School Board Agenda
Oregon City School District, September 09, 2019

The Board will meet in Executive Session beginning at 6:00 p.m. in Room 115 at the Jackson Building, 1306 12th Street, Oregon City, to consider discuss student matters pursuant to ORS 192.660(2)(d) and (e).

NOTICE TO MEDIA: In accordance with ORS 192.660(4) regarding Executive Sessions, news media representatives may not be allowed to attend portions dealing with collective bargaining strategy or consideration of student expulsion. All other matters discussed in Executive Session must remain undisclosed.

Executive Session Agenda:

- Property
- Bargaining

Following the Executive Session, the Board will meet in Work Session, in Room 115 at the Jackson Building, 1306 12th Street, Oregon City.

Work Session Agenda:

- New Member Orientation
- Student Code of Conduct

The Board of Education will meet in Regular Session beginning at 7:00 p.m. in the District Board Room at the Jackson Building, 1306 12th Street, Oregon City.

Please silence all electronic devices before the meeting begins.

Regular Meeting Agenda:

1. CALL TO ORDER

2. FOCUS ON LEARNING
   Design Thinking for Instruction: Breakaway Training – Kyle Laier

3. RECOGNITION AND GOOD NEWS ABOUT OREGON CITY SCHOOLS
   Ogden Middle School: No Place for Hate Designation – Megan Christoper

4. PATRON INPUT
   Visitors who have not previously arranged with the Superintendent to appear before the Board may be heard by signing in on the form found beside the agenda packets near the door.
   
   Oregon School Boards Association – Betty Reynolds

5. REPORTS
   Back to School – Larry Didway
   Comprehensive Health and Sexuality Plan Update – Sara Deboy
   Financial Report – Susan Dodd
6. BOARD COMMUNICATION  
Ex Officio Members: OCHS, OCEA and OSEA representatives  

7. DISCUSSION  
Oregon’s Student Success Act – Larry Didway  

8. ACTION ITEM S  

A. CONSENT AGENDA  
1. Approve minutes: August 12, 2019 Regular Session  
2. 1920-03 Approve Licensed Appointments  
3. 1920-101 Approve Added Duty Appointments  
4. 1920-405 Approve Out of District Travel  

B. 1920-226 A resolution of the Board of Directors of the Oregon City School District  
No. 62 Authorizing the Negotiation For and The Sale of Real Property at the  
Ogden Middle School Campus to Conform Lot Lines  

C. 1920-406 Approve Oregon City School Board Policies  
AC Nondiscrimination  
AC-AR Discrimination Complaint Procedure  
EFAA-AR Reimbursable Meals and Milk Programs  
GBDA Expression of Milk or Breast-feed in the Workplace*  
GCDA/GDDA Criminal Records Check and Fingerprinting  
GCDA/GCDA-AR Criminal Records Check and Fingerprinting  
IGAI Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases,  
Health Education**  
IICC Volunteers  
JED Student Absences and Excuses**  
JECH Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating  
Violence – Students  
JFCJ Weapons in School  
JGAB Use of Restraint or Seclusion**  
JGAB-AR Use of Restraint or Seclusion**  
Delete - JHFDA Suspension of a Student's Driving Privileges  
Delete - JHFDA-AR 1 Request for Suspended Driving Privileges – Conduct  
Delete - JHFDA-AR 2 Notice of Student Withdrawal from School  
KL Public Complaints*/**  

D. 1920-04 Approve Memorandum of Understanding Between the Oregon School  
Employees Association and the Oregon City School Board  

9. Other items requiring action by the Board (addendum)  

10. ADJOURNMENT  

NEXT MEETING:  
6:00 p.m., September 23, 2019 - Work Session, Conference Room, District Office  
6:00 p.m., October 14, 2019 - Work Session, Room 115, Jackson Campus  
7:00 p.m., October 14, 2019 – Regular Session, Board Room, Jackson Campus
<table>
<thead>
<tr>
<th></th>
<th>2018-19 Qtr 3 Projection</th>
<th>2018-19 Qtr 4 Projection</th>
<th>2018-19 Budget Adopted</th>
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<tr>
<td><strong>TOTAL RESOURCES</strong></td>
<td>85,841,787</td>
<td>86,038,344</td>
<td>82,884,419</td>
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<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>TOTAL SALARIES</strong></td>
<td>39,723,443</td>
<td>39,235,425</td>
<td>39,155,873</td>
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<td><strong>TOTAL FRINGE BENEFITS</strong></td>
<td>23,329,064</td>
<td>23,068,847</td>
<td>24,728,262</td>
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<td><strong>TOTAL SALARY &amp; FRINGES</strong></td>
<td>63,052,507</td>
<td>62,304,272</td>
<td>63,884,135</td>
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<td><strong>TOTAL OTHER EXPEND</strong></td>
<td>17,901,366</td>
<td>17,224,126</td>
<td>19,000,284</td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
<td>80,953,873</td>
<td>79,528,398</td>
<td>82,884,419</td>
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<td><strong>FUND BALANCE</strong></td>
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<td>6,509,946</td>
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<td>As a % of Total Resources</td>
<td>5.69%</td>
<td>7.57%</td>
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<td><strong>FUND BALANCE BUDGETED FOR NEXT YEAR</strong></td>
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<td><strong>DIFFERENCE</strong></td>
<td>4,887,914</td>
<td>2,009,946</td>
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<td><strong>Final ADMw</strong></td>
<td>9,358.62</td>
<td>9,311.85</td>
<td>9,366.72</td>
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Oregon City School District  
School Board Meeting  
Consent Agenda

Approve Minutes of August 12, 2019

The Board of Education of Oregon City Schools met in regular session on August 12, 2019. Members present were: Director Tekorius, Director Farmer, Director Soll, Director Curteman, and Director White. Director Spiers and Director Dahlman were absent. Present from Administration: Larry Didway, Superintendent, John Ogden, Director of Human Resources, Kyle Laier, Assistant Superintendent, Michael Clark, Communications Specialist, Wes Rogers, Bond Manager, Susan Dodd, Chief Financial Officer, Sara Deboy, Director of Teaching & Learning, and Todd Nicholson, Director of Special Services. Others: 9.

Director Tekorius called the meeting to order at 7:01pm and led the flag salute.

FOCUS ON LEARNING:
Oregon City Community Education Summer Program – Laura Poore Community Education Supervisor, updated the Board on the programs that are being held this summer through Oregon City Community Education (OCCE). Programs included Summer Meal Program, Driver’s Education, School Age Camp-Around the World and Lego Robotics Camp. Mrs. Poore shared that OCCE is getting ready for Fall programs which includes the After the Bell.

A discuss was held on driver’s education. Superintendent Didway shared Laura Poore’s background with the District, her involvement as Chair of Oregon City Together Coalition-Preventing Drug Use and on the Oregon City Schools Foundation Board.

GOOD NEWS:
Gardiner Middle School Lunar Ladies - Apollo Next Giant Leap Student(ANGLEes):
Superintendent Didway acknowledged the Gardiner Middle School Lunar Ladies and shared that the they were the Grand Prize recipients in the Apollo Next Giant Leap Student Challenge; there were 24 teams competing in the challenge and the Lunar Ladies posted the highest score of the middle and high school teams. A patch that was created by the team was shown and components of the patch were given.

INPUT:
No patron input.

REPORTS:
Summer Bond Implementation; Wes Rogers, Bond Manager, discussed the Gardiner Middle School Design budget & schedule, the Ogden Middle School schematic design, and the Safety and Security work that has been completed throughout the District this summer.

Information shared included that the Gardiner MS Project should break ground in 04/2020, Ogden MS Project will have a complete HVAC replacement, both projects expect to have occupancy in August of 2021 and there have been cost increases on both projects due to initial costs estimates coming in low. Mr. Rogers shared that the summer safety and security locksets project is 99.9% completed with locksets being replaced on over 2000 doors, and the Digital Two-Way Radio System Project is slightly behind due to technical calibration taking longer than expected but the project is on budget. Mr. Rogers also shared that safety and security cohorts for 2020-21 discussed will go for bid in January 2020 and begin in the Spring of 2020. Mr. Rogers also shared information on capital upgrades including roofing and outside area and the system that will be used to identify issues.
Mr. Rogers also showed pictures of the CTE project at Jackson Campus which will be used by Clackamas Academy of Industrial Sciences students.

