



**Jefferson School District 14J**  
**BOARD OF DIRECTORS' REGULAR MEETING**  
*August 11, 2025 – JSD Board Room*  
*5:30 PM – Regular Session*

**Updated AGENDA**

*"We will prepare all students to successfully navigate their transition to life beyond high school by providing qualified, rigorous instruction, providing a safe environment, and fostering a culture of student learning."*

**1. Call Meeting to Order/Flag Salute**

Chair Mitchell

**2. Roll Call**

Chair Mitchell

**3. Review/Adjust/Approve agenda & consent items**

**4. Consent Agenda Items:**

- a. Board meeting minutes July 14, 2025.....Board Members  
*Information/Action Page(s) 6-7*
- b. First Student Update.....Melody Rossitier  
*Information Page(s) 8-10*
- c. Personnel Recommendations.....Board Members  
*Information/Action Page(s)11*

**6. Reports**

- a. **Financial Report** .....Hattie Truett  
*Information Page(s) 12-37*
- b. **Superintendent Update**.....Dawn Moorefield  
*Information Page(s) 38-40*

**7. Comments from the Audience**

**8. New Business**

- a. Board meeting calendar discussion.....Board Members
- b. **Staff Handbook**.....Dawn Moorefield  
*Information Page(s) 41-113*
- c. **Student/Parent Handbook** .....Dawn Moorefield  
*Information Page(s) 114-178*
- d. **Cell Phone Policy**.....Dawn Moorefield
- e. **Health Curriculum**.....Dawn Moorefield

**9. Old Business**

**10. Submitted Public Comments**.....Board Chair

The Jefferson School District Board accepts public comments via email submission. If you would like to submit a comment, please email it and any supporting documents you may have to [Jennifer.Oertel@jefferson.k12.or.us](mailto:Jennifer.Oertel@jefferson.k12.or.us) by 1:00 p.m. on the day of the meeting. Comments will be sent to the JSD Board prior to their meeting and may or may not be read at the board meeting.

**11. Board Comments**

a. General.....Board Members

**12. Adjourn**

Board Chair

**Upcoming Meeting(s):**

**Regular Monthly - JSD Board Mtg**  
September 8, 2025  
5:30pm  
JSD Board Room

**Regular Monthly - JSD Board Mtg**  
October 13, 2025  
5:30pm  
JSD Board Room



## 2025-2026 Board of Directors

Position 1:  
Teri Mitchell, Chair  
Term Expires: 6.30.2027

Position 2:  
Terry Kamlade, Director  
Term Expires: 6.30.2029

Position 3:  
Carole Vickery, Director  
Term Expires: 6.30.2027

Position 4:  
Kevin Smith, Director  
Term Expires: 6.30.2029

Position 5:  
Tracy Roe, Director  
Term Expires: 6.30.2029

### 2025-2026 Subcommittee / Representation

Finance Subcommittee (2):  
Kevin Smith  
Carole Vickery

Bargaining Subcommittee (2):  
Terry Kamlade  
Teri Mitchell

Willamette ESD Budget Representation (1):  
Tracy Roe

Policy Subcommittee (2):  
Tracy Roe  
Carole Vickery

#### **Strategic Pillars:**

- Together, the Jefferson Community, and the Jefferson School District will prioritize funding to provide sufficient staffing, appropriate curriculum, and key programs that will equip our students to succeed.
- Jefferson School District will improve community engagement by focusing on creating purposeful, authentic parent involvement through a shared culture where everyone feels welcomed, respected and appreciated.
- Students will be encouraged to reach their goals using methods that include discovery, self-awareness, self-advocacy, credible choices, and learning collaboration.
- In preparation for their future, students are encouraged to be present and engaged in our safe, welcoming environment as they learn to set goals and adapt to discover their passion.



## **PUBLIC PARTICIPATION AT BOARD MEETINGS**

During each regularly scheduled meeting of the Jefferson School District Board, the agenda will include an item titled “Comments from the Audience.” It is during this portion of the agenda that the public can comment. If requesting to speak, when called on, comments should be limited to three (3) minutes.

Public participation is a time for the Board to listen, not a time for in-depth discussion or to respond to questions, as the Board needs adequate time to process the information received to ensure proper steps are taken going forward. The Board may direct questions to administrative staff to respond to after the meeting.

The Jefferson School District Board accepts public comments also via email submission. If you would like to submit a comment, please email it and any supporting documents you may have to [Jennifer.Oertel@jefferson.k12.or.us](mailto:Jennifer.Oertel@jefferson.k12.or.us) by 1:00 p.m. on the day of the board meeting. Submitted comments will be emailed to the Board prior to their meeting and may or may not be read at the Board Meeting. You can also submit comments during a board meeting by clicking on the following link <https://www.jefferson14j.com/live-meetings-and-events> and then selecting “Public Comment.” Comments submitted by the same timeline regarding the 2024-25 Jefferson School District Budget will be read into the record.

As a reminder, the Board cannot review complaints about specific personnel during an open meeting. If a patron has a specific complaint against personnel, please review and follow the process as outlined in Board Policy [KL](#).

The meeting will be live streamed on our website and You Tube, with a link on Facebook. Here is the [link](#) to view the meeting: <https://www.jefferson14j.com/live-meetings-and-events>

If you have any additional questions, please contact [Jennifer.Oertel@jefferson.k12.or.us](mailto:Jennifer.Oertel@jefferson.k12.or.us) and thank you for taking an interest in the Jefferson School District.



## **The Jefferson School Board 14J 2025-2026 Board Goals**

1. The school board members will attend at least 4 school activities annually.
2. The school board members will visit or virtually attend another district's board meeting.
3. The school board will use collaborative processes with the community and district that result in well-informed problem solving and decision making.
4. The school board will work to improve transparency and communication.

### **2025-2026 Board Work Sessions**



Jefferson School District  
**BOARD OF DIRECTORS' REGULAR MEETING**  
*July 14, 2025, Board Room*  
*5:30PM Regular Session*

## **MINUTES**

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**PRESENT:** Teri Mitchell, Tracy Roe, Kevin Smith and Terry Kamlade.

**PRE-EXCUSED:** Carole Vickery

1. **CALL TO ORDER:** Chair Mitchell called the meeting to order and led the flag salute at 5:30PM.
2. **OATH OF OFFICE:** Terry Kamlade, Kevin Smith and Tracy Roe.
3. **OFFICE ELECTIONS:**
  - Chair nomination for Teri Mitchell  
**MOTION** Terry Kamlade, **SECOND** Kevin Smith, **VOTE** all aye's motion carried.
  - Vice-Chair nomination for Terry Kamlade  
**MOTION** Teri Mitchell, **SECOND** Tracy Roe, **VOTE** all aye's motion carried.
  - Appoint Recorder – Jennifer Oertel  
**MOTION** Tracy Roe, **SECOND** Teri Mitchell, **VOTE** all aye's motion carried.
4. **COMMITTEE APPOINTMENTS:**
  - (2) Finance – Carole Vickery, Kevin Smith
  - (2) Bargaining – Terry Kamlade, Teri Mitchell
  - (1) WESD Budget Committee – Tracy Roe
  - (2) JSD Policy Committee – Tracy Roe, Carole Vickery
5. **REVIEW/ADJUST AGENDA AND CONSENT ITEMS:**
  - Consent Agenda: Move 7e. Resolution 2025-2026 (25.07.001) District Organizational Procedures to New Business 8d.
    - **MOTION** Teri Mitchell, **SECOND** Tracy Roe, **VOTE** all aye's motion carried.
6. **NEW BUSINESS:**
  - a. 2025-2026 Board Goals Discussion. In agreement to keep the board goals the same as the 2024-2025 goals.
    - **MOTION** Tracy Roe, **SECOND** Terry Kamlade, **VOTE** all aye's motion carried.

- b. Policy IKJ Artificial Intelligence discussion and presentation by Kyle DeMartino. Adopt as presented with noted changes.
  - **MOTION** Terry Kamlade, **SECOND** Kevin Smith, **VOTE** Tracy Roe/nay, Terry Kamlade/aye, Kevin Smith/aye, Teri Mitchell/aye - motion carried.
- c. Policy IICA-AR(2) Request for Field Trip Form/Overnight Trip/Activity/Special Event. Adopt as presented with noted changes.
  - **MOTION** Terry Kamlade, **SECOND** Tracy Roe, **VOTE** all aye's motion carried.
- d. Resolution 2025-2026 (25.07.001) District Organizational Procedures. Adopt with the noted changes. Items 5 & 6 changed from Dawn Moorefield to Katrina Womack.
  - **MOTION** Tracy Roe, **SECOND** Terry Kamlade, **VOTE** all aye's motion carried.

**7. REPORTS:**

- Financial report update: None this month. June & July will be presented at the August board meeting.
- Superintendent update.
- Director update - Richard Crane & Sharon Short.

**8. COMMENTS FROM THE AUDIENCE:** Robert Rossiter, confirmed future board meeting dates. The board meets the second Monday of every month.

**9. SUBMITTED PUBLIC COMMENT:** None

**10. BOARD COMMENTS:**

- Board discussion on what it would look like in the future for our district with declining enrollment and declining funding. No action taken at this time.

**11. ADJOURN MEETING:** 7:33PM

## Jefferson School District

Date: July 31, 2025

Dear: Jefferson School Board Members:

We're pleased to provide you with an update on activities at our location. This Month's report includes the status of driver staffing and progress made on open issues. Summaries of community activities and other noteworthy events are also included.



### Driver staffing

We are working diligently to increase the applicant flow through recruiting campaigns.

- \$24.26 – 28.67 DOE
- Paid Training
- \$500 Employee Referral Bonus



### Recruiting

- We are still taking applications and are seeking candidates to enter the training program. Currently we have 1 in Skills training that started at the end of July and 2 others that are working on their CDL permit.

<b>Route Count</b>	<b>10</b>
GenEd	9
SpEd	1
<b>Driver Staffing Goal</b>	<b>16</b>
Drivers Assigned to a Route	11
Cover Drivers	4
Borrowed Drivers	0
<b>Total Drivers</b>	<b>15</b>
<small>Excluding staff or borrowed drivers</small>	
CDL	15
Over/(Short) for Route Coverage	0
<b>Drivers in Training/Testing</b>	<b>1</b>
Apps this Month	0
Permit Pending	2
Total # in Training (Classroom)	0
Behind-the-Wheel Training	1
Leave/Unavailable	0



### Customer issues/resolutions

- We have not had any issues; July has been a quiet month.

## Successes of the Month

- One of our new hires finished the Professional Driver Development Program this month and has moved into Skills training!
- 2 other applicants finished CLP class online with a live trainer and are currently taking tests at DMV – there are 4 that must be passed to receive you CDL Permit and also a medical exam that has to be taken and passed.
- 1 student is traveling each day to a specialized school in Corvallis; this route has been running smoothly.
- 4 of the 5 NEW buses have been licensed with ODE and DMV, the fifth will be passed through ODE and DMV soon – Waiting on paperwork from Corporate. All of our small buses are being replaced this year.



The Jefferson Location was named Location of the Year <50 buses.

I was very honored to receive this award in Chicago at our Leadership meeting this last month. I have always said and truly believe – “My drivers are the BEST!” I have the best team to work with.

## Technology Updates

- **First View District Dashboard and Parent Tracking App-** Implementation 30 days after school starts.
- **Driver Hub Training** – Driver turn-by-turn directions and onboard job aid.

## Routing updates

- My dispatcher, Cori Libby, has been getting a route ready for the Extended School Year program starting on Aug 4<sup>th</sup>.
- Not a whole lot of routing updates are happening at this time, we will have the new routes published for school start up soon.



## Important dates

- Back To School Meeting is scheduled for Aug 21<sup>st</sup>
- Dry run route day will be the 22<sup>nd</sup>



## Latest news

- First Student launched the HALO Transportation Platform. We believe technology should be our ally, enhancing our lives and work. That's why we developed **HALO™**, **our fully integrated technology platform** designed to optimize operations, boost communication, and ensure safety across our entire ecosystem.



I am proud to be part of the First Student team. I have been with First for almost 27 years. Serving Jefferson School District has been a true pleasure. It's what I do, and I enjoy coming to work to support our small Jefferson community. We are excited to have the drivers back soon and to get ready for the new school year.

Thanks for letting us serve you,

Melody Rossiter  
First Student, Location Manager



## EXAMPLE QUESTIONS ASKED BY BOARD MEMBERS OF A BUSINESS MANAGER DURING A FINANCIAL REVIEW SESSION

- 1) Are the books balanced and reconciled?
- 2) Are all cash and investment accounts reconciled to the general ledger?
- 3) Does the adopted budget reflect expected expenditures?
- 4) Have payroll reports been filed and have all payroll liabilities been paid timely?
- 5) Have all federal and state reimbursement requests as well as required financial reporting forms been filed timely?
- 6) Are there any suspected cases of fraud that we need to be aware of?
- 7) Are there any suspected changes to the internal control system?
- 8) Have there been any significant changes to the internal control system?
- 9) Is the business office adequately staffed to allow for proper segregation of duties?
- 10) Have there been any changes to the accounting system or accounting policies that are significant?
- 11) Has the accounting software and related IT systems been subject to review by an IT professional to ensure seamless backup in the event of a malware, ransomware, or other compromise of computer security?
- 12) Are there any other financial-related matters we should be aware of?
- 13) Are there any new pronouncements on the horizon that may require additional staff time or disbursement of funds to properly implement?
- 14) Are all financial statements that have been provided to the Board accurate and complete to the best of your knowledge?
- 15) Have you been asked by the Superintendent to do anything that makes you uncomfortable or to present any information you feel is inaccurate?

