls City Schools

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

Directory Information**

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

1. Student's name;

~~2. Student's address;~~

~~3. Student's telephone listing;~~

~~4. Student's electronic address;~~

~~5.~~2. Student's photograph;

~~6. Date and place of birth;~~

~~7.~~3. Major field of study;

~~8.~~4. Participation in officially recognized sports and activities;

~~9.~~5. Weight and height of athletic team members;

~~10.~~6. Dates of attendance;

~~11.~~7. Grade level;

~~12.~~8. Diploma, honors~~Degrees~~ or awards received~~;~~.

~~13. Most recent previous school or program attended.~~

Public Notice

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

Exclusions

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

Directory information shall be released only with administrative direction.

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

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

At no point will a student's social security number or student identification number be considered directory information.

The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

Legal Reference(s):

ORS 30.864
ORS 107.154
ORS 180.805
ORS 326.565
ORS 326.575
ORS 336.187
OAR 581-021-0220 - 021-0430
OAR 581-022-2060

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).
Every Student Succeeds Act, 20 U.S.C. § 7908 (2012).

Corrected 9/28/26

Klamath Falls City Schools

Code: JOB
Adopted: 11/04/13
Readopted: 3/06/17
Orig. Code(s): JOB

Personally Identifiable Information**

Personally identifiable information includes, but is not limited to:

1. Student's name, if excluded from directory information, as requested by the student/parent in writing;

2. Name of the student's parent(s) or other family member;

3. Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;

4. Personal identifier such as the student's social security number or student ID number or biometric record;

5. A list of personal characteristics that would make the student's identity easily traceable such as student's date of birth, place of birth and mother's maiden name;

6. Other information alone or in combination that would make the student's identity easily traceable;.

7. Other information requested by a person who the district reasonably believes knows the identity of the student to whom the educational record relates.

Prior Consent to Release

Personally identifiable information will not be released without prior signed and dated consent of the parent or the student 18 years of age or older or an emancipated student.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent or eligible student, the district will provide a copy of the disclosed record.

Exceptions to Prior Consent

The district may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the district who have legitimate educational interests;

2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services;

3. To personnel of another school, another district, state regional program or institution of postsecondary education where the student seeks or intends to enroll;

4. 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;

5. To personnel determining a financial aid request for the student;

6. To personnel conducting studies for or on behalf of the district;

7. To personnel in accrediting organizations fulfilling accrediting functions;

8. To comply with a judicial order or lawfully issued subpoena;

9. For health or safety emergency;

10. By request of a parent of a student who is not 18 years of age;

11. By request of a student who is 18 years of age or older or emancipated;

12. Because information has been identified as "directory information;"

13. To the courts when legal action is initiated;

14. To a court and state and local juvenile justice agencies;

15. A judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependent~~dependancy~~ matters;

16. 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.

END OF POLICY

Legal Reference(s):

ORS 30.864
ORS 107.154
ORS 326.565
ORS 326.575
ORS 336.187
OAR 581-015-2000
OAR 581-021-0220 to -0430
OAR 581-022-2260

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012).
Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).
Uninterrupted Scholars Act (USA), 2013 (P.L. 112-278, Jan. 14, 2013), 20 U.S.C. § 1221 (2012).

Corrected 9/28/26

Klamath Falls City Schools

Code: BDC
Adopted: 3/06/17
Revised/Readopted: 1/13/20; 1/12/26; 8/10/26
Orig. Code(s): BDC

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 but may not take final action in executive session except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student in accordance with ORS 332.061.

An executive session may be included as an agenda item of a meeting open to the public in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Public notice is required as outlined in Board policy BD – Board Meetings, Notices and Communications.

If an executive session is held as part of a meeting open to the public, the Board chair will announce the executive session in compliance with Board policy BD – Board Meetings, Notices and Communications and include and identify the appropriate statutory citation, appropriate subsection and the paragraph authorizing the session under ORS 192.660 or ORS 332.061 for holding such session and by noting the general subject of the executive session.

Example:

> "The Board will now meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent."

Prior to or at the beginning of the executive session, the Board chair may read the following[1]:

> "Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room."