**Bond Finance Report:** Susan Dodd, Chief Financial Officer shared two reports with the Board – the Oregon City School District Investment Report and the Oregon City School District General Obligation Bond Summary. Mrs. Dodd then introduced Barb Gibbs, investment consultant, who gave an update on the investments which included a summary report on types of investments and the amount that will be earned.

Susan Dodd explained the General Bond Summary, accounting codes, & tracking, and said that an overall report with detail will be given to the Bond Oversight Committee.

A discussion was held on timeline to spend Bond funds.

Larry Didway introduced two members of the audience, Carey Wilhelm, OCHS Principal, and Stacey Erickson, OCHS Associate Principal.

**2019-20 Teaching & Learning Department Staffing:** Kyle Laier updated the Board on position changes in the Teaching & Learning Department. Mr. Laier shared that positions have been reorganized to meet current needs. Reorganization includes adding Elaine Morelock as a Community Involvement & Outreach Teacher on Special Assignment(TOSA). New positions include a District Data & Assessment Coordinator and District Data & Assessment Reporting Specialist who will make data more accessible for staff, as data is used for decisions regarding students & instruction, insure that data is accurate and offer better support to buildings for student success.

**BOARD COMMUNICATION:** None.

**DISCUSSION:**
Policy Development: Larry Didway shared the 1st Reading policies and discussed how updates continue regularly.

A discussion was held on policy updates.

**ACTION ITEMS:**
Director Soll moved, Director Curteman seconded to approve the consent agenda. The motion was approved.

Director Farmer moved, Director White seconded to approve Resolutions 1920-223 Approve Recommended Increases in the District Meal Prices for the 2019-20 School Year. The motion was approved.

Director White moved, Director Soll seconded to approve Resolution 1920-404 Approve Oregon City School Board Policy Section J. The motion was approved.

Director Curteman moved, Director Farmer seconded to approve Resolution 1920-224 Revision of Approval and Acceptance Oregon Schools Capital Improvement Matching (OS CIM) Grant and Authorize Signing of Agreement. The motion was approved.

Director Curteman moved, Director White seconded to approve Resolution 1920-225 Approve Contracts in Excess of $150,000 for 2019-20 School Year.

Next meeting dates were shared by Director Tekorius.

Meeting was adjourned at 8:40pm.
Oregon City School District  
School Board Meeting  
Consent Agenda Continued  

1920-03 Approve Licensed Appointments for 2019-20  

Contact: John Ogden  

Discussion:
These are teachers recommended for approval to fill vacant positions in the District for the 2019-20 school year.  

Recommendation:
Approve.  

1920-03 APPROVE LICENSED APPOINTMENTS FOR 2019-20  
BE IT RESOLVED that the following be appointed to licensed positions for the 2019-20 school year:  

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<th>NAME</th>
<th>POSITION</th>
<th>HIRE DATE</th>
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<td>McNeme, Daniel</td>
<td>LA/CTE Instructor</td>
<td>8/26/2019</td>
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<td>OCSLA</td>
<td>.50FTE Prob</td>
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<td>Baldwin, Kristene</td>
<td>HS Student Success Coach</td>
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<td>OCHS</td>
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<td>Dunscomb, Angela</td>
<td>PT/Adaptive PE</td>
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<td>Special Services</td>
<td>.40FTE Prob</td>
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<td>Frafjord, Erica</td>
<td>College &amp; Career Coord</td>
<td>8/26/2019</td>
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<td>1.0FTE prob</td>
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<td>Bean, Alison</td>
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<td>Gaffney Lane</td>
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<td>Mitchell, Nancy</td>
<td>SLP</td>
<td>8/26/2019</td>
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<td>SLP</td>
<td>.40FTE Temp</td>
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<td>Heller, Chelsea</td>
<td>Elemen Teacher</td>
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<td>.25FTE Temp</td>
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<td>Farriella, Christie</td>
<td>Art Teacher</td>
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Oregon City School District  
School Board Meeting  
Consent Agenda Continued  

1920-101 Approve Added Duty Appointments for 2019-20  
Contact: John Ogden  

1920-101 APPROVE ADDED DUTY APPOINTMENTS FOR 2019-20  
BE IT RESOLVED that the following be appointed to positions for the 2019-20 school year:

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<th>Activity</th>
<th>School</th>
<th>Name</th>
<th>No. of Stipends</th>
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<td>I-Team chair (BESTeam)</td>
<td>Beaver Creek</td>
<td>Nicole Goff</td>
<td>1.00</td>
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<td>KEY TEACHER</td>
<td>Beaver Creek</td>
<td>Nicole Goff</td>
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<td>KEY TEACHER</td>
<td>Beaver Creek</td>
<td>Laura Minato</td>
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<td>PBS TEAM CHAIR</td>
<td>Beaver Creek</td>
<td>Raechel Imholt</td>
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<td>Beaver Creek</td>
<td>Laura Minato</td>
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<td>TAG ADVISOR</td>
<td>Beaver Creek</td>
<td>Jennifer Chapman</td>
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<td>TIM (Technical Coordinator)</td>
<td>Beaver Creek</td>
<td>Kirstin Hohensee</td>
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<td>TIM (Technical Coordinator)</td>
<td>Beaver Creek</td>
<td>Andrew Morrow</td>
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<td>I-Team chair (BESTeam)</td>
<td>Candy Lane</td>
<td>Kelly Gavrich</td>
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<td>KEY TEACHER</td>
<td>Candy Lane</td>
<td>Jacinta Ortiz</td>
<td>0.50</td>
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<td>KEY TEACHER</td>
<td>Candy Lane</td>
<td>Kelly Gavrich</td>
<td>0.50</td>
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<td>PBS TEAM CHAIR</td>
<td>Candy Lane</td>
<td>Alisa Doll</td>
<td>1.00</td>
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<td>Candy Lane</td>
<td>Teresa Figgins</td>
<td>1.00</td>
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<tr>
<td>TAG ADVISOR</td>
<td>Candy Lane</td>
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<td>TIM (Technical Coordinator)</td>
<td>Candy Lane</td>
<td>Patrick Callero</td>
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<td>Elizabeth Medina</td>
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<td>Gaffney Lane</td>
<td>Debra Chase</td>
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<td>Lodge</td>
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Oregon City School District
School Board Meeting
Consent Agenda Continued

1920-405 Approve Out of District and Overnight Travel

Contact: Larry Didway

Discussion:
The listed group has requested approval to travel outside of the District and stay overnight. The request has the support of the administration.

Recommendation:
Approve

1920-405 APPROVE OUT OF DISTRICT AND OVERNIGHT TRAVEL
BE IT RESOLVED that the following travel be approved:

- September 20-21, 2019: Oregon City Cross Country (OCXC), Race Event, South Whidbey High School, Whidbey Island, WA
- October 19-20, 2019: OCHS Master Choir Retreat, Eagle Fern Camp, Estacada, OR
- November 15-16, 2019: OCHS JROTC, Drill Competition, Tacoma WA
- January 17-18, 2020: OCHS JROTC, Drill Competition, Shelton, WA
- February 5-8, 2020: OCHS JROTC, JROTC Army Marksmanship Nationals, Chandler, AZ
- February 14-15, 2020: OCHS JROTC, Drill Competition, Spanaway, WA
- March 12-17, 2020: OCHS JROTC, St. Patrick's Day Parade with HS Band, Philadelphia, PA/Washington DC
- March 20-21, 2020: OCHS JROTC, Drill Conference Championship, Puyallup, WA
- May 13-17, 2020: OCHS JROTC, JROTC Cadet Leadership Camp, Warrenton, OR
- June 21-25, 2019: OCHS JROTC, NW Youth Leadership Conference, Pacific Lutheran University, Parkland, WA
- July 5-11, 2020: OCHS JROTC, The Nationals Drill Camp, College Station, TX

Contact: Rick Larson

WHEREAS, the Oregon City School District No. 62 (hereinafter referred to as "the District") is authorized and responsible for the establishment, operation and maintenance of public school real properties and facilities for the use and benefit of the District's constituencies, including its students, and the general public; and, pursuant to that authority, the District owns and operates Ogden Middle School at a campus commonly known as 14133 S. Donovan Road in Clackamas County, Oregon; and,

WHEREAS, in the course of other work being conducted at the Ogden campus, it has been discovered that a portion of the observed east property line between the Ogden campus and the adjoining property differs from the boundary described in the survey and recorded deeds demarcating the two parcels; and