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 06/01/2025 To: 06/30/2025 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 999

Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
100 - General Fund			
25	A&E Security	Basic Monitoring - District Wide	\$545.25
128	A&E Security	Basic Monitoring - District Wide	\$116.22
45	Alpha Communications Technologies, Inc	Sound for graduation Est 3281	\$2,350.00
0	Amazon Capital Services, Inc	Printer cartridge	\$31.98
0	Amazon Capital Services, Inc	Printer cartridge	(\$32.78)
0	Amazon Capital Services, Inc	Printer cartridge	\$39.05
0	Amazon Capital Services, Inc	Credit	(\$30.98)
0	Amazon Capital Services, Inc	Supplies/Gen Class - Purchase supplies for 24/25 school year	\$48.98
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	\$35.63
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	\$28.99
0	Amazon Capital Services, Inc	Supplies/Gen Class	\$48.85
0	Amazon Capital Services, Inc	Custodial Supplies	\$284.99
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	\$423.63
0	Amazon Capital Services, Inc	MS SPED Supplies	\$27.99
0	Amazon Capital Services, Inc	Supplies for District Office	\$71.97
0	Amazon Capital Services, Inc	Supplies for District Office	\$63.80
0	Amazon Capital Services, Inc	Supplies for District Office	\$79.45
0	Amazon Capital Services, Inc	Supplies for District Office	\$78.01
129	Amazon Capital Services, Inc	Supplies for District Office	\$11.99
129	Amazon Capital Services, Inc	Supplies for District Office	\$61.63
90	Canon Financial Services	DO Printing	\$3,021.31
0	Cardmember Services	Rep & Maint-Grounds	\$284.74
0	Cardmember Services	Rep & Maint-Grounds	\$17.99
0	Cardmember Services	Rep & Maint-Grounds	\$60.00
0	Cardmember Services	conferences	\$585.22

## Jefferson School District 14J

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Check Number	Vendor	Description	Amount
100 - General Fund			
29	Century Link	Voice Over IP portion for phone service - remaining on Century Link	\$494.97
91	Century Link	Voice Over IP portion for phone service - remaining on Century Link	\$51.85
121	Century Link	Voice Over IP portion for phone service - remaining on Century Link	\$494.97
30	Certified Systems LLC	JHS Camera Installation	\$8,985.00
3	CitiBank	25-25 OSBA Model Staff/Student Handbook revisions & Dates/Activities Calendar	\$540.00
3	CitiBank	Open PO for meals and supplies for board meetings,	\$30.00
3	CitiBank	Meals for staff gatherings as needed throughout the school year	\$471.17
93	CitiBank	2025 Annual COSA Conference lodging/incidentals D. Moorefield	\$876.14
93	CitiBank	2025 Annual COSA Conference lodging/incidentals D. Moorefield	\$39.60
93	CitiBank	Meals for staff gatherings as needed throughout the school year	\$28.11
93	CitiBank	Meals for staff gatherings as needed throughout the school year	\$140.14
93	CitiBank	Meals for staff gatherings as needed throughout the school year	\$19.00
93	CitiBank	Meals for staff gatherings as needed throughout the school year	\$163.98
93	CitiBank	Open PO for meals and supplies for board meetings,	\$30.00
127	CitiBank	Supplies for DO	\$151.93
127	CitiBank	Meals for staff gatherings as needed throughout the school year	\$88.47
127	CitiBank	2025 Annual COSA Conference lodging/incidentals D. Moorefield	\$17.00
31	City Of Jefferson	Water and Sewer Elementary School	\$777.47
31	City Of Jefferson	Water and Sewer Middle School	\$816.60
31	City Of Jefferson	Water and Sewer High School	\$816.59
130	City Of Jefferson	Water and Sewer Elementary School	\$534.87
130	City Of Jefferson	Water and Sewer Middle School	\$872.22
130	City Of Jefferson	Water and Sewer High School	\$872.21
4	COSA	Registration - 2025 Annual COSA Conference - Seaside June 16-18 D. Moorefield	\$444.00
7	DebtBook	Software to be compliant with GASB 87 - Leases	\$5,400.00

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100 - General Fund			
111	Dell Inc.	Computer for Superintendent - spending authority moved from Amazon PO #2500032	\$1,594.81
0	First Student, Inc.	Reim Trans Gen Class Elementary School	\$619.81
0	First Student, Inc.	Reim Trans Gen Class Middle School	\$2,250.73
0	First Student, Inc.	Reim Trans Gen Class High School	\$985.77
0	First Student, Inc.	Nonreim Tran MS Athletics	\$1,625.19
0	First Student, Inc.	Home to School	\$51,043.81
0	First Student, Inc.	Transportation Special Ed	\$1,518.05
0	First Student, Inc.	Reim Trans Gen Class Elementary School	\$717.18
0	First Student, Inc.	Home to School	\$81,724.99
0	First Student, Inc.	Transportation Special Ed	\$3,913.71
0	First Student, Inc.	Van Fuel Charge	(\$310.47)
0	First Student, Inc.	Reim Trans Gen Class Middle School	\$605.24
0	First Student, Inc.	Reim Trans Gen Class High School	\$138.12
0	First Student, Inc.	Nonreim HS Field Trips	\$294.19
0	First Student, Inc.	Van Fuel Charge	(\$124.44)
32	Freres Building Supply	Supplies/Woods Second semester wood shop supplies of lumber, glue, nails, screws, paint & stain for required projects.	\$269.94
32	Freres Building Supply	Maintenance Supplies	\$50.76
32	Freres Building Supply	Grounds Supplies	\$50.75
112	Freres Building Supply	Maintenance Supplies	\$23.33
112	Freres Building Supply	Grounds Supplies	\$23.32
122	Freres Building Supply	Maintenance Supplies	\$23.33
122	Freres Building Supply	Grounds Supplies	\$23.32
46	Garrett Hemann Robertson P.C.	Legal Services Sped	\$862.50
123	Garten Services Inc.	Confidential Shred Service	\$365.00
34	Home Depot Credit Services	Maintenance Supplies	\$80.82
113	Hub International Great Plains, LLC	GASB Actuarials	\$3,500.00

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Check Number	Vendor	Description	Amount
100 - General Fund			
99	Linguava Interpreters Inc	Invoice for interpretation at middle school	\$518.82
35	Mid Valley Newspapers	Notice of Budget Committee Meeting	\$1,294.11
11	Miners Graduate Services	HS Graduation Supplies and Materials	\$38.25
11	Miners Graduate Services	HS Graduation Supplies and Materials	\$276.45
11	Miners Graduate Services	HS Graduation Supplies and Materials	\$1,000.00
0	Moorefield, Dawn R	Mileage reimbursement for travel outside of Marion County for Superintendent Moorefield	\$175.00
116	Motion Picture Licensing Corporation	MPLC Blanket License	\$355.46
37	NCS Pearson, Inc	Peasron TAG Testing Software	\$660.00
101	Northwest Regional ESD	CRIS Background Checks	\$225.75
149	Northwest Regional ESD	CRIS Background Checks	\$31.50
12	NW Natural Gas	DO-Old MS / Oil and Gas	\$563.73
12	NW Natural Gas	ES Oil and Gas	\$492.83
12	NW Natural Gas	MS Oil and Gas	\$269.98
12	NW Natural Gas	HS Oil and Gas	\$480.44
103	NW Natural Gas	DO-Old MS / Oil and Gas	\$172.84
103	NW Natural Gas	ES Oil and Gas	\$211.76
103	NW Natural Gas	MS Oil and Gas	\$162.42
103	NW Natural Gas	HS Oil and Gas	\$224.66
13	OETC	Dell Latitude 3450	\$8,948.76
13	OETC	Dell latitude 5450	\$2,233.22
13	OETC	Dell USB-C 65W	\$429.45
13	OETC	Dell USB-C 100W	\$316.68
38	OETC	Dell USB-C 100W	\$211.12
104	OnPoint Fencing & Hardscape LLC	Elem/Repairs & Maintenance Services	\$618.50
14	Oregon School Personnel Assn	OSPA Summer Conference Registration - D. Moorefield	\$399.00
40	Pacific Power	DO Electricity	\$1,950.48
40	Pacific Power	ES Electricity	\$4,421.89

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100 - General Fund			
40	Pacific Power	MS Electricity	\$1,640.33
40	Pacific Power	HS Electricity	\$8,553.09
132	Pacific Power	DO Electricity	\$1,895.63
132	Pacific Power	ES Electricity	\$3,086.31
132	Pacific Power	MS Electricity	\$1,670.40
132	Pacific Power	HS Electricity	\$4,517.24
41	Pacific Sanitation	ES Garbage	\$369.95
41	Pacific Sanitation	MS Garbage	\$575.00
41	Pacific Sanitation	HS Garbage	\$549.50
133	Pacific Sanitation	ES Garbage	\$369.95
133	Pacific Sanitation	MS Garbage	\$575.00
133	Pacific Sanitation	HS Garbage	\$549.50
117	Purchase Power	District Wide Postage	\$502.25
15	Salem Keizer Schools	Paper for District Office	\$167.35
42	Salem Keizer Schools	Program covers	\$193.33
16	Sierra Springs	Water and Cooler Rental District Office Wide	\$110.41
107	Sierra Springs	Water and Cooler Rental District Office Wide	\$54.83
51	Swanson & Sons Company Inc	Repairs and Maintenance District Wide	\$554.00
53	Truax Corporation	Dist Vehicles Pupil Trans	\$124.44
53	Truax Corporation	Grounds - Fuel	\$274.34
134	Truax Corporation	Grounds - Fuel	\$268.71
20	Valley Fire Control	Repairs and Maintenance District Wide	\$250.00
21	Verizon Wireless	JHS Principal Cell	\$53.19
21	Verizon Wireless	JHS - Office/Medical Cell	\$53.19
21	Verizon Wireless	JMS Principal Cell	\$53.19
21	Verizon Wireless	Superintendent Cell Phone	\$53.19
21	Verizon Wireless	JES Principal Cell Phone	\$53.19

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Check Number	Vendor	Description	Amount
100 - General Fund			
109	Verizon Wireless	JHS Principal Cell	\$53.19
109	Verizon Wireless	JHS - Office/Medical Cell	\$53.19
109	Verizon Wireless	JMS Principal Cell	\$53.19
109	Verizon Wireless	Superintendent Cell Phone	\$53.19
109	Verizon Wireless	JES Principal Cell Phone	\$53.19
22	Willamette ESD	Sub Services - Elementary	\$3,082.56
22	Willamette ESD	Sub Services - Middle	\$2,800.74
22	Willamette ESD	Sub Services - High School	\$4,783.49
22	Willamette ESD	Instr Serv/-Spec Ed	\$797.25
22	Willamette ESD	Instr Serv/-Spec Ed	\$1,144.98
22	Willamette ESD	Sub Services - Elementary	\$4,355.63
22	Willamette ESD	Sub Services - Middle	\$1,993.13
22	Willamette ESD	Sub Services - High School	\$5,495.57
22	Willamette ESD	Instr Serv/-Spec Ed	\$418.54
22	Willamette ESD	Instr Serv/-Spec Ed	\$690.69
23	Willamette ESD	nursing services	\$28,212.40
23	Willamette ESD	LSP- Parent Square	\$2,138.74
23	Willamette ESD	Braille Transcription	\$16,248.80
23	Willamette ESD	Speech language Aug commuincation	\$848.96
23	Willamette ESD	Psych Services	\$21,687.45
23	Willamette ESD	Oregon Data Suite	\$1,624.22
110	Willamette ESD	Willamette School Improvement	\$1,479.83
119	Willamette ESD	Oregon Data Suite	\$1,361.94
120	Willamette ESD	Sub Services - Elementary	\$3,649.81
120	Willamette ESD	Sub Services - Middle	\$1,195.87
120	Willamette ESD	Sub Services - High School	\$4,783.46
120	Willamette ESD	Instr Serv/-Spec Ed	\$684.29

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Check Number	Vendor	Description	Amount
100 - General Fund			
120	Willamette ESD	Instr Serv/-Spec Ed	\$799.69
120	Willamette ESD	Sub Services - Elementary	\$4,579.94
120	Willamette ESD	Sub Services - Middle	\$797.25
120	Willamette ESD	Sub Services - High School	\$3,200.33
120	Willamette ESD	Instr Serv/-Spec Ed	\$0.00
120	Willamette ESD	Instr Serv/-Spec Ed	\$0.00
120	Willamette ESD	ES Sped	\$265.75
120	Willamette ESD	Sub Services - Custodial	\$0.00
0	Womack, Katrina Renee	meals-SPED	\$66.21
0	Womack, Katrina Renee	mileage reimbursement for katrina	\$233.80
Total for 100 - General Fund			\$356,767.84
209 - Safe Schools Culture Grant			
0	Amazon Capital Services, Inc	Safe School Grant	\$876.40
0	Amazon Capital Services, Inc	Safe School Grant	\$268.88
47	Mandt System	Safe School Grant- MANDT Supplies	\$117.00
120	Willamette ESD	Sub Services - Safe School Grant	\$0.00
Total for 209 - Safe Schools Culture Grant			\$1,262.28
210 - Title 2A - Quality Teacher			
6	Dayson, Jessica	Elementary School - Teacher Mentor/Consultant	\$1,237.50
8	Francis, Deborah	MS/HS Math Initiative Work	\$550.00
Total for 210 - Title 2A - Quality Teacher			\$1,787.50
213 - MVEC Fund			
127	CitiBank	MVEC/Travel/Registration Summer Ag Conference Astoria Oregon -- Lodging	\$817.89
0	Johnson, Spencer Paul	Airline Tickets- Round Trip	\$662.36
124	Johnson, Spencer Paul	Hotel- 3 nights / GSA rates in Orlando, FL, \$140 per night	\$474.94
124	Johnson, Spencer Paul	Parking at PDX- 4 days / \$12 a day economy parking	\$56.25