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent; may not include a discussion or negotiation of compensation (including salaries and benefits).[2] (ORS 192.660(2)(a))

[1] This statement should be amended if ORS 192.660 does not require that representatives of the news media be allowed to attend, ORS 332.061 allows the Board to vote in executive session, or the Board will not be returning to open session following the executive session. This statement can also be included on the agenda.

[2] This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. It also does not apply to the employment of the chief executive officer, other public officers, employees and staff members of the district unless: ~~Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure~~

1. The vacancy has been advertised;
2. Regular hiring procedures have been adopted;

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer[3], employee, staff member or individual agent who does not request an open hearing[4]; may not include a discussion or negotiation of compensation (including salaries and benefits). (ORS 192.660(2)(b))

3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

5. To consider information or records that are exempt by law from public inspection.[5] (ORS 192.660(2)(f))

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.[6] (ORS 192.660(2)(h))

7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing[7]; may not include a discussion or negotiation of compensation (including salaries and benefits or a general evaluation of an agency, goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs. (ORS 192.660(2)(i))

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3. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
4. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

[3] To determine whether the individual involved is considered a public officer, consult with legal counsel.

[4] Notice must be provided to the public officer, employee, staff member or individual agent in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:
1. Identification of the governing body before which the matter will be considered (the Board);
2. The time, date and location of the meeting;
3. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
4. Information on how the public official may make a request for an open hearing.

[5] Consider including a reference to the law that exempts the information or records from public inspection in the notice.

[6] Legal counsel must be present in the executive session, either in-person or via electronic or telephonic communications.

[7] Notice must be provided to the chief executive officer, public officer, employee or staff member in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:
1. Identification of the governing body before which the matter will be considered (the Board);
2. The time, date and location of the meeting;
3. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
4. Information on how the public official may make a request for an open hearing.

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))

9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))

10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))

11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

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

1. Deliberations with persons designated by the Board to carry on labor negotiations;

2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and

3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

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

Recordings or minutes shall be kept for all executive sessions in accordance with state law and Board policy – BDDG – Recordings and Minutes of Board Meetings.

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

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 192.685
ORS 192.705
ORS 332.045
ORS 332.061
OAR 199-040-0015 - 0060
OAR 199-050-0015
OAR 199-050-0040
OAR 199-050-0050
OAR 199-050-0060

OR. ATTY. GEN. *Public Records and Meetings Manual*.
OREGON GOVERNMENT ETHICS COMMISSION, Staff Advisory Opinion No. 22-106S

Klamath Falls City Schools

Code: GCBDA/GDBDA-AR(1)
Adopted: 12/14/20
Revised/Readopted: 3/14/22; 5/18/26
Orig. Code(s): GCBDA/GDBDA-AR(1)

Family and Medical Leave

Employee Eligibility

FMLA benefits are available to employees who have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 district employees within 75 miles of the worksite.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days[1] immediately prior to the first day of the start of the requested leave.[2] In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.

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

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or

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

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

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

[1] ~~Thirty days during a declared public health emergency.~~

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

When an employee requests OFLA leave, or when the district acquires knowledge that an employee's leave may be for a purpose that constitutes OFLA leave, the district will notify the employee of the employee's eligibility to take OFLA leave within five business days, absent extenuating circumstances. Whether an employee is an "eligible employee" as defined in OAR 839-009-0210 is determined, a notice must be provided, at the commencement of the first instance of each purpose for leave listed in OAR 839-009-0240 during the OFLA leave year. If an employee is an "eligible employee" as defined in OAR 839-009-0210 for the purpose listed in OAR 839-009-0240, the employee's eligibility for that purpose does not change during the applicable 12-month period.

In addition:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify each time the employee takes OFLA leave within the same leave year;

2. An employee unable to work because of a disabling compensable injury[3] need not requalify under OAR 839-009-0210 in order to use OFLA leave following a period the employee is off work due to the compensable injury.

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

Qualifying Reason

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

1. Serious health condition of the employee or the employee's covered family member. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care[4] or continuing treatment by a health care provider[5].