WHEREAS, the consideration and recommendation of the Superintendent and his staff is that it is in the best interest of the Ogden campus, and for the District as a whole, under the totality of the circumstances now existing, to conform the officially described property line to what is the observed line by amending the surveyed, described and deeded ownership of the adjoining parcels, in exchange for the payment of fair market value consideration; and

WHEREAS, the District has received an offer from the adjoining property owner to purchase the excluded area for the price of $13,786.13, which in the consideration of the Superintendent and his staff is the fair and reasonable value of the real property in said area; and

WHEREAS, the Board of Directors of the District, having considered and deliberated at a public meeting the public interest and necessity of accurately describing the ownership and location of the actual boundary between the two parcels, for the use, safety and benefit of the Ogden campus, and for the benefit of the District, its constituencies and the general public, which the Board determines to be most compatible with the greatest public good; now, therefore --

BE IT RESOLVED BY THE OREGON CITY SCHOOL DISTRICT No. 62 THAT:

The Superintendent, or his designated representative, is authorized and instructed, for a period of six months beginning this date, to negotiate for and convey, by lot line adjustment or other method as the Superintendent shall determine to be expedient, that portion of the real property titled to the District not used for the orderly and safe operation of the Ogden campus that would be better incorporated into the parcel described in Clackamas County Official Records Document No. 2004-022943, to the owner of said other parcel, at the price of $13,077.96, reserving unto the District such easements and encumbrances as may be necessary for the District's means and purposes, and to take such further action as may be reasonable and necessary to carry out the purpose and intent of this Resolution as they shall determine.

Considered and enacted at the regular meeting of the Board of Directors of the Oregon City School District No. 62 on the 9th day of September 2019.
Oregon City School District
School Board Meeting

1920-406 Adopt Oregon City School Board Policy Section I

Contact: Mary Larson

Discussion:
Policies AC, AC-AR, EFAA-AR, GBDA, GCDA/GDDA, GCDA/GCDA-AR, IGAI, IICC, JED, JECF, JFCJ, JGAB, JGAB-AR, delete-JHFDA, delete-JHFDA-AR 1, delete-JHFDA-AR 2, and KL were presented at the August 12, 2019 regular meeting for first reading and are recommended for adoption.

Recommendation:
Approve

1819-432 ADOPT OREGON CITY SCHOOL BOARD POLICIES
### POLICY READINGS
September 9, 2019
2019 POLICY UPDATE

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<td>IGAI</td>
<td>Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education**</td>
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The following symbol(s) are used on some policies:

* May be subject to collective bargaining.

** 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.
OSBA Model Sample Policy

Code: AC

Adopted:

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual’s perceived or actual race\(^1\), color, religion, sex, sexual orientation\(^2\), national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans’ status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans’ status of any other persons with whom the individual associates.

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

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

The superintendent shall appoint and make known the individuals at the district to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Titles VI, Title IX and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues\(^3\), and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district’s administrative office and available on the home page of the district’s website.

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

END OF POLICY

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\(^1\) Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047.

\(^2\) “Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated with the individual’s sex at birth.

\(^3\) Districts are required to notify students and employees of the name, office address and telephone number of the employee or employees appointed.
Legal Reference(s):

| ORS 174.100 | ORS 659A.006 | ORS 659A.409 |
| ORS 192.630 | ORS 659A.009 | OAR 581-002-0001 – 002-0005 |
| ORS 326.051(1)(e) | ORS 659A.029 | OAR 581-021-0045 |
| ORS 408.230 | ORS 659A.030 | OAR 581-021-0046 |
| ORS 659.805 | ORS 659A.040 | OAR 581-021-0047 |
| ORS 659.815 | ORS 659A.103 - 659A.145 | OAR 581-021-0049 |
| ORS 659.865 | ORS 659A.236 | OAR 581-022-2370 |
| ORS 659.870 | ORS 659A.309 | OAR 839-003 |
| ORS 659A.003 | ORS 659A.321 |  |

OSBA Model Sample Policy

Code: AC-AR
Adopted:

Discrimination Complaint Procedure

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

Step 1: Complaints may be oral or in writing and must be filed with the Building or Department Administrator. Any staff member that receives an oral or written complaint shall report the complaint to the Building or Department Administrator.

The Building or Department Administrator shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within 10 school days of receipt of the complaint.

Any staff member that receives a written or oral complaint shall report the complaint to the [principal].

Step 2: If the complainant wishes to appeal the decision of the [principal], he/she/the complainant may submit a written appeal to the superintendent or designee within five school days after receipt of the Building or Department Administrator’s response to the complaint.

The superintendent or designee may review the Building or Department Administrator’s decision within five school days and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the Building or Department Administrator’s decision and respond in writing to the complainant within 10 school days.

Step 3: If the complainant is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent’s or designee’s response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may meet with the concerned parties and their representative at a Board meeting. The Board’s decision will be final and will address each allegation in the complaint and contain reasons for the Board’s decision. A copy of the Board’s final decision shall be sent to the complainant in writing or electronic form within 10 days of this meeting.

If the Building or Department Administrator is the subject of the complaint, the individual may start at Step 2 and should file a complaint with the superintendent or designee.

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

Complaints against the Board as a whole or against an individual Board member, may start at Step 3 and should be made submitted to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at Step 3 and be made referred directly to the Board vice chair.
The timelines established in each step of this procedure may be extended based upon mutual consent of both parties, the district and the complainant. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

If the complainant, is a person who resides in the district or is a parent or guardian of a student who attends school in the district is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days, whichever occurs first, of the initial filing of the complaint, he/she may appeal in writing to the Superintendent of Public Instruction under the district’s final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-021-0049581-002-0001 – 002-0023.

^ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).
DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint    Date    School or Activity

Student/Parent □   Employee □   Nonemployee □   Job applicant □   (Job applicant)   Other □   ________________

Type of discrimination:

☐ Race  ☐ Mental or physical disability
☐ Color  ☐ Marital status
☐ Religion  ☐ Familial status
☐ Sex  ☐ Economic status
☐ National or ethnic origin  ☐ Veterans’ status
☐ Age  ☐ Sexual orientation
☐ Sexual orientation  ☐ Pregnancy
☐ Discriminatory use of a Native American mascot  ☐ Other ________________

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

Who should we talk to and what evidence should we consider? ____________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Suggested solution/resolution/outcome: ____________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

This complaint form should be mailed or submitted to the building or department administrator.

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

Code: EFAA-AR
Adopted:

Reimbursable Meals and Milk Programs
(National School Lunch Program, School Breakfast Program, Special Milk Program and other meal programs)

The district’s nutrition and food services will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. The district may operate the Special Milk Program (SMP) at schools where students do not have access to program meals. Under SMP, the district will choose one of the following options:
   a. Nonpricing (serve SMP milk at no charge to all students);
   b. Pricing programs without a free option (charge all students for SMP milk); or
   c. Pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP milk who do not qualify for free milk based on the household’s application or direct certification from Supplemental Nutrition Assistance Programs (SNAP)).

2. Reimbursable meals and afterschool snacks will be priced as a unit.

3. Reimbursable meals and afterschool snacks will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced-price meals.

4. Annually, the district will establish prices for reimbursable student meals and afterschool snacks. The price charged to students who do not qualify for free or reduced-price meals or free milk will be established annually by the district in compliance with state and federal laws.

5. The price charged to students who qualify for reduced-price meals will be established annually by the district in compliance with state and federal laws.

Application Procedures

1. Households receiving SNAP or Temporary Assistance to Needy Families (TANF) benefits as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals for the students listed on the official document. Districts must access this document at least three times per year.

2. Students receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, will be automatically eligible for free meals for the students listed on the official documents.

3. Households that submit a confidential application will be notified of their student’s eligibility for free or reduced-price meals. Households that are denied free or reduced-price benefits will be notified in writing using the ODE template letter distributed to the district annually.
4. On a case-by-case basis when a student is known to be eligible for free or reduced-price meal benefits, and the household fails to submit a confidential application, the superintendent or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced-price meal benefits. Parents of a student approved for free or reduced-price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.

5. Students who do not qualify for free or reduced-price meal are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and will be charged “paid” prices set by the district. “Paid” category students will be treated equally to students receiving free or reduced-price benefits in every aspect of the district’s NSLP, SBP, Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP).