## Jefferson School District 14J

### Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 06/01/2025 To: 06/30/2025 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 999  Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
<b>213 - MWEC Fund</b>			
124	Johnson, Spencer Paul	Food- 4 days- per GSA Orlando, FL area, \$60 first/last days, \$80 per full day	\$167.92
124	Johnson, Spencer Paul	Parking at hotel	\$53.25
115	Martin, Richard Thomas	MWEC/Travel/Registration- Mileage- 314 miles total miles (Scio to Astoria). Ag Teacher Summer Conference..	\$219.80
Total for 213 - MWEC Fund			\$2,452.41
<b>215 - IDEA Part B</b>			
100	Linguistic Services	SPED translation services	\$318.75
100	Linguistic Services	SPED Translation Services	\$555.10
22	Willamette ESD	IDEA Sub Costs	\$2,896.23
120	Willamette ESD	IDEA Sub Costs	\$2,496.79
120	Willamette ESD	IDEA Sub Costs	\$2,126.00
Total for 215 - IDEA Part B			\$8,392.87
<b>223 - CTE Career Pathways</b>			
0	Amazon Capital Services, Inc	Evercoat Lite Weight Body Filler	\$118.60
114	Industrial Welding Supply, Inc	Supplies and Materials Pathway dollars for the Ag Welding shop. Consumables supplies for students (gloves, electrodes, safety glasses, & welding gas).	\$2,450.00
50	Scio Farm Store	Supplies and Materials Livestock water tank, storage and feed.	\$832.60
118	Scio Farm Store	Supplies and Materials Pathway dollars, Livestock pan feeders for Ag students.	\$88.00
Total for 223 - CTE Career Pathways			\$3,489.20
<b>226 - Title 1A</b>			
0	Amazon Capital Services, Inc	McKinney Vento	\$301.96
0	Amazon Capital Services, Inc	McKinney Vento	\$685.23
0	Amazon Capital Services, Inc	McKinney Vento	\$132.71
0	Amazon Capital Services, Inc	Credit	(\$127.19)
0	Cardmember Services	Latinx meetings and events at the elementary school.	\$74.17
0	Cardmember Services	Latinx meetings and events at the elementary school.	\$20.00

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 06/01/2025 To: 06/30/2025 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 999

Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
226 - Title 1A			
0	Cardmember Services	Latinx meetings and events at the elementary school.	\$212.50
22	Willamette ESD	Title I Sub Costs	\$265.75
120	Willamette ESD	Title I Sub Costs	\$265.75
Total for 226 - Title 1A			\$1,830.88
229 - Textbooks			
125	Scholastic Inc	Scope and Action subscription	\$1,428.58
Total for 229 - Textbooks			\$1,428.58
232 - Outdoor School Program M99			
54	Twin Rocks Friends Camp	Outdoor School deposit	\$1,142.00
Total for 232 - Outdoor School Program M99			\$1,142.00
235 - Measure 98			
0	Amazon Capital Services, Inc	9th first day, registration, SEL supplies	\$4,718.06
0	Amazon Capital Services, Inc	classroom, counseling calming	\$5,800.60
0	Amazon Capital Services, Inc	9th first day, registration, SEL supplies	\$279.80
0	Amazon Capital Services, Inc	classroom, counseling calming	\$1,020.00
0	Amazon Capital Services, Inc	classroom, counseling calming	\$28.20
129	Amazon Capital Services, Inc	Supplies/High School Success	\$375.64
129	Amazon Capital Services, Inc	Supplies/High School Success	\$19.99
0	Cardmember Services	Supplies	\$40.27
0	Cardmember Services	Supplies	\$34.34
0	Cardmember Services	Supplies	\$8.48
0	Cardmember Services	Supplies	\$20.47
100	Linguistic Services	Interpreter for parent meetings.	\$142.00
100	Linguistic Services	student meetings translation	\$105.00
100	Linguistic Services	graduation translation	\$200.00
48	Oriental Trading	School Spirit Supplies	\$726.79

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 06/01/2025 To: 06/30/2025 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 999

Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
235 - Measure 98			
106	School Outfitters	Portable stage set w/deck	\$17,334.11
106	School Outfitters	Shipping	\$3,129.47
110	Willamette ESD	WESD Willamette Promise	\$1,080.40
110	Willamette ESD	Career Academy student slots	\$23,252.28
120	Willamette ESD	HSS Sub Costs	\$0.00
Total for 235 - Measure 98			\$58,315.90
239 - REN			
0	Amazon Capital Services, Inc	Ren - Latinx Design Team Supplies	\$293.96
0	Amazon Capital Services, Inc	Ren - Latinx Design Team Supplies	\$4,229.27
0	Cardmember Services	Ren - Latinx Design Team Supplies	\$200.00
0	Cardmember Services	Ren - Latinx Design Team Supplies	\$58.00
0	Cardmember Services	Ren - Latinx Design Team Supplies	\$269.20
0	Cardmember Services	Ren - Latinx Design Team Supplies	\$39.88
0	Cardmember Services	Ren - Latinx Design Team Supplies	\$300.00
0	Cardmember Services	Ren - Latinx Design Team Suppli400	\$400.00
0	Cardmember Services	Ren - Latinx Design Team Supplies	\$60.00
0	Cardmember Services	Ren - Latinx Design Team Supplies	\$60.00
0	Cardmember Services	Ren - Latinx Design Team Supplies	\$40.00
0	Cardmember Services	Ren - Latinx Design Team Supplies	\$40.00
0	Cardmember Services	Ren - Latinx Design Team Supplies	\$54.00
Total for 239 - REN			\$6,044.31
250 - Child Nutrition Programs			
1	Bargreen Ellingson	Other-dishwasher chemical service	\$123.18
9	Franz Bakery	Food Franz Bread	\$263.48
94	Franz Bakery	Food Franz Bread	\$375.21
94	Franz Bakery	Food Franz Bread	\$39.34

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 06/01/2025 To: 06/30/2025 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 999

Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
<b>250 - Child Nutrition Programs</b>			
33	Gold Star Foods, Inc.	Food	\$972.44
18	Sysco	Food SYSCO	\$2,424.53
19	Umpqua Dairy Products Co.	Food Dairy	\$1,081.02
19	Umpqua Dairy Products Co.	Food Dairy	\$948.87
19	Umpqua Dairy Products Co.	Food Dairy	\$904.19
44	Umpqua Dairy Products Co.	Food Milk and milk products	\$217.38
44	Umpqua Dairy Products Co.	Food Dairy	\$280.88
108	Umpqua Dairy Products Co.	Milk	\$1,262.99
22	Willamette ESD	Food Service	\$960.66
22	Willamette ESD	Food Service	\$576.40
120	Willamette ESD	Food Service	\$672.46
120	Willamette ESD	Food Service	\$850.17
Total for 250 - Child Nutrition Programs			\$11,953.20
<b>252 - Student Success Act</b>			
10	Graduation Alliance Inc	Online Computer Software	\$4,136.90
131	Graduation Alliance Inc	Online Computer Software	\$2,951.72
150	Verizon Wireless	Hotspots for Pathways students as needed	\$600.80
22	Willamette ESD	HS Instrucion Services	\$541.86
22	Willamette ESD	MS Instrucion Services	\$132.87
22	Willamette ESD	HS Instrucion Services	\$1,195.87
120	Willamette ESD	HS Instruction	\$0.00
120	Willamette ESD	HS Instruction	\$0.00
120	Willamette ESD	ES Instrucion Services	\$0.00
120	Willamette ESD	MS Instrucion Services	\$132.88
120	Willamette ESD	HS Instrucion Services	\$0.00
120	Willamette ESD	HS Instruction	\$797.25

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 06/01/2025 To: 06/30/2025 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 999  Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
Total for 252 - Student Success Act			\$10,490.15
255 - Co-Curricular Fund			
28	Best Pots	Supplies/Materials	\$135.76
2	BSN Sports	Repairs/Equipment	\$129.95
0	First Student, Inc.	Nonreim Trans HS Athletics	\$2,981.07
36	MVBOA	Referees/Officials	\$2,257.00
Total for 255 - Co-Curricular Fund			\$5,503.78
271 - Elementary ASB			
0	Amazon Capital Services, Inc	5th Grade Promotion Supplies/Decoration	\$148.34
0	Amazon Capital Services, Inc	5th Grade Promotion Supplies/Decoration	\$19.98
0	Cardmember Services	Explore - Sullivan-- A/C (Fan For Main building classroom)	\$599.98
5	Costco Wholesale	JES 3rd Grade Field Trip - 6 Costco Pizza, 1 Kirkland water, 2 boxes of popsicles	\$92.97
0	Lake, Kevin B	Elem/Music - Check for Kevin Lake - 3 Costco Pizza - walk-a-thon Pizza	\$29.85
0	Rhodes, Kymberlee L	PE - Expenditures- Field Day 4 boxes popsicles - Cash	\$23.52
Total for 271 - Elementary ASB			\$914.64
272 - Middle School ASB			
27	Beeson, Melissa A	National Junior Honor Society-NJHS	\$98.17
0	Broadhurst, Sara L	MS Parent Teacher Committee Supplies	\$98.82
0	Cardmember Services	Funds to support Fort Clatsup Field Trip	\$98.93
0	Cardmember Services	Classified Week	\$250.00
3	CitiBank	MS/Gotcha Open PO for Gotcha Store Relplenishment	\$93.96
93	CitiBank	8th Grade Class Account T-shirts from No Dinx	\$1,123.37
93	CitiBank	8th Grade Class Account - Balance due to Oaks Park	\$1,014.50
93	CitiBank	MS/ASB Food and supplies for spirit stick pizza party	\$99.86
93	CitiBank	MS/ASB Food and supplies for spirit stick pizza party	\$10.39
93	CitiBank	MS/ASB Food and supplies for spirit stick pizza party	\$149.25

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 06/01/2025 To: 06/30/2025 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 999  Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
<b>272 - Middle School ASB</b>			
93	CitiBank	MS/Gotcha Open PO for Gotcha Store Relplenishment	\$59.74
95	Guzman, Rosa	Oaks Park Refund	\$20.00
0	Harris, Candace Elaine	Oaks Park supplies	\$40.50
96	Harroun, Monique	Book Returned-Refund	\$13.95
97	Jano's Trophies	8th Grade Class Account	\$271.20
0	Jantzi, Scott Roy	Retirment meal reimbursement	\$193.94
102	Nova International: MCBC	JMS Band Camp	\$350.00
49	PortraitMasters	MS/YEARBOOK	\$921.85
105	Ramirez, Yolanda	Oaks Park refund	\$5.00
0	Stewart, Sean C	MS/ASB Reimbursement for items for promotion	\$151.80
0	Stewart, Sean C	MS/ASB - Reimbursement for cookies/punch/items for activities on 5/30	\$183.19
52	Tanner, Crystal A	Retirement Cake	\$27.99
55	Willamette Valley Music	Music	\$25.00
56	Yoakum Sound & Light	8th Grade Class Account - Light and sound for 8th grade promotion	\$500.00
Total for 272 - Middle School ASB			\$5,801.41
<b>273 - High School ASB</b>			
26	Ames, Zoe	HS/MUSIC Accompanist for Spring Concert	\$80.00
0	Cardmember Services	Supplies for Field Day	\$140.81
0	Cardmember Services	HS/GRAD NITE	\$3,500.00
0	Cardmember Services	Supplies for Field Day	\$32.02
0	Cardmember Services	HS/FFA Marion County Fair Exhibitor fees.	\$100.00
0	Cardmember Services	AVID/College and Career Museum tickets	\$427.00
0	Cardmember Services	Cups	\$24.57
92	Chemeketa Comm College	College Credit Now	\$1,025.00
3	CitiBank	HS/LIONS DEN	\$433.84
93	CitiBank	HS/GRAD NITE/ gifts for Grads	\$980.00

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 06/01/2025 To: 06/30/2025 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 999  Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
<b>273 - High School ASB</b>			
93	CitiBank	HS/GRAD NITE/ gifts for Grads	\$981.00
93	CitiBank	HS/ CLASS 2025	\$3,430.00
98	Jefferson Boosters Inc	HS/ASB tshirt and fingers	\$32.00
0	Lloyd, Meghan Jean	Costco Pizza	\$119.40
0	Maison, Brian Zacharie	Costco Pizza	\$99.50
39	Olmos Garcia, Amy	HS/ CLASS 2025	\$161.78
43	Stayton Flowers	HS/Athletics	\$36.00
17	Stayton Sports	HS/Athletics	\$360.00
17	Stayton Sports	HS/Athletics	\$210.00
126	Willamette ESD	College Credit Now	\$300.00
Total for 273 - High School ASB			\$12,472.92
<b>300 - Debt Service Funds</b>			
0	Oregon Department of Energy	SELP Loan Interest	\$356.29
0	Oregon Department of Energy	SELP Loan Principal	\$5,393.71
Total for 300 - Debt Service Funds			\$5,750.00
<b>301 - PERS Debt Service</b>			
0	Wells Fargo	Pay PERS UAL bond principal 6/30	\$750,000.00
0	Wells Fargo	Pay PERS UAL bond for interest 6/30	\$83,922.00
Total for 301 - PERS Debt Service			\$833,922.00
<b>302 - General Obligation Bond</b>			
0	U.S. Bank	Debt Service Payment-Principal - Due 6/15	\$275,000.00
0	U.S. Bank	Debt Service Payment-Interest - Due 6/15	\$260,249.50
Total for 302 - General Obligation Bond			\$535,249.50
<b>410 - School Based Health Center</b>			
20	Valley Fire Control	Repairs and Maintenance District Wide	\$250.00
Total for 410 - School Based Health Center			\$250.00

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 06/01/2025 To: 06/30/2025 Voucher: ALL  
Report Sort: FUND From Fund: 100 To: 999  Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
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Grand Total: \$1,865,221.37

End of Report

Jefferson School District 14J  
 General Fund: Statement of Revenues Budget Vs. Actual  
 For the Fiscal Year 2024-2025 As of 6/30/2025