2. Parental leave[6] (separate from eligible leave as a result of a child's serious health condition):

    a. Bonding with and caring for the employee's newborn child (within 12 months following birth);
    b. Bonding with and caring for a newly adopted child or newly placed child in foster care under the age of 18(within 12 months of placement);
    c. Caring for a newly adopted child or newly placed child in foster care 18 years of age or older who is incapable ofself-care because of a mental or physical disability (within 12 months of placement);

[3] As defined in ORS 656.005.

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

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

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

d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of achild.

3. Military caregiver leave: leave for the care for a covered servicemember if the eligible employee is the spouse, child or next-of-kin of theservicemember with a serious injury or illness;

4. Qualifying exigency leave: leave arising out of deployment to a foreign country of the employee's spouse,child or parent who is a military member on active duty or call to covered active duty status.

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

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.

2. Sick child leave: leave taken to care for an employee's child who is suffering from an illness, injury, or condition that requires home care; or leave taken to care for an employee's child whose school or child care provider has been closed[7] in conjunction with a statewide public health emergency declared by a public health official.[8]

3. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.[9]

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

Definitions

1. Family member:

   a. For the purposes of FMLA, "family member" means:

      (1) Spouse[10];

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

[8] The district may request verification of the need for sick child leave under OFLA due to a closure during a statewide public health emergency. Verification may include:
1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

[9] Bereavement leave under OFLA must be completed within 60 days of the date the employee received notice of the death. The notice of the death of a family member may be by any means and from any source.

[10] "Spouse" means individuals in a marriage, including "common law" marriage and same-sex marriage.

(2) Parent[11]; or
(3) Child[12].

b. For the purposes of OFLA, "family member" means an eligible employee's:

(1) Spouse or domestic partner;
(2) Child or the child's spouse or domestic partner;
(3) Parent or the parent's spouse or domestic partner;
(4) Sibling or stepsibling, or the sibling's or stepsibling's spouse or domestic partner;
(5) Grandparent or the grandparent's spouse or domestic partner;
(6) Grandchild or the grandchild's spouse or domestic partner; or
(7) Any individual related by blood or affinity whose close association with an eligible employee is the equivalent of a family relationship.[13]

2. Child:

a. For the purposes of FMLA, "child" means the eligible employee's biological or adopted child, a child the employee is fostering, a stepchild, a legal ward or a child of a person standing "in loco parentis," who is either under the age of 18,or who is 18 years of age or older and who is incapable of self-care because of a physical or mental disability.
b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, "child" means the employee's child on covered active duty regardless of that child'sage.
c. For the purposes of OFLA, "child" means the eligible employee's biological or adopted child, a child the employee is fostering, a stepchild, the child of theemployee's spouse or domestic partner, or a child with whom theemployee is or was in a relationship of "in loco parentis."
d. For the purposes of sick child leave under OFLA, the child must be under the ageof 18 or substantially limited by a physical or mental impairment as described in ORS 659A.104.

3. In loco parentis:

a. For the purposes of FMLA, "in loco parentis" means persons with day-to-day responsibility to care for or financially support a child, or, in the case of an employee, who had such

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

[12] "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

[13] "Affinity" means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:
1. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
2. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
3. The expectation to provide care because of the relationship or the prior provision of care;
4. Cohabitation and its duration and purpose;
5. Geographic proximity; and
6. Any other factor that demonstrates the existence of a family-like relationship.

responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

b. For the purposes of OFLA, "in loco parentis" means person in the place of a parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

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

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

5. Covered servicemembers:

For the purposes of FMLA, "covered servicemember" means:

a. A current member of the Armed Forces, including a member of the National Guard or Reserves, who:

(1) Is undergoing medical treatment, recuperation or therapy;
(2) Is otherwise in outpatient status; or
(3) Is otherwise on the temporary disability retired list for a serious injury or illness; or

b. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

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

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

7. Public health emergency:

For OFLA a "public health emergency" means;

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

Leave Period

For the purposes of calculating an employee's leave period for FMLA, the district will use a "rolling" 12-month period measured backward from the date the employee uses any FMLA leave.