6. The district has established a fair hearing process under which a household can appeal a decision with respect to the household’s application for benefits or any subsequent reduction or termination of benefits.

7. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced-price meals to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The district will maintain a nonprofit school nutrition and food service operation.

2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP, SBP, CACFP and SFSP.

3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district’s nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.1

4. District nutrition and food services revenues will not be used to purchase land or buildings.

5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.

6. The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services’ cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.

7. The district will meet the requirements for allowable NSLP, SBP, CACFP and SFSP costs as described in 2 C.F.R. 200.

8. In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work,

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1 For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.
invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.

9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.

10. In the operation of its nutrition and food services program, the district will purchase food products where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.

Civil Rights and Confidentiality Procedures

1. The district will not discriminate against any student because of his/her eligibility for free or reduced-price meals.

2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, marital status, sex, sexual orientation, parental status, religion, age or disability.

3. The district will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.

4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP, SBP, CACFP and SFSP benefits and services, and employment practices with regard to the operation of its NSLP, SBP, CACFP and SFSP. The district will forward any civil rights complaint regarding the district’s nutrition and food services to ODE’s director of Child Nutrition Programs within three days of receiving the complaint.

5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.

6. The district will maintain strict confidentiality of all information obtained through a confidential application for free and reduced-price meals or direct certification, including students’ eligibility for free or reduced-price meals and all household information. The district’s NSLP, SBP, CACFP and SFSP operators are not required to release any information from a student’s confidential application for free or reduced-price meals. No information may be released from a student’s eligibility information without first obtaining written permission from the student’s parent or legal guardian/adult household member signing the application, except as follows:

   a. An individual student’s name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, CACFP, SFSP or SNAP;

   b. Any other confidential information contained in the confidential application for free and reduced-price meals or free milk (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer the NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or
local law enforcement officials investigating alleged violation of any of the programs listed above.

**Nutrition and Menu Planning**

1. Meals and afterschool snacks served for reimbursement will meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and Oregon Smart Snacks Standards.

2. Meals and afterschool snacks served for reimbursement will meet at least the minimum NSLP, and SBP, CACFP, SFSP requirements for food items and quantities.

3. Meals served for reimbursement will:
   a. Meet all calorie range requirements by grade level;
   b. Meet the maximum standards set for saturated fat;
   c. Meet the maximum standards set for sodium by grade level; and
   d. Meet the requirement for zero grams of trans fats.

4. The district will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.

5. The district will use the offer versus serve option when serving program breakfasts to senior high school students. High school students must take at least three of four food items, including one-half cup of fruit or vegetable offered in program breakfasts.

6. The district will use the offer versus serve option when serving program lunches to students below senior high school grades. Students below high school grades will be required to take three of the five food items, including one-half cup of fruit or vegetable offered in program lunches.

7. The district will use the offer versus serve option when serving program breakfasts to students below senior high school grades. Students below high school grades will be required to take three of the four food items, including one-half cup of fruit offered in program breakfasts.

8. A copy of the Board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the district for program breakfasts, as applicable, will be made available upon request.

**Use and Control of Commodity Foods**

1. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the NSLP and SBP, SFSP.

2. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.

3. The value of commodity foods used for any food production other than NSLP, SBP, SFSP or afterschool snacks shall be replaced in the food service inventory.

**Accuracy of Reimbursement Claims**
1. The district will claim reimbursement only for reimbursable meals and afterschool snacks served to eligible children.

2. All meals and afterschool snacks claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meal and afterschool snack meets NSLP, SBP, CACFP and SFSP requirements for reimbursement.

3. The person responsible for determining if the meals and afterschool snacks are reimbursable will be trained to recognize a reimbursable meal.

4. The district official signing the claim for reimbursement will review and analyze monthly meal and afterschool snack counts to ensure accuracy of the claim, before submitting the claim to ODE.

5. Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

Food Safety and Sanitation Inspections

1. The district will maintain necessary facilities for storing, preparing and serving food and milk.

2. Semiannually, the district will schedule food safety inspections with the county Environmental Health Department for each school or dining site under its jurisdiction.

3. The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP/SMP Requirements

1. The district will ensure that no student is denied a meal as a disciplinary action.

2. Breakfast will be served in the morning hours, at or near the beginning of the student’s school day.

3. Lunch will be served between the hours of 10 a.m. and 2 p.m.

4. The district will provide substitute foods for students with a disability that restricts their diet when supported by a written statement from a state-licensed health care professional, who is authorized to write medical prescriptions. Substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child’s impairment so its effect on the student’s diet is understood, and what must be done to accommodate the impairment. The district will not charge more than the price of the school meal, as determined by the child’s eligibility status, for meals with the accommodation.

5. The district will control the sale of competitive foods.

6. The district will ensure that potable water will be available to students, free of charge for consumption in the place where meals are served during meal service.

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2 To comply with Section 504 as it relates to a student’s severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.
The district will notify all households and appropriate staff of its meal charge requirements at the beginning of each school year, upon enrollment of a student or the transfer of a student. The meal charging requirements will be published in the student/parent handbook.

Regardless of the ability to pay, a student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student’s parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to parents or guardians, only.

The sale of foods in competition with the district’s lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district’s nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.

8. Students will be charged for second servings of meals or portions of meals served.

Record Keeping

The following documents will be maintained by the district for three years after the current school year or longer, in the event of an unresolved audit(s), until the audit(s) has been completed:

1. All currently approved and denied confidential applications for free and reduced-price meals, all current direct certification documents, eligibility verification documents and school membership or enrollment lists;

2. Financial records that account for all revenues and expenditures of the district’s nonprofit nutrition and food services programs, including procurement documents;

3. Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all program and competitive foods available for sale to students at a school campus;

4. Documents of participation data (i.e. meal counts) from each school in the district to support claims for reimbursement;

5. Production and menu records;

6. Records to document compliance with Paid Lunch Equity;

7. Records to document compliance with Revenue from Nonprogram Foods; and

8. Internal program monitoring documents for NSLP, SBP, afterschool snacks CACFP and SFSP.
OSBA Model Sample Policy

Code: GBDA

Adopted:

**Mother-Friendly Expression of Milk or Breast-feed in the Workplace ***

(This applies to a district that employs 2510 or more employees)

The district recognizes that a normal and important role for mothers is to have the option and ability to express milk or breast-feed in the workplace. When possible an employee must give reasonable notice of the intent to express milk or breast-feed to Director of Human Resources. Unless otherwise agreed upon by the district and the employee, the district shall provide the employee a 30 minute rest period to express milk or breast-feed during each 4 hour work period, or the major part of a 4 hour work period, to be taken by the employee approximately in the middle of the work period. The district shall provide the employee a reasonable rest period to express milk or breast-feed each time the employee has a need to express milk or breast-feed. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee’s work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. “Close proximity” means within walking distance from the employee’s work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee’s work area, the district may not include the time taken to travel to and from the location as part of the break period.

The following locations have been identified in each facility for milk expression or breast-feeding:

1. District office: designated conference room;
2. Name of elementary school: Candy Lane, Jennings Lodge, McLoughlin, Redland, Beaver Creek, Gaffney Lane, Holcomb;
3. Name of middle school: Gardiner Middle School, Ogden Middle School;
4. Name of high school: Oregon City High School, Clackamas Academy Industrial Arts, Oregon City School Learning Academy;
5. TMF or Transportation Maintenance Facility;

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1 The designated language identified in this model policy is a requirement of law, but language is not required to be in policy.

2 The list of designated locations and facilities is required to be in policy as per Oregon Revised Statute (ORS) 653.077(10)(b).

3 Must list all elementary schools if more than one within the district.

4 Must list all middle schools if more than one within the district.

5 Must list all high schools if more than one within the district.
6. Jackson Campus, including Jackson Preporatory, Staff, Offices, Barclay School including all programs.

END OF POLICY

Legal Reference(s):

ORS 243.650
ORS 653.077
ORS 653.256
OAR 839-020-0051
In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired employees not requiring licensure under Oregon Revised Statute (ORS) 342.223 to undergo a criminal records check and/or fingerprinting as required by law. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting as established by Board policy and as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

As required by state law, a criminal records check and/or fingerprinting-based criminal records checks shall be required of the following individuals:

1. All district individuals employed as or by a contractor and their employees and considered by the district to have direct, unsupervised contact with students;

2. All district contractors and their employees who provide early childhood special education or early intervention services in accordance with rules established by the Oregon Department of Education, Child Care Division;

3. Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day;

4. Any individual who is an employee of a public charter school and not requiring licensure under ORS 342.223; and

5. Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

The district will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms.