Source	2024-25 Budget	Actual YTD Rev. 6/30/2025	Projected through 6/30/2025	Total Estimated 2024-25	(Over)/Under Budget	2023-24 Budget	Actual YTD Rev. 6/30/2024
<b>SSF Funding</b>							
1111 Current Year Property Taxes- Marion	2,504,536	2,598,698	-	2,598,698	(94,162)	2,380,709	2,526,105
1111 Current Year Property Taxes- Linn	191,874	197,843	-	197,843	(5,969)	185,386	189,046
1112 Prior Year's Property Taxes- Marion	65,178	61,233	-	61,233	3,945	62,974	53,705
1112 Prior Year's Property Taxes- Linn	3,970	3,729	-	3,729	241	3,662	3,512
1114 Payment in Lieu of Property Taxes- Marion	7,523	2,401	-	2,401	5,122	7,269	1,698
1114 Payment in Lieu of Property Taxes- Linn	-	-	-	-	-	-	-
2101 County School Funds- Marion	23,000	8,145	-	8,145	14,855	23,000	5,484
2101 County School Funds- Linn	3,000	-	-	-	3,000	3,000	1,647
2199 Other Intermediate Sources	-	-	-	-	-	-	-
2800 Revenue in Lieu of Taxes	-	3,041	-	3,041	(3,041)	7,000	3,375
3101 State School Support Funds	7,650,525	7,517,664	-	7,517,664	132,861	7,767,969	7,535,145
3101 SSF May Payback	-	109,326	-	109,326	(109,326)	-	9,613
3103 Common School Fund- Marion	108,000	152,485	-	152,485	(44,485)	107,236	51,940
3104 State Timber- Marion	750	-	-	-	750	750	-
3104 State Timber- Linn	250	281	-	281	(31)	250	-
3150 Small HS Grant	50,000	41,437	-	41,437	8,563	50,000	39,898
4801 Federal Forest Fees- Marion	-	-	-	-	-	-	-
4801 Federal Forest Fees- Linn	-	204	-	204	(204)	-	-
<b>Total SSF Funding</b>	<b>10,608,606</b>	<b>10,696,488</b>	<b>-</b>	<b>10,696,488</b>	<b>(87,882)</b>	<b>10,599,205</b>	<b>10,421,168</b>
<b>Total SSF Revenue</b>	<b>\$ 10,608,606</b>	<b>\$ 10,696,488</b>	<b>\$ -</b>	<b>\$ 10,696,488</b>	<b>\$ (87,882)</b>	<b>\$ 10,599,205</b>	<b>10,421,168</b>
<b>Non State School Support Formula Sources</b>							
<b>Local Sources</b>							
1510 Earnings on Investments	120,000	109,050	-	109,050	10,950	120,000	101,298
1512 Local Tax Interest	1,000	846	-	846	154	1,000	717
1910 Rentals	7,000	2,217	-	2,217	4,783	7,000	1,500
1920 Donations from Private Sources/SB1149	-	-	-	-	-	-	-
1941 Other LEA Services	-	-	-	-	-	-	-
1960 Recovery of Prior Year	-	3,294	-	3,294	(3,294)	-	-
1980 Indirect from Grants	-	-	-	-	-	-	-
1990 Miscellaneous Local Revenue	15,000	7,365	-	7,365	7,635	18,000	50,563
1991 Medicaid	-	-	-	-	-	-	-
<b>Total Non Formula Local Sources</b>	<b>143,000</b>	<b>122,772</b>	<b>-</b>	<b>122,772</b>	<b>20,228</b>	<b>146,000</b>	<b>154,079</b>
<b>Intermediate Sources</b>							
2900 WESD Transit Funds	-	-	-	-	-	-	-
<b>State/Federal Sources</b>							
3190 High Cost Disability	90,000	135,781	-	135,781	(45,781)	64,000	55,377
3199 Unrestricted State Revenue	-	-	-	-	-	-	-
<b>Total State/Federal Sources</b>	<b>90,000</b>	<b>135,781</b>	<b>-</b>	<b>135,781</b>	<b>(45,781)</b>	<b>64,000</b>	<b>55,377</b>
<b>Other Sources</b>							
5200 Interfund Transfers	-	-	-	-	-	-	-
5400 Beginning Fund Balance*	575,000	675,929	-	675,929	(100,929)	1,200,000	550,564
<b>Total Other Sources</b>	<b>575,000</b>	<b>675,929</b>	<b>-</b>	<b>675,929</b>	<b>(100,929)</b>	<b>1,200,000</b>	<b>550,564</b>
<b>Total Non SSF Revenue</b>	<b>\$ 808,000</b>	<b>\$ 934,481</b>	<b>\$ -</b>	<b>\$ 934,481</b>	<b>\$ (126,481)</b>	<b>\$ 1,410,000</b>	<b>760,019</b>
<b>Total Resources</b>	<b>\$ 11,416,606</b>	<b>\$ 11,630,969</b>	<b>\$ -</b>	<b>\$ 11,630,969</b>	<b>\$ (214,363)</b>	<b>\$ 12,009,205</b>	<b>\$ 11,181,187</b>
		Less Estimated Requirements		<b>\$ (10,437,097)</b>		Less Estimated Requirements	
		<b>Estimated Ending Fund Balance</b>		<b>\$ 1,193,872</b>		<b>Estimated Ending Fund Balance</b>	

**Jefferson School District 14J**  
**General Fund: Statement of Expenditure Budget Vs. Actual**  
**For the Fiscal Year 2024-2025**  
**As of 6/30/2025**

Function	2024-25 Budget	Actual YTD Exp. 6/30/2025	Projected through 6/30/2025	Total Estimated 2024-25	(Over)/ Under Budget	% Committed	2023-24 Budget	Actual YTD Exp. 6/30/2024
<b>Instruction</b>								
1111 Elementary, K-5 or K-6	1,658,088	1,481,803	-	1,481,803	176,285	89.37%	1,825,873	1,679,744
1113 Elementary/Extracurricular	5,532	5,390	-	5,390	142	97.43%	4,136	5,284
1121 Middle/Junior High Programs	1,003,159	976,208	-	976,208	26,951	97.31%	1,112,022	1,058,475
1122 Middle/Junior High School Extracurricular	53,041	56,897	-	56,897	(3,856)	107.27%	51,356	51,214
1131 High School Programs	1,561,040	1,493,616	-	1,493,616	67,424	95.68%	1,660,595	1,510,787
1132 High School Extracurricular	112,826	113,566	-	113,566	(740)	100.66%	110,642	113,121
1210 Programs for the Talented and Gifted	5,521	4,686	-	4,686	835	84.88%	6,961	4,138
1220 Restrictive Pgms for Students w/Disabilities	605,275	492,764	-	492,764	112,511	81.41%	598,700	443,868
1221 Learning Centers	-	-	-	-	-	0.00%	-	-
1227 Early School Year Program	-	11,408	-	11,408	(11,408)	0.00%	9,274	3,890
1229 Other Pgms for Students w/Disabilities	-	100	-	100	(100)	0.00%	-	-
1250 Programs for Students w/Severe Disabilities	713,703	677,943	-	677,943	35,760	94.99%	788,855	630,097
1281 Public Alternative Programs	4,000	-	-	-	4,000	0.00%	4,000	1,997
1283 District Alternative Programs	10,000	-	-	-	10,000	0.00%	63,344	-
1284 JCA	-	-	-	-	-	0.00%	-	-
1291 English Second Language Programs	260,958	249,550	-	249,550	11,408	95.63%	252,374	247,195
<b>Total Instruction</b>	<b>\$ 5,993,143</b>	<b>\$ 5,563,932</b>	<b>\$ -</b>	<b>\$ 5,563,932</b>	<b>\$ 429,212</b>		<b>\$ 6,488,132</b>	<b>\$ 5,749,810</b>
<b>Support Services</b>								
2112 Attendance Services	-	-	-	-	-	0.00%	-	-
2115 Student Safety	3,500	2,718	-	2,718	782	77.64%	3,500	2,244
2122 Counseling Services	237,107	228,694	-	228,694	8,413	96.45%	241,411	148,278
2134 Nurse Services	141,062	141,062	-	141,062	-	100.00%	19,774	19,774
2140 Behavior Consultant	-	-	-	-	-	0.00%	-	-
2148 Psychological Services	115,666	43,375	-	43,375	-	37.50%	104,331	104,331
2152 Speech Pathology Services	-	849	-	849	(849)	0.00%	-	-
2160 Other Student Treatment Services	-	-	-	-	-	0.00%	-	-
2190 Service Directions, Student Support Svcs	116,382	83,411	-	83,411	32,971	71.67%	110,932	113,467
2213 Curriculum	-	687	-	687	(687)	0.00%	-	-
2219 Improvement of Instruction Services	-	-	-	-	-	0.00%	-	-
2222 Library/Media Center	34,466	7,417	-	7,417	27,049	21.52%	24,948	18,801
2223 Multimedia Services	-	-	-	-	-	0.00%	-	-
2230 Assessment and Testing	5,080	-	-	-	-	0.00%	-	-
2240 Staff Development	20,000	14,633	-	14,633	5,367	73.16%	36,515	5,241
2310 Board of Education	128,640	107,895	-	107,895	20,745	83.87%	129,935	103,172
2320 Executive Administration	201,131	214,206	-	214,206	(13,075)	106.50%	200,467	182,828
2410 Office of the Principal Services	998,984	894,833	-	894,833	104,151	89.57%	1,112,817	1,011,953
2510 Direction of Business Services	157,031	152,860	-	152,860	4,171	97.34%	153,155	146,366
2520 Fiscal Services	164,716	172,696	-	172,696	(7,980)	104.84%	160,420	159,744
2528 Other General Professional and Technological Servi	1,500	2,190	-	2,190	(690)	145.98%	1,500	2,068
2540 Operation & Maintenance of Plant Services	154,000	148,918	-	148,918	5,082	96.70%	135,000	139,134
2542 Care and Upkeep of Building Services	877,950	844,920	-	844,920	33,030	96.24%	840,550	806,029
2543 Care and Upkeep of Grounds Services	129,454	110,321	-	110,321	19,133	85.22%	132,520	116,334
2544 Maintenance	184,978	138,688	-	138,688	46,290	74.98%	161,450	155,363
2546 Security Services	10,000	3,445	-	3,445	6,555	34.45%	10,000	2,885
2550 Student Transportation Services	-	-	-	-	-	0.00%	-	-
2552 Vehicle Operation Services	705,500	802,426	-	802,426	(96,926)	113.74%	670,000	762,222
2558 Transportation/Special Educationb	105,000	41,494	-	41,494	63,506	39.52%	86,000	73,404
2573 Warehouse & Distribution Services	39,800	21,967	-	21,967	17,833	55.19%	41,200	25,819
2574 Printing, Publishing and Duplicating Services	45,000	38,950	-	38,950	6,050	86.56%	43,000	36,405
2643 Human Resources	68,987	133,943	-	133,943	(64,956)	194.16%	121,530	76,890
2649 Other Staff Services	-	-	-	-	-	0.00%	3,000	157
2662 Technology- Systems Analysis Services	246,682	220,804	-	220,804	25,878	89.51%	304,580	258,288
2663 Technology- Programming Services	74,247	60,957	-	60,957	13,290	82.10%	72,000	60,143
<b>Total Support Services</b>	<b>\$ 4,966,863</b>	<b>\$ 4,634,358</b>	<b>\$ -</b>	<b>\$ 4,634,358</b>	<b>\$ 255,134</b>		<b>\$ 4,920,535</b>	<b>\$ 4,531,339</b>
<b>Other Requirements</b>								
5100 Debt Service	-	-	-	-	-	-	-	-
5200 Transfers of Funds	256,600	238,808	-	238,808	17,792	93.07%	300,538	3,448
6000 Contingency	50,000	-	-	-	50,000	0.00%	100,000	-
7000 Unappropriated Ending Fund Balance	150,000	-	-	-	150,000	0.00%	200,000	-
<b>Total Other Requirements</b>	<b>\$ 456,600</b>	<b>\$ 238,808</b>	<b>\$ -</b>	<b>\$ 238,808</b>	<b>\$ 217,792</b>		<b>\$ 600,538</b>	<b>\$ 3,448</b>
<b>Total Requirements</b>	<b>\$ 11,416,606</b>	<b>\$ 10,437,097</b>	<b>\$ -</b>	<b>\$ 10,437,097</b>	<b>\$ 902,138</b>		<b>\$ 12,009,205</b>	<b>\$ 10,284,596</b>

**Jefferson School District 14J**  
**Appropriations**  
**For the Fiscal Year 2024-2025**  
**As of 6/30/2025**

<b>General Fund (100)</b>	<b>Appropriations</b>	<b>Resolutions</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Totals</b>	<b>(Over)/Under Budget</b>
1000 Instruction	\$ 5,993,143	\$ -	\$ 5,563,932	\$ -	\$ 5,563,932	\$ 429,211
2000 Support Services	\$ 4,966,863	\$ -	\$ 4,634,358	\$ -	\$ 4,634,358	\$ 332,505
5100 Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5200 Transfers	\$ 256,600	\$ -	\$ 238,808	\$ -	\$ 238,808	\$ 17,792
6000 Contingency	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Sub Total	\$ 11,266,606	\$ -	10,437,097	-	10,437,097	\$ 829,509
<b>Special Revenue Funds</b>						
1000 Instruction	\$ 1,696,928	\$ -	\$ 1,696,897	\$ -	\$ 1,696,897	\$ 31
2000 Support Services	\$ 456,438	\$ -	\$ 292,869	\$ -	\$ 292,869	\$ 163,569
3000 Community Service	\$ 597,938	\$ -	\$ 566,326	\$ -	\$ 566,326	\$ 31,612
Sub Total	\$ 2,751,304	-	2,556,092	-	2,556,092	\$ 195,212
<b>ASB Funds</b>						
1000 Instruction	\$ 297,950	\$ -	\$ 103,674	\$ -	\$ 103,674	\$ 194,276
5200 Transfers	\$ 12,500	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ 500
Sub Total	\$ 310,450	\$ -	\$ 115,674	\$ -	\$ 115,674	\$ 194,776
<b>Debt Service</b>						
5100 Debt Service	\$ 1,857,944	\$ -	\$ 1,857,880	\$ -	\$ 1,857,880	\$ 64
6000 Contingency	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
7000 Unappropriated	\$ 77,160	\$ -	\$ -	\$ -	\$ -	\$ 77,160
Sub Total	\$ 1,985,104	-	1,857,880	-	1,857,880	\$ 127,224
<b>Capital Fund</b>						
2000 Support Services	\$ 41,926	\$ -	\$ -	\$ -	\$ -	\$ 41,926
4000 Facilities Acquisitior	\$ 469,427	\$ -	\$ 157,004	\$ -	\$ 157,004	\$ 312,423
5000 Facilities Acquisitior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 511,353	-	157,004	-	157,004	\$ 354,349
<b>Total Appropriations</b>	\$ 16,824,817	\$ -	\$ 15,123,747	\$ -	\$ 15,123,747	\$ 1,701,070
<b>Total Unappropriated</b>	\$ 150,000	-	-	-	-	\$ 150,000
<b>TOTAL</b>	<b>\$ 16,974,817</b>	<b>\$ -</b>	<b>\$ 15,123,747</b>	<b>\$ -</b>	<b>\$ 15,123,747</b>	<b>\$ 1,851,070</b>