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

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

Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period (12-month period)[14]. Spouses who work for the district and are eligible for FMLA leave may be limited to acombined total of 12 weeks of FMLA leave during the district's designated leave period when the purpose of theleave is for:

1. Birth of a child or to care for a child after birth;

2. Placement of an adopted child orchild in foster care, the care for an adopted child or child in foster care after placement; or

Care of the employee's parent with a serious medical condition. Except in specific and unique instances, all qualified leave under FMLA counts towardan employee's leave entitlement within the designated leave period.

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

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

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

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

Unlike FMLA, OFLA does not combine the leave entitlement when two or more family members work for the district. Under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.[15]

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

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

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12[16]. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek[17]. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Holidays which occur within the week taken as FMLA may be counted against FMLA entitlement.[18] However, for leave taken in increments of less than one week, holidays in which employees generally are not expected to report do not count against the employees FMLA leave entitlement.

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

Intermittent Leave

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

Intermittent leave is taken in separate periods of time (i.e., hours, days, weeks, etc.) rather than in one continuous period of time, and/or requiring an altered or reduced work schedule. For OFLA this includes but isnot limited to sick child leave taken requiring an altered or reduced work schedule because the

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

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

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

[18] See 29 CFR § 825.200(h).

intermittentor recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for both OFLA and FMLA leave, and the employee takes intermittent leave in blocks of less than one day, if done in accordance with 29 CFR § 825.206, the district may reduce the employee's salary for the part-day absence without the loss of the employee's exempt status in accordance with OAR 839-020-0004(32).

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

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

Alternate Work Assignment

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

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

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

1. The employee accepts the position voluntarily and without coercion;

2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreement, as well as with state and federal law;

4. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and

5. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

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

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

1. The employee accepts the transfer position voluntarily and without coercion;

2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreements, as well as with state and federal law;

4. The transfer is not used to discourage the employee from taking OFLA leave or to create a hardship for the employee.

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

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

Special Rules for School Employees

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

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

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

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

the eligible instructional employee to choose either to: Take leave for a period or periods of a particular duration, not greater than the duration of theplanned treatment; or

~~b.~~a. Temporarily transfer to an available alternate position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the employee's regular position.

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

2. Limitation on Leave Near the End of the Term[19]

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

a. When the qualified leave begins more than five weeks before the end of the term, the district may require the employee tocontinue taking leave until the end of the term if:

(1) The leave will last at least three weeks; and
(2) The employee would return to work during the three-week period before the end ofthe term.

b. When the qualified leave begins during a five-week period before the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required by the district to remain on leave until the endof the term if:

(1) The leave will last more than two weeks; and
(2) The employee would return to work during the two-week period before the end ofthe term.

c. When the qualified leave begins within threeweeks of the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required to remain on leave until the endof the term if the length of the leave will last more than five working days.

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

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

For the purposes of OFLA leave, if an employee[20] begins a period of bereavement leave during the three-week period before the end of the term and the duration of the leave is greater than five working days, the district may require the employee continue on family leave until the end of the term.

Paid/Unpaid Leave

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

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

Benefits and Insurance

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

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.[21] The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

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

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

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

[20] Applies only to an employee who is employed principally in an instructional capacity by the district.

[21] See also ORS 342.934(4)(d) in reduction force situations.

Fitness-for-Duty Verification

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

Application

For purposes of FMLA, an eligible employee requesting FMLA leave shall provide atleast 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave andreduced leave, so as not to unduly disrupt the operation of the district.

For purposes of OFLA, an eligible employee shall provide at least 30 days' written notice of the need for foreseeable leave before starting family leave. An employee may commence family leave without prior notice in the event of: an unexpected illness, injury or condition of a child of the employee that requires home care; the death of a family member; the closure of the school or child care provider of the employee's child due to a public health emergency unless the declaration of the emergency was issued by the Governor at least 30 days before commencement of the leave; or an illness, injury or condition related to the employee's own pregnancy or childbirth that disables the employee from performing any available job duties offered by the district. If an employee commences leave without prior notice as allowed above, the employee must give oral notice[22] to the employer within 24 hours of the commencement of the leave and must provide the written notice within three days after returning to work. Failure of an employee to provide the required notice for leave may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