The district shall require a nationwide fingerprint-based criminal records check based on fingerprinting for volunteers with allowed direct, unsupervised contact with students, in the following positions:

1. Head coach;

Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

Subject individuals and requirements are further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

Revised 7/18/19 | PH
Criminal Records Checks and Fingerprinting * – GCDA/GDDA 1-3
2. Assistant coach;
3. Overnight chaperone;

The identity of a subject individual requiring fingerprinting will be provided by the district to the authorized fingerprinter for verification. The procedure for processing fingerprint collection is further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

A subject individual shall be subject to the collection of fingerprinting information, only after acceptance of the offer of employment or contract from the district and may be charged a fee by the district. A subject individual may request the fee be withheld from the amount otherwise due the individual.

The district shall begin the employment of a subject individual or terms of a district contractor on a probationary basis pending the return and disposition of the required criminal records checks.

When the district is notified of a subject individual who has been convicted of any crimes prohibiting employment or contract will be terminated and/or the individual will not be employed or contracted, or if employed will be terminated. When the district is notified of a subject individual who knowingly made a false statement as to the conviction of any crime, the individual may not be employed or contracted with by the district, or if employed by the district may be terminated. A subject individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law may not be employed or contracted with by the district. A subject individual who knowingly made a false statement as to the conviction of any crime [may] [will not] be employed or contracted with by the district.

The district’s use of criminal history must be relevant to the specific requirements of the position, services or employment.

Fees associated with a criminal records check and/or fingerprinting may be charged.

The superintendent shall develop administrative regulations as necessary to meet the requirements of law.

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case and will be notified of such in writing by ODE. Under ORS 183.413 – 183.470.

A volunteer required to submit to a fingerprint-based criminal records check may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, if the results of the background check were provided by ODE or ODE’s vendor and will be notified of such in writing by ODE. Under ORS 183.413 – 183.470.

END OF POLICY
**OSBA Model Sample Policy**

**Criminal Records Checks and Fingerprinting**

**Requirements**

1. **Any individual newly hired employee** and not requiring licensure under Oregon Revised Statute (ORS) 342.223, such as a teacher, administrator, personnel specialist or school nurse, shall be required to undergo a nationwide criminal records check and fingerprinting.

2. **Any individual applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years** shall be required to undergo a nationwide criminal records check and fingerprinting with TSPC.

3. **Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist** shall be required to undergo a nationwide criminal records check and fingerprinting with TSPC.

4. **Any district individual hired as or by a contractor and its employees** hired into a position having direct, unsupervised contact with students as determined by the district shall be required to undergo a nationwide criminal records check and fingerprinting.

   The superintendent will identify district contractors who are present on district property and regularly interact with students and are subject to such requirements.

5. **Any contractor or an employee of the contractor who provides early childhood special education or early intervention services** shall be required to undergo a nationwide criminal records check and fingerprinting with the Oregon Department of Education (ODE), Child Care Division.

6. **Any community college faculty member providing instruction at the site of an early childhood education program, a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day** shall be required to undergo a nationwide criminal records check and fingerprinting.

7. **Any individual who is an employee of a public charter school not requiring licensure under ORS 342.223** shall be required to undergo a nationwide criminal records check and fingerprinting.

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1 Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

2 A person hired as or by a contractor’s employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.
8.7. Any individual authorized volunteer allowed by the district for volunteer service into a position allowing that has possible direct, unsupervised contact with students shall be required to undergo an Oregon in-state criminal records check.

9.8. Any volunteer allowed to have direct, unsupervised contact with students, into a volunteer position identified in Board policy by the district as requiring fingerprinting a fingerprint-based criminal records check, shall be required to undergo a nationwide state and national criminal records check and fingerprinting based on fingerprints.

10.9. Any individual authorized by the district for volunteer service that is not likely to have direct, unsupervised contact with students will be required to undergo an Oregon in-state criminal records check.

Exceptions

A newly hired employee is not subject to fingerprinting if the district has evidence on file that the newly hired employee was previously checked through an Oregon and a FBI successfully completed a state and national criminal records check by for a previous employer that was a school district or private school, and has not resided outside the state between the two periods of employment.

Evidence of the prior check will be either a copy of the criminal records check or a written statement of verification from a supervisor or officer of the previous employer.

Furthermore:

1. The ODE or TSPC verification of a previous check shall be acceptable only in the event the district can demonstrate records are not otherwise available; and

2. The district shall maintain evidence that the employee has not resided outside the state during the interval between the two periods of time working in the district.

Notification

1. The district will provide the following notification to individuals subject to criminal records checks and/or fingerprinting:

   a. Such criminal records checks and/or fingerprinting are required by law or Board policy;
   b. Any action resulting from such checks completed by the Oregon Department of Education (ODE) that impact employment, contract or volunteering may be appealed as a contested case to ODE;
   c. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;
   d. A refusal to consent to a required criminal records check and/or fingerprinting shall result in immediate termination from employment or the ability to volunteer in the district;
   e. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts or ODE forms may result in immediate termination from employment or contract status;
   f. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status;

3 If the district allows volunteers to have direct, unsupervised contact with students, districts are required to conduct criminal background records checks on these volunteers.

4 See policy GCDA/GDDA – Criminal Records Checks and Fingerprinting.

5 Any individual hired within the last three months.
g. A volunteer candidate who knowingly made a false statement or has been convicted of any of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number may result in immediate termination from the ability to volunteer in the district.

2. The district will provide the written notice described above through such means such as staff handbooks, employment applications, contracts or volunteer forms.

Processing and Reporting Procedures

1. Immediately following an offer and acceptance of employment or contract, any individual subject to criminal records checks and/or fingerprinting shall complete the appropriate forms or requirements as approved by ODE (information available through the district) authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.

2. All individuals subject to fingerprinting pursuant to state law are required to report to an authorized fingerprinter for fingerprinting as directed by the district.

3. Fingerprints may be collected by one of the following:

   a. Employing district staff;
   b. Contracted agent of employing district; or
   c. Local or state law enforcement agency.

   The individual subject to fingerprinting shall be subject only after acceptance of an offer of employment or contract.

4. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.

5. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime, has knowingly made a false statement as to conviction of any crime or has a conviction of a crime prohibiting employment, or contract or volunteering.

6. A copy of the fingerprinting results will be kept by the district.
Fees

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district and not requiring licensure, including persons hired as or by contractors\(^6\) and their employees, shall be paid by the individual.

2. [Fees are payable [prior to] [within [three] working days of] beginning employment, volunteer service or contract.]

3.2. Fees associated with required criminal records checks for volunteers shall be paid by the district.

Termination of Employment or Withdrawal of Employment/Contract Offer/Volunteer Status

1. Any subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent of district upon:
   a. Refusal to consent to a criminal records check and/or fingerprinting; or
   b. Notification\(^7\) from the Superintendent of Public Instruction or designee that the employee has a conviction of any crimes prohibiting employment with the district as specified by law listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.

2. Any subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law may be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction or designee that the employee has knowingly made a false statement as to the conviction of any crime.

3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

4. Any volunteer who will be allowed to have direct, unsupervised contact with students that refuses to submit, when required, to a required criminal records check or a fingerprint-based criminal records check to acquire or maintain such a volunteer status in the district in accordance with law and/or Board policy will be denied such ability to volunteer in the district.

5. If the district has been notified by the Superintendent of Public Instruction that an individual volunteer knowingly made a false statement or has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual may be denied the ability to volunteer.

6. Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

Appeals

\(^6\) A person hired as or by a contractor’s and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

\(^7\) Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.
An subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case and will be notified of such in writing by ODE under ORS 183.413 – 183.470.

A volunteer required to submit to a fingerprint-based criminal records check may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, if the results of the background check were provided by ODE or ODE’s vendor and will be notified of such in writing by ODE under ORS 183.413 – 183.470.
OSBA Model Sample Policy

Code: IGAI
Adopted:

**Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education**

The district shall provide an age appropriate, comprehensive plan of instruction focusing on human sexuality, HIV/AIDS and sexually transmitted infections and disease prevention in elementary and secondary schools as an integral part of health education and other subjects. Course material and instruction for all human sexuality education courses that discuss human sexuality shall enhance a student’s understanding of sexuality as a normal and healthy aspect of human development. A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. The district must provide a minimum of four instructional sessions annually; one instructional session is equal to one standard class period. In addition, the HIV/AIDS and sexually transmitted infections and disease prevention education and the human sexuality education comprehensive plan shall provide adequate instruction at least annually, for all students in grades 6 through 8 and at least twice during grades 9 through 12.