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2025-2026

Criteria: From Check Date: 07/01/2025 To: 07/31/2025 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 999

Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
100 - General Fund			
151	Active Internet Technologies	FinalSite Renewal	\$5,123.00
0	Amazon Capital Services, Inc	Supplies for DO	\$78.43
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	\$201.87
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	\$132.49
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	\$149.51
0	Amazon Capital Services, Inc	Computer Supply Fund	\$30.17
0	Amazon Capital Services, Inc	Supplies for DO	\$69.03
0	Amazon Capital Services, Inc	Custodial Supplies	\$49.14
0	Amazon Capital Services, Inc	Supplies for DO	\$29.43
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	\$13.49
135	Arbiter Sports LLC	Facility Scheduler	\$3,060.00
159	Century Link	Voice Over IP portion for phone service - remaining on Century Link	\$12.77
160	Century Link	Voice Over IP portion for phone service - remaining on Century Link	\$488.83
162	CitiBank	BOLI poster for the district	\$126.00
162	CitiBank	Costco Membership	\$325.00
162	CitiBank	Food for meetings	\$19.85
162	CitiBank	Food for meetings	\$50.43
163	COSA	25-26 New Superintendent Academy - 2 Dawn Moorefield	\$795.00
165	Follett School Solutions, Inc.	ELM - HOSTED SERVICE RENEWAL	\$899.64
165	Follett School Solutions, Inc.	ELM - ONLINE SERVICE RENEWAL	\$156.72
165	Follett School Solutions, Inc.	HIGH - HOSTED SERVICE RENEWAL	\$899.64
165	Follett School Solutions, Inc.	HIGH - ONLINE SERVICE RENEWAL	\$156.72
165	Follett School Solutions, Inc.	MDL - HOSTED SERVICE RENEWAL	\$899.64
165	Follett School Solutions, Inc.	MDL - ONLINE SERVICE RENEWAL	\$156.72

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2025-2026

Criteria: From Check Date: 07/01/2025 To: 07/31/2025 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 999

Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
100 - General Fund			
136	Hungerford Law Firm, L.L.P.	Hungerford Law Series - Superintendent Moorefield	\$172.00
136	Hungerford Law Firm, L.L.P.	Hungerford Law Series - JSD Administrators	\$1,028.00
152	Integrated Register Systems, Inc.	Annual Credit card transactions billing for Live	\$30.40
137	Lawrence Company	Quarterly Unemployment Services	\$100.00
166	Liden Technologies LLC- Help Counter	Annual licenses for JES/JMS/JHS. Volunteer background check program.	\$450.00
153	Linguava Interpreters Inc	Translation services	\$152.24
138	Linn County Clerk	May 20, 2025 Special District Election	\$107.33
169	NW Natural Gas	DO-Old MS / Oil and Gas	\$74.71
169	NW Natural Gas	ES Oil and Gas	\$104.13
169	NW Natural Gas	MS Oil and Gas	\$132.67
169	NW Natural Gas	HS Oil and Gas	\$86.97
154	OETC	Google Workspace Renewal	\$3,750.00
155	OETC	OETC Membership	\$150.00
139	OSBA	JSD Policy Web Hosting	\$1,620.00
139	OSBA	OSBA Policy Plus subscription	\$1,500.00
171	OSBA	2025 OSBA District Member Dues	\$1,633.58
156	OSBA Legal Assistance Trust	Yearly subscription - member dues	\$400.00
140	Pace	Property Insurance	\$149,054.00
172	Pauly, Rogers and Co., PC	Audit	\$15,800.00
141	SAIF Corporation	Workers' Compensation Payment	\$35,890.46
173	Security Alarm Corp	Repairs and Maintenance District Wide	\$1,196.49
174	Sherwin Williams	Maintenance Supplies	\$202.50
175	SHI International Corp.	FortiVoice-VM-200	\$2,108.22
175	SHI International Corp.	FortiVoice-VM-200 Support	\$3,162.33
175	SHI International Corp.	FortiFone-280B IP Phones	\$12,937.40
175	SHI International Corp.	FortiVoiceGateway-GS04 Hardware & Support	\$3,095.04
175	SHI International Corp.	FortiVoiceGateway-GO04 Hardware & Support	\$2,322.82

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2025-2026

Criteria: From Check Date: 07/01/2025 To: 07/31/2025 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 999  Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
100 - General Fund			
175	SHI International Corp.	Remote Resource Service Day (Installation Support)	\$9,667.02
176	Sierra Springs	Water and Cooler Rental District Office Wide	\$131.30
177	Staples	Custodial Supplies	\$8,787.84
177	Staples	Custodial Supplies	\$662.65
177	Staples	Custodial Supplies	\$577.43
178	Swanson & Sons Company Inc	Repairs and Maintenance District Wide	\$335.00
179	Truett, Hattie M	Mllege out of town for the year	\$145.60
180	Valley Athletic Field Solutions, Inc	Grounds Supplies	\$1,414.82
181	Valley Fire Control	MS/Repairs & Maintenance Services	\$173.50
182	Verizon Wireless	JHS Principal Cell 503.509.8302	\$52.97
182	Verizon Wireless	JMS Principal Cell 541.971.7969	\$52.97
182	Verizon Wireless	Superintendent Cell Phone 541.971.7973	\$52.97
182	Verizon Wireless	JES Principal Cell Phone 503.619.0589	\$52.97
143	WHA Insurance Agency, Inc	Insurance and Risk Management Fees	\$12,999.00
Total for 100 - General Fund			\$286,290.85
210 - Title 2A - Quality Teacher			
0	Murtha, Poul Josef	Building Thinking Classrooms Conference in Renton WA.	\$320.60
0	Murtha, Poul Josef	Conference registration	\$585.00
0	Murtha, Poul Josef	Parking	\$21.42
Total for 210 - Title 2A - Quality Teacher			\$927.02
235 - Measure 98			
0	Amazon Capital Services, Inc	Supplies	(\$147.51)
182	Verizon Wireless	JHS - TOSA/Dean 541.971.7978	\$52.97
Total for 235 - Measure 98			(\$94.54)
250 - Child Nutrition Programs			
167	Marion County Environmental Health	Annual Health Inspections	\$1,806.00

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2025-2026

Criteria: From Check Date: 07/01/2025 To: 07/31/2025 Voucher: ALL  
 Report Sort: FUND From Fund: 100 To: 999

Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
<b>250 - Child Nutrition Programs</b>			
168	Meal Time	Mealtime License/Software Support	\$2,595.00
170	Oregon Child Nutrition Coalition, Inc.	OCNC Coalitions-Bids/Procurement	\$825.00
183	Water Walkers Inc.	Health Pro License/Software Support	\$3,662.00
Total for 250 - Child Nutrition Programs			\$8,888.00
<b>252 - Student Success Act</b>			
164	Florida Virtual School	Instruction Services	\$1,543.60
Total for 252 - Student Success Act			\$1,543.60
<b>255 - Co-Curricular Fund</b>			
0	Cardmember Services	Mileage/Travel/Registration	\$29.00
Total for 255 - Co-Curricular Fund			\$29.00
<b>273 - High School ASB</b>			
158	BSN Sports	HS/Volleyball	\$1,049.85
142	Salem Academy	HS/Girls Basketball	\$90.00
Total for 273 - High School ASB			\$1,139.85
<b>274 - Scholarship Fund</b>			
161	Chemeketa Comm College	Stohlman Scholarship/Parker Siegarth	\$500.00
Total for 274 - Scholarship Fund			\$500.00
<b>300 - Debt Service Funds</b>			
0	Oregon Department of Energy	SELP Loan Interest	\$329.28
0	Oregon Department of Energy	SELP Loan Principal	\$5,420.72
Total for 300 - Debt Service Funds			\$5,750.00
Grand Total:			\$304,973.78

End of Report

Jefferson School District 14J  
 General Fund: Statement of Revenues Budget Vs. Actual  
 For the Fiscal Year 2025-2026 As of 7/31/2025

Source	2025-26 Budget	Actual YTD Rev. 7/31/2025	Projected through 6/30/2026	Total Estimated 2025-26	(Over)/Under Budget	2024-25 Budget	*Actual YTD Rev. 6/30/2025
SSF Funding							
1111 Current Year Property Taxes- Marion	2,629,871	-	2,629,871	2,629,871	-	2,504,536	2,598,698
1111 Current Year Property Taxes- Linn	201,874	-	201,874	201,874	-	191,874	197,843
1112 Prior Year's Property Taxes- Marion	65,178	12,084	53,094	65,178	-	65,178	61,233
1112 Prior Year's Property Taxes- Linn	3,970	-	3,970	3,970	-	3,970	3,729
1114 Payment in Lieu of Property Taxes- Marion	8,000	106	7,894	8,000	-	7,523	2,401
1114 Payment in Lieu of Property Taxes- Linn	-	-	-	-	-	-	-
2101 County School Funds- Marion	23,000	-	23,000	23,000	-	23,000	8,145
2101 County School Funds- Linn	3,000	-	3,000	3,000	-	3,000	-
2199 Other Intermediate Sources	-	-	-	-	-	-	-
2800 Revenue in Lieu of Taxes	6,000	-	6,000	6,000	-	-	3,041
3101 State School Support Funds	7,812,666	1,124,114	6,688,552	7,812,666	-	7,650,525	7,517,664
3101 SSF May Payback	-	-	-	-	-	-	109,326
3103 Common School Fund- Marion	96,531	-	96,531	96,531	-	108,000	152,485
3103 Common School Fund- Linn	-	-	-	-	-	-	-
3104 State Timber- Marion	750	-	750	750	-	750	-
3104 State Timber- Linn	250	-	250	250	-	250	281
3150 Small HS Grant	50,000	-	50,000	50,000	-	50,000	41,437
4801 Federal Forest Fees- Marion	-	-	-	-	-	-	-
4801 Federal Forest Fees- Linn	-	-	-	-	-	-	204
<b>Total SSF Funding</b>	<b>10,901,090</b>	<b>1,136,305</b>	<b>9,764,785</b>	<b>10,901,090</b>	<b>-</b>	<b>10,608,606</b>	<b>10,696,488</b>
<b>Total SSF Revenue</b>	<b>\$ 10,901,090</b>	<b>\$ 1,136,305</b>	<b>\$ 9,764,785</b>	<b>\$ 10,901,090</b>	<b>\$ -</b>	<b>\$ 10,608,606</b>	<b>\$ 10,696,488</b>
<b>Non State School Support Formula Sources</b>							
<b>Local Sources</b>							
1510 Earnings on Investments	120,000	4,691	115,309	120,000	-	120,000	109,050
1512 Local Tax Interest	1,000	-	1,000	1,000	-	1,000	846
1910 Rentals	7,000	-	7,000	7,000	-	7,000	2,217
1920 Donations from Private Sources/SB1149	-	-	-	-	-	-	-
1941 Other LEA Services	-	-	-	-	-	-	-
1960 Recovery of Prior Year	-	-	-	-	-	-	3,294
1980 Indirect from Grants	-	-	-	-	-	-	-
1990 Miscellaneous Local Revenue	15,000	300	14,700	15,000	-	15,000	7,365
1991 Medicaid	-	-	-	-	-	-	-
<b>Total Non Formula Local Sources</b>	<b>143,000</b>	<b>4,991</b>	<b>138,009</b>	<b>143,000</b>	<b>-</b>	<b>143,000</b>	<b>122,772</b>
<b>Intermediate Sources</b>							
2900 WESD Transit Funds	-	-	-	-	-	-	-
<b>State/Federal Sources</b>							
3190 High Cost Disability	120,000	-	120,000	120,000	-	90,000	135,781
<b>Total State/Federal Sources</b>	<b>120,000</b>	<b>-</b>	<b>120,000</b>	<b>120,000</b>	<b>-</b>	<b>90,000</b>	<b>135,781</b>
<b>Other Sources</b>							
5200 Interfund Transfers	-	-	-	-	-	-	-
5400 Beginning Fund Balance*	1,000,000	-	1,000,000	1,000,000	-	575,000	675,929
<b>Total Other Sources</b>	<b>1,000,000</b>	<b>-</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>-</b>	<b>575,000</b>	<b>675,929</b>
<b>Total Non SSF Revenue</b>	<b>\$ 1,263,000</b>	<b>\$ 4,991</b>	<b>1,258,009</b>	<b>\$ 1,263,000</b>	<b>\$ -</b>	<b>\$ 808,000</b>	<b>\$ 934,481</b>
<b>Total Resources</b>	<b>\$ 12,164,090</b>	<b>\$ 1,141,295</b>	<b>\$ 11,022,795</b>	<b>\$ 12,164,090</b>	<b>\$ -</b>	<b>\$ 11,416,606</b>	<b>\$ 11,630,969</b>
		Less Estimated Requirements		<b>\$ (9,754,812)</b>		Less Estimated Requirements	
		<b>Estimated Ending Fund Balance</b>		<b>\$ 2,409,278</b>		<b>Estimated Ending Fund Balance</b>	