The district may request additional information[23] to determine the requested leave qualifies as FMLA or OFLA leave as provided by law. The district may designate the employee as provisionally on FMLA or OFLA leaveuntil sufficient information is received to properly make a determination. An eligible employee able to give advance notice of the need to take leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming

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

[23] See OAR 839-009-0260 for OFLA and 29 CFR § 825.305 et. al. for FMLA. ~~Except in cases to verify OFLA bereavement leave unless the district requires the use of an attestation form for purposes of determining affinity.~~

aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.[24]

For the purposes of OFLA, if an eligible employee is taking leave in an unforeseeable situation, an employee must give oral or written notice[25] within 24 hours before or after commencement of the leave.

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

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

Verification

Under FMLA, the district may require an eligible employee to provide medical certification, when appropriate[26], to support the stated reason for such leave. In most cases, the district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. The employee is required to submit such medical certification no later than 15 calendardays after receipt of the district's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Under OFLA, the district may require an eligible employee to provide medical verification, when appropriate[27], to support the stated reason for qualifying OFLA leave. The district will provide written notification to an employee of this requirement and state the consequences for failure to provide the requested medical verification. If the employee gives advance written notice of foreseeable leave, the district may require the employee to provide medical verification for OFLA leave before the leave starts. If the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such medical verification within 15 calendar days after receipt of the district's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.

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

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

[24] See 29 CFR § 825.304.

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

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

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

1. The name of the child requiring home care;

2. The name of the school or child care provider that is subject to the closure;

3. A statement from the employee that no other family member of the child is willing and able to care for the child; and

4. A statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

Posted Notice

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

Record Keeping

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

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

Federal vs. State Law

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

Klamath Falls City Schools

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

Grant Funding Proposals and Applications

The district shall pursue federal, state or private grants or other such funds that will assist the district in meeting adopted Boardgoals and district goalsobjectives.

Proposals for external funds of more than $2050,000 will be submitted to the Board for evaluation and approval. For proposals, including internet crowd funding, of less than $2050,000, approval of the principal or supervisory administrator will be required. Prior to submission, all approved proposals will be immediately forwarded to the Bbusiness Mmanager to determine payroll implications, if any.

Any online crowd funding shall require prior approval by the principal or supervisory administrator.

In the event an opportunity arises to submit a grant proposal and there isbut insufficient time exists to place it before the Board, when required, the superintendent is authorized to use their judgment in approvingdecide whether to approve it for submission. The superintendent will review the proposal with the Board at its next regular meeting. The Board reserves the right to reject funds associated with any grant which has been approved. Any equipment, supplies, materials, etc. purchased and/or donated from such sources, become the property of the district.

The Board or superintendent shall, before an acceptance of any grant, consider the district's obligations, expectations or encumbrances when the grant ceases.

END OF POLICY

Legal Reference(s):

ORS 294.305 to -294.565 ORS 332.075

On hold 9/15/25; Corrected 10/12/26

Klamath Falls City Schools

Code: DM
Adopted:

Cash in District Buildings

Money collected in any class which accumulates $25 or more shall be taken to the school office or bookkeeper for their school on the same day to be secured. Any accumulation of funds of $500 or more shall be deposited by the bookkeeper or designee. If the bookkeeper or designee is unable to deposit funds by end of work day, funds in an amount of $500 or more shall be delivered to the district office to be secured. Accumulated funds of $500 or more shall not be maintained in school buildings overnight.

END OF POLICY

Legal Reference(s):

ORS 332.107

Added/Corrected 10/12/26

PROPOSED

5. **OLD BUSINESS/ACTION ITEMS**
   Andrew Biggs, Board Chair
1. Board Decision Regarding Level III Grievance Hearing (Termination)
   Andrew Biggs, Board Chair
6. **BOARD MEMBER COMMENTS**
   2025-2026 KFCS Board of Education Members
7. **CLOSING COMMENTS FROM THE CHAIR**
   Andrew Biggs, Board Chair
8. **ADJOURNMENT**
   Andrew Biggs, Board Chair