Parents, teachers, school administrators, local health departments staff, other community representatives and persons from the medical community who are knowledgeable of the latest scientific information and effective education strategies shall develop the plan of instruction and align it with the Oregon Health Education Standards and Benchmarks.

The Board shall approve the plan of instruction and require that it be reviewed and updated biennially in accordance with new scientific information and effective educational strategies.

Parents of minor students shall be notified in advance of any human sexuality or AIDS/HIV instruction. Any parent may request that his/her child be excused from that portion of the instructional program under the procedures set forth in Oregon Revised Statute (ORS) 336.035(2).

The comprehensive plan of instruction shall include the following information that:

1. Promotes abstinence for school age youth and mutually monogamous relationships with an uninfected partner for adults;
2. Allays those fears concerning HIV that are scientifically groundless;
3. Is balanced and medically accurate;
4. Provides balanced, accurate information and skills-based instruction on risks and benefits of contraceptives, condoms and other disease reduction measures;
5. Discusses responsible sexual behaviors and hygienic practices which may reduce or eliminate unintended pregnancy, exposure to HIV, hepatitis B/C and other sexually transmitted infections and diseases;
6. Stresses the risks of behaviors such as the sharing of needles or syringes for injecting illegal drugs and controlled substances;

7. Discusses the characteristics of the emotional, physical and psychological aspects of a healthy relationship;

8. Discusses the benefits of delaying pregnancy beyond the adolescent years as a means to better ensure a healthy future for parents and their children. The student shall be provided with statistics based on the latest medical information regarding both the health benefits and the possible side effects of all forms of contraceptives including the success and failure rates for prevention of pregnancy, sexually transmitted infections and diseases;

9. Stresses that HIV/STDs and hepatitis B/C can be possible hazards of sexual contact;

10. Provides students with information about Oregon laws that address young people’s rights and responsibilities relating to childbearing and parenting;

11. Advises students of consequences of having sexual relations with persons younger than 18 years of age to whom they are not married;

12. Encourages family communication and involvement and helps students learn to make responsible, respectful and healthy decisions;

13. Teaches that no form of sexual expression or behavior is acceptable when it physically or emotionally harms oneself or others and that it is wrong to take advantage of or exploit another person;

14. Teaches that consent is an essential component of healthy sexual behavior. Course material shall promote positive attitudes and behaviors related to healthy relationships and sexuality, and encourage active student bystander behavior;

15. Teaches students how to identify and respond to attitudes and behaviors which contribute to sexual violence;

16. Validates the importance of one’s honesty, respect for each person’s dignity and well-being, and responsibility for one’s actions;

17. Uses inclusive materials and strategies that recognizes different sexual orientations, gender identities and gender expression;

18. Includes information about relevant community resources, how to access these resources, and the laws that protect the rights of minors to anonymously access these resources; and

19. Is culturally inclusive.

The comprehensive plan of instruction shall emphasize skills-based instruction that:

1. Assists students to develop and practice effective communication skills, development of self-esteem and ability to resist peer pressure;
2. Provides students with the opportunity to learn about and personalize peer, media, technology and community influences that both positively and negatively impact their attitudes and decisions related to healthy sexuality, relationships and sexual behaviors, including decisions to abstain from sexual intercourse;

3. Enhances students’ ability to access valid health information and resources related to their sexual health;

4. Teaches how to develop and communicate sexual and reproductive boundaries;

5. Is research based, evidence based or best practice; and

6. Aligns with the Oregon Health Education Content Standards and Benchmarks.

All sexuality education programs emphasize that abstinence from sexual intercourse, when practiced consistently and correctly, is the only 100 percent effective method against unintended pregnancy, sexually transmitted HIV and hepatitis B/C infection and other sexually transmitted infections and diseases.

Abstinence is to be stressed, but not to the exclusion of contraceptives and condoms for preventing unintended pregnancy, HIV infection, hepatitis B/C infection and other sexually transmitted infections and diseases. Such courses are to acknowledge the value of abstinence while not devaluing or ignoring those students who have had or are having sexual relationships. Further, sexuality education materials, including instructional strategies, and activities must not, in any way use shame or fear-based tactics.

Materials and information shall be presented in a manner sensitive to the fact that there are students who have experienced, perpetrated or witnessed sexual abuse and relationship violence.

END OF POLICY

Legal Reference(s):

ORS 336.035  ORS 339.370 - 339.400  OAR 581-022-2030
ORS 336.107  OAR 581-022-2050
OSBA Model Sample Policy

Code: IICC
Adopted:

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.

Any person volunteer authorized by the district for volunteer service into a position that allows direct, unsupervised contact with students shall be required to undergo an Oregon in-state criminal records check. Any volunteer allowed to have direct, unsupervised contact with students, in a position identified by the district as requiring a fingerprinting-based criminal records check, shall be required to undergo a nationwide state and national criminal records check and fingerprinting based on fingerprints. (See Board policy GCDA/GDDA – Criminal Records Checks and Fingerprinting and its accompanying administrative regulation.) Any person authorized by the district for volunteer service that will not likely have direct, unsupervised contact with students will be required to undergo an Oregon in-state criminal records check.

Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

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

Legal Reference(s):

ORS Chapter 243
ORS 326.607
ORS 332.107

OAR 581-021-05020510 – 021-0512
OAR 839-020-0005

OSBA Model Sample Policy

Code: JED

Adopted:

Student Absences and Excuses**

It is the student’s responsibility to maintain regular attendance in all assigned classes. A student’s absence from school or class will be excused under the following circumstances:

1. Illness of the student, 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 Forces¹ 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. Medical (dental) appointments. Confirmation of appointments may be required;
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify a parent or 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 will develop procedures whereby those students who are considered truant may be subject to the following penalties: detention, suspension² and/or ineligibility to participate in athletics or other activities.

END OF POLICY

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):

<table>
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OSBA Model Sample Policy

Code: JFCF
Adopted: 1-4

Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence, and 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.

Harassment, intimidation, or bullying and acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited.

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation or bullying, 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 appropriate remedial action.

Students 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 expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for assaulting or menacing another student or employee, willful damage or injury to district property, or for the use of threats, intimidation, harassment, or coercion against a district employee or another student.

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 principal 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 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.

“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, 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.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation¹, 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 by one or more of the following acts between family and/or household members²:

1. Attempting to cause or intentionally, knowingly, or recklessly causing bodily injury;
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;

¹ “Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual’s sex at birth.

² “Family or household members” means any of the following:
1. Spouses;
2. Former spouses;
3. Adult persons related by blood, marriage or adoption;
4. Persons who are cohabiting or who have cohabited with each other;
5. Persons who have been involved in a sexually intimate relationship with each other within two years immediately preceding the filing by one of them of a petition under Oregon Revised Statute 107.710;
6. Unmarried parents of a child.
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate, or bully.

“Retaliation” means any acts of, including but not limited to, harassment, intimidation or bullying, or cyberbullying toward the victim, a person in response to an actual or apparent reporting of, or participation in the investigation of, harassment, intimidation or bullying, teen dating violence, acts of cyberbullying, or retaliation.

**Reporting**

The building principal/department supervisor will take reports and conduct a prompt investigation of any report of any act of harassment, intimidation or bullying, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of this policy shall immediately report concerns to the building principal/department supervisor 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 vehicle used for district-provided transportation shall immediately report the incident to the building principal/department supervisor. Failure of an employee to report an act of harassment, intimidation or bullying, teen dating violence, or an act of cyberbullying to the building principal/department supervisor 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 harassed, intimidated or bullied, been a victim of teen dating violence or acts of being cyberbullied in violation of this policy is encouraged to immediately report their concerns to the building principal/department supervisor who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report their concerns to the building principal/department supervisor. A report from 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 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 review the actions taken in the initial investigation, in accordance with district complaint procedures.

**Training and Education**

The district shall incorporate into existing training programs for students, 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 new or existing training programs for students in grade 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 harassment, intimidation or bullying, 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 handbook, school and district website, and school and district office. Complaint procedures, 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 ODE.