## Jefferson School District 14J

### General Fund: Statement of Expenditure Budget Vs. Actual

#### For the Fiscal Year 2025-2026

#### As of 7/31/2025

Function	2025-26 Budget	Actual YTD Exp. 7/31/2025	Projected Through 6/30/2026	Total Estimated 2025-26	(Over)/ Under Budget	% Committed	2024-25 Budget	Actual* YTD Exp. 6/30/2025
<b>Instruction</b>								
1111 Elementary, K-5 or K-6	1,839,995	-	1,379,996	1,379,996	459,999	75.00%	1,658,088	1,481,803
1113 Elementary/Extracurricular	6,092	-	5,734	5,734	358	94.12%	5,532	5,330
1121 Middle/Junior High Programs	1,001,298	-	751,138	751,138	250,160	75.02%	1,003,159	976,208
1122 Middle/Junior High School Extracurricular	62,803	-	61,733	61,733	1,070	98.30%	53,041	56,897
1131 High School Programs	1,603,788	-	1,275,854	1,275,854	327,934	79.55%	1,561,040	1,493,616
1132 High School Extracurricular	115,441	-	111,518	111,518	3,924	96.60%	112,826	113,566
1210 Programs for the Talented and Gifted	5,402	-	4,130	4,130	1,272	76.45%	5,521	4,686
1220 Restrictive Pgms for Students w/Disabilities	639,404	34	479,519	479,553	159,851	75.00%	605,275	492,764
1221 Learning Centers	-	-	-	-	-	0.00%	-	-
1227 Early School Year Program	13,271	-	9,953	9,953	3,318	75.00%	-	11,408
1229 Other Pgms for Students w/Disabilities	-	-	-	-	-	0.00%	-	100
1250 Programs for Students w/Severe Disabilities	884,357	-	693,314	693,314	191,043	78.40%	713,703	677,943
1281 Public Alternative Programs	3,750	-	2,813	2,813	938	75.00%	4,000	-
1283 District Alternative Programs	-	-	-	-	-	0.00%	10,000	-
1284 JCA	-	-	-	-	-	0.00%	-	-
1291 English Second Language Programs	282,789	-	267,025	267,025	15,764	94.43%	260,958	249,550
1292 Teen Parenting	400	-	-	-	-	0.00%	-	-
<b>Total Instruction</b>	<b>\$ 6,458,790</b>	<b>\$ 34</b>	<b>\$ 5,042,727</b>	<b>\$ 5,042,761</b>	<b>\$ 1,415,629</b>		<b>\$ 5,993,143</b>	<b>\$ 5,563,932</b>
<b>Support Services</b>								
2112 Attendance Services	-	-	-	-	-	0.00%	-	-
2115 Student Safety	7,335	450	5,051	5,501	1,834	75.00%	3,500	2,718
2122 Counseling Services	260,350	-	199,784	199,784	60,566	76.74%	237,107	228,694
2134 Nurse Services	76,528	-	57,396	57,396	19,132	75.00%	141,062	141,062
2140 Behavior Consultant	73,120	-	54,840	54,840	18,280	0.00%	-	-
2148 Psychological Services	59,900	-	14,975	14,975	-	25.00%	115,666	43,375
2152 Speech Pathology Services	-	-	-	-	-	0.00%	-	849
2160 Other Student Treatment Services	-	-	-	-	-	0.00%	-	-
2190 Service Directions, Student Support Svcs	145,952	11,445	125,899	137,344	8,608	0.00%	116,382	83,411
2213 Curriculum - Health	50,000	-	37,500	37,500	12,500	0.00%	-	687
2219 Improvement of Instruction Services	-	-	-	-	-	0.00%	-	-
2222 Library/Media Center	6,809	-	1,702	1,702	5,107	0.00%	34,466	7,417
2223 Multimedia Services	-	-	-	-	-	0.00%	-	-
2230 Assessment and Testing	-	-	-	-	-	0.00%	5,080	-
2240 Staff Development	20,000	-	20,000	20,000	-	0.00%	20,000	14,633
2310 Board of Education	140,938	22,079	95,801	117,880	23,058	0.00%	128,640	107,895
2320 Executive Administration	244,498	24,615	188,920	213,536	30,962	0.00%	201,131	214,206
2410 Office of the Principal Services	1,022,095	1,187	765,384	766,571	255,524	75.00%	998,984	894,833
2510 Direction of Business Services	167,653	13,731	146,369	160,100	7,553	95.50%	157,031	152,860
2520 Fiscal Services	185,456	11,914	139,137	151,051	34,405	81.45%	164,716	172,696
2528 Other General Professional and Technological Servi	1,500	214	911	1,125	375	75.00%	1,500	2,190
2540 Operation & Maintenance of Plant Services	166,500	162,053	-	162,053	4,447	97.33%	154,000	148,918
2542 Care and Upkeep of Building Services	958,440	53,550	809,310	862,860	95,580	90.03%	877,950	844,920
2543 Care and Upkeep of Grounds Services	137,093	10,244	100,580	110,825	26,268	80.84%	129,454	110,321
2544 Maintenance	199,367	11,468	138,057	149,525	49,842	75.00%	184,978	138,688
2546 Security Services	6,000	-	6,000	6,000	-	100.00%	10,000	3,445
2550 Student Transportation Services	-	-	-	-	-	0.00%	-	-
2552 Vehicle Operation Services	823,500	-	824,500	824,500	(1,000)	100.12%	705,500	802,426
2558 Transportation/Special Educationb	60,000	-	60,000	60,000	-	100.00%	105,000	41,494
2573 Warehouse & Distribution Services	30,350	502	14,673	15,175	15,175	50.00%	39,800	21,967
2574 Printing, Publishing and Duplicating Services	40,000	-	40,000	40,000	-	100.00%	45,000	38,950
2643 Human Resources	2,000	126	8,615	8,741	(6,741)	437.03%	68,987	133,943
2649 Other Staff Services	-	-	-	-	-	0.00%	-	-
2662 Technology- Systems Analysis Services	248,076	24,841	166,261	191,101	56,975	77.03%	246,682	220,804
2663 Technology- Programming Services	92,667	-	69,500	69,500	23,167	75.00%	74,247	60,957
2669 Technology- Telephone	35,000	33,293	-	33,293	1,707	95.12%	-	-
<b>Total Support Services</b>	<b>\$ 5,261,127</b>	<b>\$ 381,711</b>	<b>\$ 4,091,167</b>	<b>\$ 4,472,878</b>	<b>\$ 743,324</b>		<b>\$ 4,966,863</b>	<b>\$ 4,634,358</b>
<b>Enterprise and Community Services</b>								
3360 SIT Team	5,000	-	5,000	-	-	-	-	-
<b>Total Enterprise and Community Services</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Other Requirements</b>								
5100 Debt Service	-	-	-	-	-	-	-	-
5200 Transfers of Funds	239,173	-	239,173	239,173	-	100.00%	256,600	238,808
6000 Contingency	50,000	-	-	-	50,000	0.00%	50,000	-
7000 Unappropriated Ending Fund Balance	150,000	-	-	-	150,000	0.00%	150,000	-
<b>Total Other Requirements</b>	<b>\$ 439,173</b>	<b>\$ -</b>	<b>\$ 239,173</b>	<b>\$ 239,173</b>	<b>\$ 200,000</b>		<b>\$ 456,600</b>	<b>\$ 238,808</b>
<b>Total Requirements</b>	<b>\$ 12,164,090</b>	<b>\$ 381,745</b>	<b>\$ 9,378,067</b>	<b>\$ 9,754,812</b>	<b>\$ 2,358,953</b>		<b>\$ 11,416,606</b>	<b>\$ 10,437,097</b>

**Jefferson School District 14J**  
**Appropriations**  
**For the Fiscal Year 2024-2025**  
**As of 6/30/2025**

<b>General Fund (100)</b>	<b>Appropriations</b>	<b>Resolutions</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Totals</b>	<b>(Over)/Under Budget</b>
1000 Instruction	\$ 6,458,790	\$ -	\$ 34	\$ 4,759,748	\$ 4,759,782	\$ 1,699,008
2000 Support Services	\$ 5,261,127	\$ -	\$ 381,711	\$ 3,829,319	\$ 4,211,030	\$ 1,050,097
3000 Community Services	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
5200 Transfers	\$ 239,173	\$ -	\$ -	\$ -	\$ -	\$ 239,173
6000 Contingency	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Sub Total	\$ 12,014,090	\$ -	381,745	8,589,067	8,970,812	\$ 3,043,278
<b>Special Revenue Funds</b>						
1000 Instruction	\$ 1,944,507	\$ -	\$ 2,352	\$ 1,086,615	\$ 1,088,967	\$ 855,540
2000 Support Services	\$ 287,149	\$ -	\$ 1,868	\$ 133,867	\$ 135,735	\$ 151,414
3000 Community Services	\$ 600,084	\$ -	\$ 15,612	\$ 477,212	\$ 492,824	\$ 107,260
Sub Total	\$ 2,831,740	-	19,832	1,697,694	1,717,526	\$ 1,114,214
<b>ASB Funds</b>						
1000 Instruction	\$ 297,950	\$ -	\$ 1,050	\$ 4,042	\$ 5,092	\$ 292,858
5200 Transfers	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ 12,500
Sub Total	\$ 310,450	\$ -	\$ 1,050	\$ 4,042	\$ 5,092	\$ 305,358
<b>Debt Service</b>						
5100 Debt Service	\$ 1,900,344	\$ -	\$ 5,750	\$ 1,918,433	\$ 1,924,183	\$ (23,839)
6000 Contingency	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
7000 Unappropriated	\$ 77,160	\$ -	\$ -	\$ -	\$ -	\$ 77,160
Sub Total	\$ 2,047,504		5,750	1,918,433	1,924,183	\$ 123,321
<b>Capital Fund</b>						
2000 Support Services	\$ 41,926	\$ -	\$ -	\$ -	\$ -	\$ 41,926
4000 Facilities Acquisition	\$ 345,656	\$ -	\$ -	\$ -	\$ -	\$ 345,656
5000 Facilities Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 387,582	-	-	-	-	\$ 387,582
<b>Total Appropriations</b>	\$ 17,591,366	\$ -	\$ 408,377	\$ 12,209,236	\$ 12,617,613	\$ 4,973,753
<b>Total Unappropriated</b>	\$ 150,000	-	-	-	-	\$ 150,000
<b>TOTAL</b>	<b>\$ 17,741,366</b>	<b>\$ -</b>	<b>\$ 408,377</b>	<b>\$ 12,209,236</b>	<b>\$ 12,617,613</b>	<b>\$ 5,123,753</b>



## **Superintendent Report – August 2025**

It is hard to believe that the start of the 2025-26 school year is upon us. We have been busy planning for the return of staff and students and are excited to welcome everyone back. I have several important updates to share with you.

### **Middle School Principal**

A team of six individuals spent many hours interviewing eight candidates for the position of principal for Jefferson Middle School. I am happy to announce that Eric Clendenin has been selected to fill that position. He comes to us with a wealth of administrative and teaching experience in small schools, and we are thrilled to have him join the Jefferson School District.

### **Federal Title Programs Update**

The district has received notification from the Oregon Department of Education that federal funds for Title II-A, Title III, and Title IV-A will be released for the 2025-26 school year. We should receive notice of our allocations by August 13, 2025. This is great news because these funds provide much needed support for professional development for staff as well as safety and support for students.

### **Negotiations Update**

I am happy to report that the Jefferson School District and the Jefferson Education Association reached a tentative agreement after our last meeting on July 28, 2025. I want to thank all members of both teams for their hard work. This was actually quite a task as not only were we negotiating a full, open contract, but we completely reorganized the entire agreement. The union needs to vote to ratify the tentative agreement, so I will bring it to the board for approval after that happens.

### **Inservice Week**

I have included a copy of the welcome back letter to staff and the schedule for August 25-29, which is the week that our staff return to work. Our district day is August 26 and begins at 7:45am at the middle school. This is our first opportunity to meet with all of the JSD staff and provide them with much-needed updates for the school year. We would love to have you join us!



August 8, 2025

Dear JSD Staff,

As the summer season draws to a close, we are preparing for the return of our students for the 2025-26 school year. I trust you were able to enjoy a restful period with friends and family, and that you feel refreshed and re-energized for the school year ahead.

As we begin this new school year, I want to express my sincere gratitude for your hard work and dedication. I am incredibly proud of our accomplishments last year, and I am optimistic about the path forward.

Every role within our district is vital to our mission of providing a safe, and comprehensive learning environment for our students. Whether you are providing transportation, preparing meals, maintaining our facilities, performing administrative duties, teaching in a classroom, or serving in any one of the many other important capacities in this district, your contributions are integral to our success. This year, Jefferson School District will prioritize the following key areas to ensure our continued success:

- Effective communication and service
- Quality instruction
- School Attendance
- Literacy
- Interventions through the MTSS model
- Safety

Our Jefferson School District Welcome Back Inservice Week is scheduled from **August 25<sup>th</sup> to August 29<sup>th</sup>**. Please refer to the enclosed schedules for detailed information. It is important to note that all staff, regardless of regular work hours, are expected to be present from **7:45 AM to 3:45 PM on August 26<sup>th</sup> and 27<sup>th</sup>** to ensure full participation in essential meetings and training sessions.

I hope you enjoy the remaining days of summer. I look forward to an impactful school year as we work together to achieve our goals.

Sincerely,

Dawn R. Moorefield  
Superintendent  
Jefferson School District 14J

# JEFFERSON SCHOOL DISTRICT

## AUGUST 25-29 SCHEDULE



25/  
MON

THIS IS A WORK DAY FOR  
ALL LICENSED STAFF  
7:45AM - 3:45PM



26/  
TUES

ALL STAFF DISTRICT DAY  
ALL STAFF REPORT TO  
JEFFERSON MIDDLE SCHOOL  
7:45AM - 3:45PM

\*Schedule is still being finalized  
😊 ID Badge pictures will be taken today!



27/  
WED

ALL STAFF INSERVICE DAY  
ALL STAFF REPORT TO  
JEFFERSON MIDDLE SCHOOL  
7:45AM - 3:45PM

\*Schedule is still being finalized



28/  
THU

LICENSED STAFF AND SOME  
CLASSIFIED STAFF  
BUILDING MEETINGS/FIRST AID & CPR  
TRAINING

\*Schedule is still being finalized and those  
needing first aid/CPR will be notified



29/  
FRI

WORK DAY FOR  
ALL LICENSED STAFF  
7:45AM - 3:45PM

**Jefferson School District 14J**  
**Employee Handbook**  
**2025-26**



# Contents

PREFACE .....	6
JEFFERSON SCHOOL DISTRICT BOARD OF DIRECTORS.....	7
BOARD COMMITTEES.....	7
BOARD MEETING SCHEDULE 2024-2025 .....	7
DISTRICT AND SCHOOL CONTACT INFORMATION .....	8
ASSOCIATIONS .....	9
MISSION STATEMENT .....	9
FOCUS AREAS AND GOALS.....	9
MAPS.....	10
PAY SCHEDULE .....	11
EMPLOYEE RESOURCES.....	11
BOARD MEETINGS/COMMUNICATIONS .....	12
COMMUNITY USE OF BUILDING .....	12
CONFERENCE AFFILIATION.....	13
STAFF OPERATIONS.....	14
ABSENCES.....	14
FAMILY MEDICAL LEAVE (FMLA/OFLA).....	14
FAMILY MEDICAL LEAVE INSURANCE (PFMLI AND PAID LEAVE OREGON).....	18
ABUSE OF A CHILD, REPORTING .....	18
ACTIVITY-BUS USE.....	19
ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES .....	19
ANIMALS IN DISTRICT FACILITIES.....	19
BREAKS.....	19
CARE/USE OF DISTRICT PROPERTY .....	20
CASH IN DISTRICT BUILDINGS .....	20
CLASSROOM SECURITY .....	20
COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/ INFECTION CONTROL PROCEDURES.....	20
COMPLAINTS.....	20
COMPUTER USE .....	21
CONFERENCES.....	22
CONTRACTS AND COMPENSATION.....	22
COPYRIGHT.....	23
CRIMINAL RECORDS CHECKS/FINGERPRINTING .....	23
CURRICULUM .....	25
CYBERSECURITY.....	25
DRUG-FREE WORKPLACE .....	25
EMERGENCY CLOSURES .....	26

EMERGENCY PROCEDURES AND DISASTER PLANS .....	26
EMPLOYEE ASSISTANCE PROGRAM .....	26
EVALUATION OF STAFF .....	26
EXPRESSION OF MILK / BREAST-FEEDING IN THE WORKPLACE.....	27
FAIR LABOR STANDARDS ACT .....	27
FIRST AID CARD .....	28
FUND RAISING.....	28
GIFTS AND SOLICITATIONS.....	28
GUEST SPEAKERS / CONTROVERSIAL SPEAKERS.....	28
HARASSMENT, WORKPLACE .....	29
HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/ CYBERBULLYING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE .....	29
HEALTH INSURANCE PORTABLILITY AND ACCOUNTABILITY ACT (HIPAA) .....	30
INJURY/ILLNESS/ACCIDENT REPORTS .....	30
IDENTIFICATION BADGES.....	31
JOB SHARING / TEMPORARY ASSIGNMENT .....	31
KEYS.....	31
LESSON PLANS.....	32
LICENSE REQUIREMENTS .....	32
MAIL AND DELIVERY SERVICES .....	32
MATERIALS DISTRIBUTION.....	33
MEALS .....	33
MEDIA RELEASES.....	33
MEETINGS .....	33
PARENTAL RIGHTS/SURVEYS.....	33
PARTICIPATION IN POLITICAL ACTIVITIES .....	34
PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA .....	34
PERSONAL PROPERTY .....	35
PERSONAL REFERENCES FOR EMPLOYMENT .....	35
PERSONNEL RECORDS.....	35
PETTY CASH.....	36
PHONES.....	36
PROHIBITED USE, POSSESSION, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY .....	36
PURCHASE ORDERS.....	37
RELEASE OF GENERAL STAFF INFORMATION.....	37
RESEARCH COPYRIGHTS AND PATENTS .....	38
RESIGNATION OF STAFF .....	38

RESTRAINT AND SECLUSION .....	38
RESUSCITATION.....	40
RETIREMENT .....	40
SAFETY COMMITTEE .....	40
SECURITY SYSTEM .....	40
SEXUAL HARASSMENT .....	41
SICK TIME .....	44
SPECIAL INTEREST MATERIALS.....	45
STAFF CONDUCT .....	45
STAFF DEVELOPMENT - LICENSED .....	49
STAFF DRESS AND GROOMING .....	50
STAFF ETHICS .....	50
STAFF HEALTH AND SAFETY .....	51
STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES .....	52
STAFF INVOLVEMENT IN DECISION MAKING.....	52
STAFF/PARENT RELATIONS .....	52
STAFF ROOM.....	52
STUDENT SUICIDE PREVENTION PLAN.....	52
SUPERVISION OF STUDENTS .....	53
SUSPECTED SEXUAL CONDUCT (Reporting Requirements) .....	53
TEACHING ABOUT RELIGION.....	55
TUITION REIMBURSEMENT.....	55
TUTORING .....	55
UNMANNED AIRCRAFT SYSTEM (UAS) a.k.a DRONE .....	55
USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS .....	56
VACANCIES/TRANSFERS.....	56
VOLUNTEERS.....	56
WEAPONS.....	57
WHISTLEBLOWER.....	57
STUDENT OPERATIONAL PROCEDURES .....	58
ASSEMBLIES .....	58
CLASS INTERRUPTIONS .....	58
CONTESTS FOR STUDENTS .....	58
CORPORAL PUNISHMENT .....	58
DISMISSAL OF CLASSES .....	58
DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION .....	59
EMERGENCY DRILLS AND INSTRUCTION.....	59

FEATURE FILMS / VIDEOS / OTHER MEDIA .....	60
FIELD TRIPS AND SPECIAL EVENTS .....	60
FLAG SALUTE .....	61
GRADING .....	61
HUMAN SEXUALITY, HIV/AIDS, SEXUALLY TRANSMITTED DISEASES, HEALTH EDUCATION.....	61
MEDIA ACCESS TO STUDENTS .....	61
MEDICATIONS .....	62
MOVING CLASS / HOLDING CLASSES OUTDOORS .....	63
NON-SCHOOL SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS.....	63
PROGRAM EXEMPTIONS.....	63
RELEASE TIME FOR RELIGIOUS INSTRUCTION .....	63
RESTRAINT OR SECLUSION.....	64
RETENTION OF STUDENTS .....	65
STUDENT ACTIVITY FUNDS.....	65
STUDENT CONDUCT .....	66
STUDENT DISMISSAL PRECAUTIONS.....	66
STUDENT DISCIPLINE.....	67
STUDENT/PARENT HANDBOOK .....	67
STUDENT PERFORMANCES .....	67
STUDENT TRANSPORTATION IN PRIVATE VEHICLES.....	67
STUDENT WITHDRAWAL FROM SCHOOL.....	68
VISITORS.....	68
SPECIAL PROGRAMS .....	69
ALTERNATIVE EDUCATION PROGRAMS.....	69
ASSESSMENT PROGRAMS.....	69
BILINGUAL EDUCATION—ENGLISH LANGUAGE LEARNERS .....	69
COUNSELING AND GUIDANCE PROGRAM .....	69
CRISIS PREVENTION/RESPONSE PROGRAM.....	70
EARLY CHILDHOOD EDUCATION – Readiness to Learn.....	70
HEALTH-SERVICES PROGRAMS .....	70
MEAL PROGRAMS .....	70
PREGNANT/PARENTING STUDENT PROGRAMS.....	71
SPECIAL EDUCATION SERVICES .....	71
STUDENT ASSISTANCE PROGRAM .....	72
TALENTED AND GIFTED PROGRAMS.....	72
TITLE IA PROGRAMS.....	73

## PREFACE

The material covered within the staff handbook (available on the District Website - [www.jefferson14j.com](http://www.jefferson14j.com)) is intended as a method of communicating to employees general District information, rules and regulations and is not intended to either over emphasize or diminish any Board Policy, Administrative Regulation or Collective Bargaining Agreement. Material contained in the handbook may be abbreviated with references to Jefferson School District's Board Policy. Board Policy is available on the District Website, [www.Jefferson14j.com](http://www.Jefferson14j.com). Material contained in the Staff Handbook may therefore be superseded by such Board Policy, Administrative Regulation, Collective Bargaining Agreement or changes in State or Federal Law.

Any information contained in this staff handbook is subject to revision or elimination. Appropriate notice will be provided.

This handbook is not intended as a contract and does not modify any terms of the employment arrangement.

No information in the document shall be viewed as an offer, expressed, or implied or as a guarantee of any employment of any duration.

Equal employment opportunity and treatment shall be practiced by the District, and the District does not discriminate on the basis of an individual's perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, pregnancy, childbirth or a related medical condition, age, veteran's status, service of uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, or mental or physical disability, or economic status, if the employee, with or without reasonable accommodation is able to perform the essential functions of the position.

The following staff have been designated to serve as the compliance officer for the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Acts and Section 504 of the Rehabilitation Act:

Katrina Womack, Student Services Director; 1328 N. Second St., Jefferson, OR 97352  
[Katrina.womack@jefferson.k12.or.us](mailto:Katrina.womack@jefferson.k12.or.us); 541-327-3337

The following staff have been designated as the coordinator of Title IX of the Education Amendments:

Dawn Moorefield, Superintendent; 1328 N. Second St., Jefferson, OR 97352  
[Dawn.moorefield@jefferson.k12.or.us](mailto:Dawn.moorefield@jefferson.k12.or.us); 541-327-3337

The following staff have been designated as the civil rights coordinator:

Katrina Womack, Student Services Director; 1328 N. Second St., Jefferson OR 97352  
[Katrina.womack@jefferson.k12.or.us](mailto:Katrina.womack@jefferson.k12.or.us); 541-327-3337

The procedure for filing a complaint can be found on the district's home page at [jefferson14j.com](http://jefferson14j.com).

Please familiarize yourselves with the contents of this handbook. If you have any questions regarding the information contained herein, please contact Jennifer Oertel, Executive Assistant/Board Secretary. Thanks!

Dawn Moorefield, Superintendent

# JEFFERSON SCHOOL DISTRICT BOARD OF DIRECTORS

The Legislature of the State of Oregon delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows:

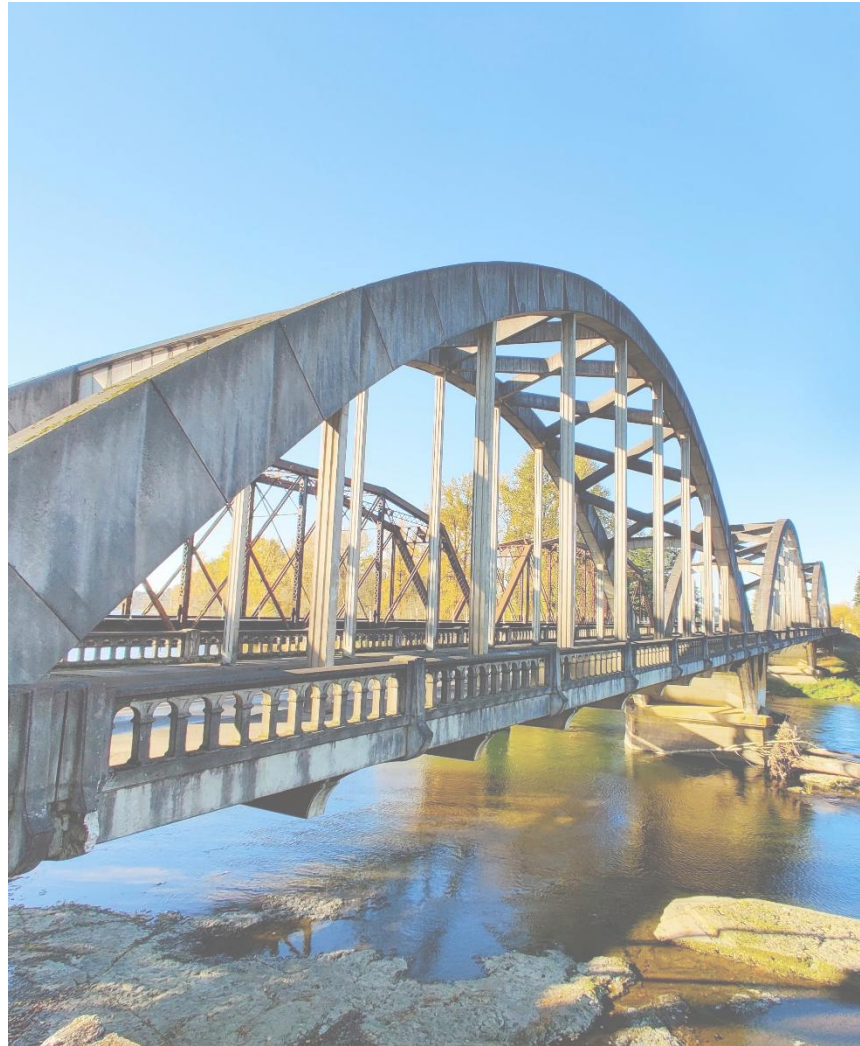
Teresa Mitchell, Chairperson  
Terry Kamlade, Vice Chairperson  
Carole Vickery, Director  
Tracy Roe, Director  
Kevin Smith, Director

## BOARD COMMITTEES

Bargaining—Chair Mitchell and Vice Chair Kamlade  
Finance – Director Vickery and Director Smith  
Policy— Director Roe and Director Vickery  
Willamette ESD Budget—Director Roe

## BOARD MEETING SCHEDULE 2025-2026

July 14, 2025	5:30pm
August 11, 2025	5:30pm
September 08, 2025	5:30pm
October 13, 2025	5:30pm
November 10, 2025	5:30pm
December 08, 2025	5:30pm
January 12, 2026	5:30pm
February 9, 2026	5:30pm
March 9, 2026	5:30pm
April 13, 2026	5:30pm
May 11, 2026	5:30pm
June 08, 2026	5:30pm



# DISTRICT AND SCHOOL CONTACT INFORMATION

## DISTRICT ADMINSTRATIVE AND SPECIAL EDUCATION OFFICE

Dawn Moorefield, Superintendent  
541-327-3337, x 1051  
Katrina Womack, Student Services Director  
541-327-3337, x 1045  
1328 North Second Street, Jefferson, OR 97352  
FAX: 541-327-2960



### JEFFERSON ELEMENTARY

Kymberlee Rhodes, Principal  
615 North Second  
Jefferson, OR 97352  
541-327-3337 x 1650



### JEFFERSON MIDDLE SCHOOL

Eric Clendenin, Principal  
2180 Talbot Rd SE  
Jefferson, OR 97352  
541-327-3337 x 1550



### JEFFERSON HIGH SCHOOL

Laura Pierce-Cummings, Principal  
2200 Talbot Road SE  
Jefferson, OR 97352  
541 327-3337 x 1250

## OTHER IMPORTANT NUMBERS

### Jefferson Parks & Recreation District

Meghan Semanski  
PO Box 37  
Jefferson, OR 97352  
541-327-3581  
541-327-7746  
<http://www.jpnr.org/>

### First Student Transportation

Melody Rossitier  
PO Box 895  
Jefferson, OR 97352  
541-327-9654  
541-327-9683

## ASSOCIATIONS

The Jefferson Education Association represents the bargaining unit for all licensed staff.