END OF POLICY

Legal Reference(s):

ORS 107.705  ORS 332.107  ORS 339.254
ORS 166.065  ORS 339.240  ORS 339.351 - 339.368
ORS 166.155 - 166.165 ORS 339.250  OAR 581-021-0046
ORS 174.100(7)  ORS 339.254  OAR 581-022-2310
ORS 332.072  ORS 339.351 - 339.368  OAR 581-022-2370

OSBA Model Sample Policy

Weapons in the Schools**

Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization.

For purposes of this policy, and as defined by state and federal law, “weapon” 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 and presently 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 silencer or any destructive device;

4. A “destructive device” means 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 a signaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but are not 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 patrons.

Replicas of weapons, fireworks and pocket knives 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 pocket knives are subject to seizure or forfeiture.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her 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 have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. 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 found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including 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 age appropriate, and shall provide such information in writing to the student and the parent in accordance with law. The district may also request suspension of a student’s driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. 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 – Discipline of Students with Disabilities and accompanying administrative regulation.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other 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 may 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 ORS 166.370.

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.

“Gun-Free School Zone” signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise excepted by law or this policy, shall be reported to the appropriate law enforcement agency.

END OF POLICY
Legal Reference(s):

| ORS 161.015 | ORS 339.315 | OAR 581-053-0230(9)(k) |
| ORS 166.210 - 166.370 | ORS 339.327 | OAR 581-053-0330(1)(r) |
| ORS 166.382 | ORS 809.135 | OAR 581-053-0430(17) |
| ORS 332.107 | ORS 809.260 | OAR 581-053-0531(16) |
| ORS 339.115 | OAR 581-021-0050 – 021-0075 |
| ORS 339.240 | OAR 581-053-0010(5) |
| ORS 339.250 | OAR 581-053-0630 |

OSBA Model Sample Policy

Code: JGAB
Adopted:

Use of Restraint and or Seclusion

The Board is dedicated to the development and application of best practices within the district’s public educational/behavioral programs. It is the intent of The Board to establishes a policy that defines the circumstances that must exist and the requirements that must be met prior to, during, and after the use of physical restraint and 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, 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 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.

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.
Use of Restraint and Seclusion

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. “Physical Restraint” means the restriction of a student’s actions or movements by one or more persons holding the student or applying physical pressure upon the student or other means.

   “Physical Restraint” does not include:

   a. Touching or holding a student without the use of force for the purpose of directing the student or assisting the student in completing a task or activity. The definition of “physical restraint” does not include the use of mechanical, chemical or prone restraint of a student as these methods are prohibited by Oregon law.

   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” 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.

3. “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.

4. “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.
5. “Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that has not been prescribed by a licensed health professional physician or other qualified health care 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.

6. “Prone restraint” means a restraint in which a student is held face down on the floor.

7. “Supine restraint” means a restraint in which a student is held face up on the floor.

The use of physical restraint and/or seclusion is only permitted as a part of a behavioral support plan when other less restrictive interventions would not be effective and the student’s behavior poses a threat of imminent, serious physical harm to the student or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee [or volunteer] as necessary when the student’s behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student’s behavior poses a threat of imminent, serious physical harm to themselves or to others.

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 utilize the Crisis Prevention Institute (CPI) training program of physical restraints and/or seclusion for use in the district. As required by state regulation, the selected program shall be one approved by the Oregon Department of Education (ODE) and include, but not limited to, positive behavioral support, conflict prevention, de-escalation and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and/or seclusion.

An annual review of the use of physical restraint and seclusion during the preceding school year shall be completed and submitted to the Superintendent of Public Instruction ODE to ensure compliance with district policies and procedures.

The results of the review and annual review report shall be documented and shall include at a minimum:

1. The total number of incidents of physical involving restraint;
2. The total number of incidents of involving seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in physical 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 personnel as a result of the use of physical restraint or seclusion;
7. The total number of students placed in physical restraint and/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 physical restraint and seclusion for each student;
8. The total number of physical restraint and or seclusion incidents carried out by untrained individuals;

9. The demographic characteristics† of all students upon whom physical restraint and 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 Board and 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 public parents and guardians of students of the district shall be notified as to 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, who is a parent or guardian of a student attending school in the district or a person who resides in the district, may appeal a district’s final decision by the Board to the Deputy Superintendent of Public Instruction as provided pursuant to OAR 581-002-0040581-022-2370. This appeal process is identified in administrative regulation KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction.

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 physical restraint or seclusion by district personnel.

END OF POLICY

Legal Reference(s):

† 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.
<table>
<thead>
<tr>
<th>ORS 161.205</th>
<th>ORS 339.300</th>
<th>OAR 581-021-0559</th>
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<tr>
<td>ORS 339.250</td>
<td>ORS 339.303</td>
<td>OAR 581-021-0563</td>
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<td>ORS 339.285</td>
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<td>OAR 581-021-0566</td>
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<td>ORS 339.288</td>
<td>OAR 581-021-0061</td>
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<td>OAR 581-021-0570</td>
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<tr>
<td>ORS 339.297</td>
<td>OAR 581-021-0556</td>
<td>OAR 581-022-2370</td>
</tr>
</tbody>
</table>
OSBA Model Sample Policy

Use of Restraint and/or Seclusion

General Guidelines

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 when physical restraint or seclusion was used on their student, by the end of the day on which the incident occurred.

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 physical restraint and/or seclusion, including:
         (a) The date of the physical restraint or seclusion;
         (b) The times the physical 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 physical restraint or seclusion;
      (3) The efforts used to de-escalate the situation and the alternatives to physical restraint or seclusion that were attempted;
      (4) The names of personnel staff of the public education program district who administered the physical restraint or seclusion;
      (5) A description of the training status of the personnel staff of the district who administered the physical restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
      (6) Timely notification of a debriefing meeting to be held and of the parent’s or guardian’s right to attend the meeting.

3. If the physical restraint or seclusion was administered by a person without training, the administrator district will provide written notice is issued to the parent or guardian of the student that includes the lack of training, along with the reason why a person without training administered the physical restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

4. An administrator will be notified as soon as practicable whenever physical restraint and/or seclusion has been used.

5. If physical 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 physical restraint or seclusion...
continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the public education program district must provide written authorization for the continuation of the physical restraint or seclusion, including providing documentation for the reason the physical restraint or seclusion must be continued. Whenever physical restraint or seclusion extends beyond 30 minutes, personnel staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.

6. A district Physical 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 physical restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.

8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services 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 to the superintendent within 24 hours of the incident, or to the union representative for the affected person, if applicable.

10. The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion. The completed Physical Restraint and/or Seclusion Incident Report Form shall include the following:

   1. Name of the student;
   2. Name of staff member(s) administering the physical restraint or seclusion;
   3. Date of the physical restraint or seclusion and the time the physical restraint or seclusion began and ended;
   4. Location of the physical restraint or seclusion;
5. A description of the physical restraint or seclusion;

6. A description of the student’s activity immediately preceding the behavior that prompted the use of physical restraint or seclusion;

7. A description of the behavior that prompted the use of physical restraint or seclusion;

8. Efforts to de-escalate the situation and alternatives to physical restraint or seclusion that were attempted;

9. Information documenting parent contact and notification; and

10. A summary of the debriefing meeting held.

Physical 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 personnel, including a behavioral specialist and a district representative who is familiar with the physical restraint and seclusion training practices adopted by the district.

3. Prior to the implementation of any behavioral support plan that includes physical restraint and/or seclusion, a functional behavioral assessment must be completed. The assessment plan must include an individual threshold for reviewing the plan.

4. 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.

Use of physical restraint and/or seclusion in an emergency by school administrator, staff or volunteer to maintain order or prevent a student from harming himself/herself, other students or school staff.

Use of physical restraint and/or seclusion under these circumstances with a student who does not have physical 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.
Suspension of a Student’s Driving Privileges**

(Policy required if the district may utilize this process under ORS 339.254.)

Conduct

The superintendent [or Board] may, under Oregon Revised Statute (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 or guardian 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:

DELETE. ORS 339.254 and 339.257 Repealed.
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 339.250    ORS 807.066
ORS 332.061    ORS 339.254    ORS 807.240
ORS 336.615 to -336.665    ORS 339.257    OAR 581-021-0065
ORS 339.240    ORS 807.065    OAR 581-021-0070
OSBA Model Sample Policy

Code: JHFDA-AR(1)
Revised/Reviewed:

Request for Suspended Driving Privileges - Conduct

DELETE. ORS 339.254 and 339.257 Repealed.

Name of Student

Address of Student

Date of Birth ODL Number (if applicable)

Number of requests to suspend driving privileges on this student: □ one □ two or more

Type of privilege requested for suspension:

□ Driving privileges
□ Application for driving privileges

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]
□ [Other]
□ 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; for use of threats, intimidation, harassment or coercion against a district employee or another student; or possessing, using or delivering any controlled substance or for being under the influence of any 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: ________________________________

4/17/17 PH
OSBA Model Sample Policy

Code: JHFDA-AR(2)

Notice of Student Withdrawal from School

DELETE. ORS 339.254 and 339.257 Repealed.

<table>
<thead>
<tr>
<th>Student Name (Print Last, First, Middle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Address</td>
</tr>
<tr>
<td>Date of Birth (MM/DD/YYYY)</td>
</tr>
</tbody>
</table>

This is a notification that the above named student has withdrawn from school per ORS 339.257. We have established a policy that complies with ORS 339.257 which includes a provision allowing the student to appeal our decision to notify the Department of Transportation of their withdrawal from school.

<table>
<thead>
<tr>
<th>Name of School District or Private School</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City, State</td>
</tr>
</tbody>
</table>

Title:
- School District Superintendent
- School Board Member/Superintendent
- Authorized Representative of Private School

Name of Authorized Person (Please Print)

Signature  Date

735-7186 (4-15)  White copy – DMV, Yellow copy – School  Form STK# 300161

Send to:  DMV Driver Suspension
          1905 Lana Ave NE
          Salem OR  97314

1 Request required form from DMV.

4/17/17 | PH  Notice of Student Withdrawal from School – JHFDA-AR(2)
OSBA Model Sample Policy

Code: KL
Adopted:

Public Complaints */**

Members of the public, parents of students who attend school in the district, persons who reside in the district, staff and students are encouraged to make their concerns complaints known to the district and to give the district an opportunity to review those concerns and respond to them. Complaints about instructional or learning materials, staff members, discipline, alleged violation of State standards, restraint and/or seclusion or retaliation against a student or a student’s parent who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation, should approach the principal and, if possible, resolve the problem complaint at this level.

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

Complaints about Board policy or administrative regulations should be referred directly to the superintendent.

Complaints against the principal may start at step 3 and should be filed with the superintendent. (See KL-AR(1) – Public Complaint Procedure)

Complaints against the superintendent may start at step 4 and 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 may start at step 4 and should be referred to the Board chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure)

Complaints against the Board chair may start at step 4 and should be referred directly to the Board vice chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure)

When a complaint is made directly to the Board or to an individual Board member, it will generally be referred to the superintendent for evaluation and possible investigation. A Board member shall not attempt to consider such complaints in any official capacity acting as an individual Board member.

If the person(s) having a complaint fails to resolve the concern with the principal or the superintendent, the person may request that the matter be referred to the Board in any step of the complaint process. The complainant may request that it be moved on to the next step in accordance with the established procedure (See KL-AR(1) – Public Complaint Procedure). If the Board deems it advisable, it may provide for a hearing of the complaint at an official meeting of the Board.

The superintendent shall develop administrative regulations designed to encourage the timely resolution of public complaints while providing a system of review which will allow both the complainant and other affected parties an opportunity to be heard. (See KL-AR(1) – Public Complaint Procedure)
If a complainant, who is a parent or guardian of a student who attends school in the district, is or a person who resides in the district, alleges a violation of Oregon Administrative Rules, Chapter 581, Division 22 (Division 22 State 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 may have appeal rights with the district’s final decision to the Deputy Superintendent of Public Instruction as outlined under OAR 581-002-0040 - 581-002-0023.

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR—Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.

END OF POLICY

Legal Reference(s):

1 An appeal must meet the criteria found in OAR 581-002-0005(1)(a).
Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Oregon City School District
School Board Meeting

1920-04 Approve Memorandum of Understanding between the Oregon School Employees Association and the Oregon City School Board

Contact: John Ogden

Discussion: This resolution confirms an agreement has been reached between the Oregon City School District and the Oregon School Employees Association to implement a range change salary increase for the 2019-2020 school year. The agreement was ratified by the OSEA Association members in August.

- The district agrees to begin paying bus drivers according to the attached salary schedule. (See MOU)
- The ratification of the agreement took place on August 23, 2019 by the members of the OSEA chapter.

This agreement is in effect until ratification of a new contract.

See the attached Memorandum of Understanding between the Oregon School Employees Association and the Oregon City School Board.

Recommendation:
Approve

1920-04 APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN THE OREGON SCHOOL EMPLOYEES ASSOCIATION AND THE OREGON CITY SCHOOL BOARD
BE IT RESOLVED that the proposed Memorandum of Understanding be approved.
MEMORANDUM OF UNDERSTANDING
between
OREGON CITY SCHOOL DISTRICT #62
and
Oregon School Employee Association

The Oregon City School District (hereafter referred to as the "District") and the Oregon School Employee Association (hereafter referred to as the "Union") in an effort to work collaboratively on recruiting and retaining highly qualified bus drivers and special needs drivers / contracted sub-drivers. The parties involved recognize the wage disparity between neighboring districts and Oregon City S.D. This has created a crisis, as OCSD has been unable to secure qualified drivers to transport students safely to and from school. Therefore the parties hereby agree to what is outlined below:

1) The District and the Union agree to modify Article 9 – Compensation of the 2018-2019 collective bargaining agreement to increase wages for highly qualified bus drivers and special needs drivers / contracted sub-drivers. This increase allows for the funding of a range change on July 31st, 2019. The 2019-2020 school year changes will impact the following ranges:

Range 12A will become Range 12T step A and start at $18.51
Range 13A will become Range 13T step A and start at $19.43

2) All highly qualified drivers in Ranges 12 and 13 who are below 12T and 13T Step A, on 7/31/19 will be moved to salary schedule 12T Step A and 13T Step A (23 members). Drivers whose hourly rate on 7/31/19 is at or above 12T/13T Step A will be provided with step(s) to result in a wage one step higher than their current rate. (example: 12 Step G would move to 12T Step C)
   • Drivers above Salary Range 12T and 13T on 7/31/19 will receive one (1) additional step.
   • Drivers currently above Salary Range 12T and 13T on 7/31/19 and with ten (10) years of seniority will receive two (2) additional steps.
   • Drivers currently above Salary Range 12T and 13T on 7/31/19 and with fifteen (15) years of seniority will receive three (3) additional steps.

3) Article 9.1 modification for this MOU shall read "effective 2019-20 school year, bus drivers and special needs drivers / contracted sub-drivers will be placed on the following 12T/13T transportation driver salary schedule. (See transportation salary schedule below.)

<table>
<thead>
<tr>
<th>Range</th>
<th>Step A</th>
<th>Step B</th>
<th>Step C</th>
<th>Step D</th>
<th>Step E</th>
<th>Step F</th>
<th>Step G</th>
<th>Step H</th>
</tr>
</thead>
</table>

4) This adjustment represents the utilization of the following resources:
   • Student transportation costs are reimbursable by the state at 70%
   • Utilization of substitute driver funds
   • Reduced overtime expenses

5) Any highly qualified driver that has a rate lower than 12T will receive the new 12T salary schedule while transporting students.

Highly qualified drivers for the Oregon City School District are required to maintain licensure(s) (CDL) and mandatory certifications (CPR/First Aid) and annual minimum training requirements (32 hours annually), ODE recertification annually or bi-annually (including medical exam).
To address union members not affected by this MOU, the District and the Union leadership have the following action items in place:

- August 8, 2019 initial bargaining session scheduled
- August 2019 ongoing bargaining conversations
- Job Description MOU (dated 5/2018) – 19 job descriptions are currently being evaluated at the rate of 20% per year
- Comparison salary schedules will be evaluated as part of bargaining

The new salary schedule (12T and 13T) shall be incorporated into the overall wage scale effective August 1st, 2019.

For the District:

______________________________
Larry Didway, Superintendent

Date

______________________________
Timothy Welp, OSEA Rep.

For the Union:

______________________________
John Phillips, President

Date