The Oregon School Employee's Association represents the bargaining unit for all classified staff.

## MISSION STATEMENT

The mission of Jefferson School District 14J is:

We will prepare all students to successfully navigate their transition to life beyond high school by providing qualified, rigorous instruction, providing a safe environment, and fostering a culture of student learning.

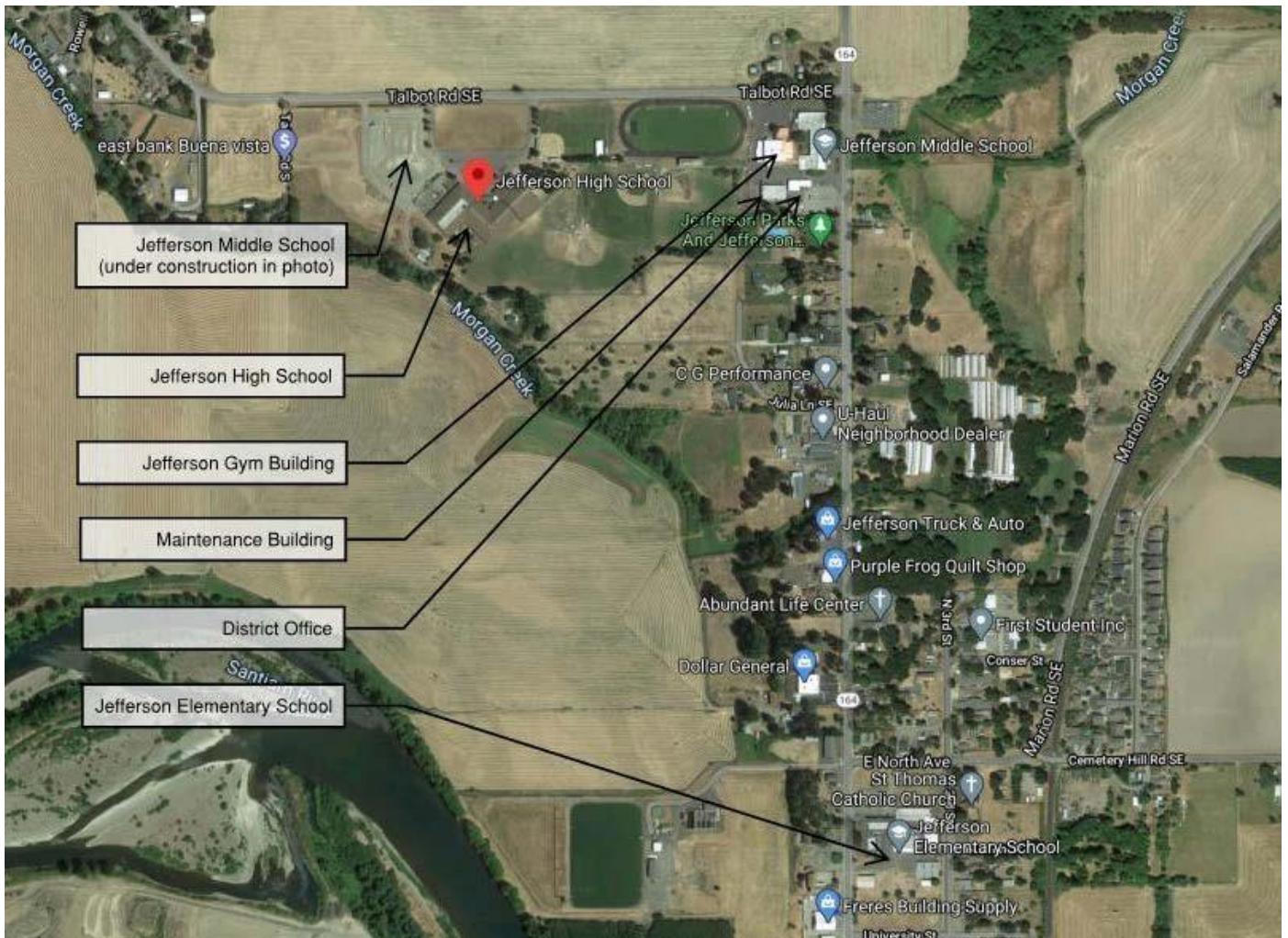
## FOCUS AREAS AND GOALS

- **Develop Foundational Knowledge and Skills:** All Jefferson students will develop the necessary foundational knowledge and skills to successfully graduate from high school, and to navigate their transition to life beyond high school.
- **Improve Wellness, Safety, & Social-Emotional Health:** All Jefferson students will feel safe and emotionally regulated at school and develop a set of skills to help them achieve social-emotional health both in school and in life.
- **Foster Relationships, Citizenship & Collaboration:** Jefferson students will learn how to navigate and develop meaningful relationships; they will learn how to collaborate and work together as a team; and they will learn how to be productive and contributing citizens.
- **Build Community Partnerships & Real-World Experiences:** Jefferson schools will develop and foster community partnerships; students will have meaningful access to career & college opportunities with real-world relevance.



# MAPS

Facility Name	Facility Address
01 - Jefferson Elementary School	615 N 2nd St., Jefferson, OR 97352
02 - Jefferson Middle School	2180 Talbot Rd, Jefferson, OR 97352
03 - Jefferson High School 97352	2200 Talbot Rd SE, Jefferson, OR
04 - Gym Building	1344 N 2nd St., Jefferson, OR 97352
05 - District Office	1328 N 2nd St., Jefferson, OR 97352
06 - Maintenance Building	1328 N 2nd St., Jefferson, OR 97352



# PAY SCHEDULE

Time sheets are due at the District Office two days following the end of the pay period signed by an administrator. Pay Period End dates are the 10<sup>th</sup> of every month. Paychecks are issued on the 20<sup>th</sup> of each month or the day before if the 20<sup>th</sup> falls on a weekend or a holiday.

# EMPLOYEE RESOURCES

Additional Resources are available on the Staff page of the district website. Access is issued by the district office. Please make yourself familiar with our website. It is a major source of information for our staff and community.

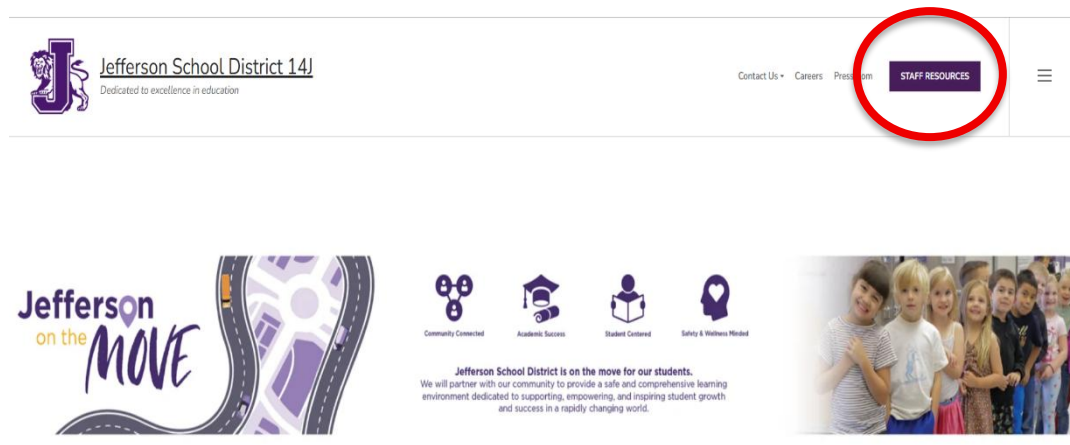
[www.jefferson14j.com](http://www.jefferson14j.com)

[iVisions Employee Self Service Web Portal](#)

Once logged into our site you will have the ability to view and manage many elements of employee information, including your employee profile, benefits enrollment, pay stubs, tax withholding information (W-4), and more. Information is available 24/7 via the secure iVisions Portal.

Absences: This website will allow you to log in and request substitutes and acts as an absence management system.

[Frontline \(Formerly AESOP\)](#)



STAFF RESOURCES

## Staff Resources

Useful Links

Documents and Forms

Licensing\Training

Click the links below to lead you to the login page you are wanting.

*If there is a link you wish was on here, please email Chris Shaw and let us know!*

OKTA / IVISIONS

FRONTLINE (FORMERLY AESOP)

## BOARD MEETINGS/COMMUNICATIONS

REFERENCE: BOARD POLICY [BD/BDA](#)

Regular Board meetings are held on the second Monday of each month at the Jefferson School District Board Room at 1328 N. 2nd Street Jefferson, Oregon 97352. Meetings begin at 5:30 PM. All regular, special, and emergency meetings of the Board are open to the public except as provided by law.

All staff members are invited to attend Board meetings.

All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the superintendent in accordance with established lines of authority, as approved by the Board. This does not restrict protected labor relations communication of bargaining unit members.

All official Board communications, policies, and information of staff interest will be communicated to staff through the superintendent to local building supervisors and administrators.

## COMMUNITY USE OF BUILDING

REFERENCE BOARD POLICY [KG](#)

The Board supports the community education concept, which encourages the use of district facilities by community members for recreation, education and service activities. The following categories have been determined in order of priority for building and grounds usage:

1. Activities directly related to the required K-12 school program, including graduation;
2. Activities related to the extracurricular K-12 school program such as sports and seasonal programs;
3. Community school-sponsored programs such as classes and workshops;
4. Youth-related non-school activities;
5. Adult-related non-school activities.

The Board expects the users to treat the facilities with respect. An Application Form for Use of District Facilities form must be submitted by the person or group to the school office in coordination with administrators of the involved facility. The users must agree to all guidelines in the Community Use of District Facilities Policy. The original copy of the agreement will remain in the school office, with copies distributed to the appropriate building administrator, building custodial staff and facility user.

### Rental Charges and Approval of Use

All district facility rentals will be approved by the superintendent or his/her designee. Fees for the use of district facilities will be determined by the superintendent based upon the rental charges and personnel fees approved by the Board.

Requests must be resubmitted if the user desires to continue usage every year.

Use of school facilities by district employees will be in accordance with Oregon Ethics laws.

The superintendent will be responsible for specific building-use regulations, except special requests not covered by Board policy. The superintendent will encourage the involvement of staff, parents of students and the community in the development of specific building-use regulations.

## CONFERENCE AFFILIATION

REFERENCE: BOARD POLICY [IGDJ](#)

The district's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the 3A-3 PacWest Conference with schools comprised of comparable enrollments and activity programs.

Conference schools include:

Amity – Warriors	Scio – Loggers
Blanchet Catholic – Cavaliers	Salem Academy – Crusaders
Dayton – Pirates	Taft – Tigers
Santiam Christian – Eagles	Willamina – Bulldogs

The high school participates in the following OSAA-recognized activities: football, volleyball, boys' soccer, cross country, boys' and girls' basketball, wrestling, cheerleading, baseball, softball, track, and band.

# STAFF OPERATIONS

## ABSENCES

REFERENCE: BOARD POLICY [GCBD/GDBD](#) and COLLECTIVE BARGAINING AGREEMENTS

Staff members unable to report to work for any reason must record their absence via Absence Management, formerly AESOP, the substitute calling service, no later than 6:00am on the day of the absence or as soon as possible for prearranged absences to ensure that appropriate substitute arrangements can be made. Substitutes are assigned on a daily basis unless a longer or shorter duration is specified.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should create a new absence by 2:30 p.m. Whenever possible and as appropriate, substitutes will be retained during the course of the absence.

Staff members may, at the time of the reported absence, request a particular substitute. Requests that a particular substitute not be called may be made in advance through the principal only. Final decisions regarding substitute use or nonuse will be made by the district. Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others either for all-day or temporary absences from their duties.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy and law.

## FAMILY MEDICAL LEAVE (FMLA/OFLA AND PFMLI)

REFERENCE BOARD POLICY [GCBDA/GDBDA](#) and [GCBDA/GDBDA-AR](#)

Employee leave is handled in accordance with Board policy GCBDA/GDBDA – Family and Medical Leave GCBDF/GDBDF – Paid Family and Medical Leave Insurance, any administrative regulations, and any applicable collective bargaining agreements.

The district participates in Paid Family and Medical Leave Insurance (PFMLI) and Paid Leave Oregon. This includes submitting employee and employer contributions to the Oregon Employment Department as required by state law. The district does not administer PFMLI or Paid Leave Oregon. All applications and related questions should be directed to the Department.

### Eligibility

In order for an employee to be eligible for the benefits under FMLA, the employee must have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12 month-period and worked at a worksite that employs 50 or more district employees within 75 miles of the worksite.

Generally, in order for an employee to be eligible for benefits under OFLA, the employees must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins; there is no minimum average number of hours worked per week. Special requirements apply during public health emergencies.

### Length/Purpose of Leave

Eligible employees may access FMLA leave for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. Serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.
2. Parental leave (separate from eligible leave as a result of a child's serious health condition):
  - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
  - b. Bonding with and the care for a newly adopted child or newly placed child in foster care under the age of 18 (within 12 months of placement);

- c. Care for a newly adopted child or newly placed child in foster care over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
  - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Military Caregiver Leave: leave for the care for spouse, child or next-of-kin who is a covered servicemen with a serious injury or illness;
  4. Qualifying Exigency Leave: leave arising out of the foreign deployment of the employee's spouse, child or parent who is a military member on active duty or call to covered duty status.

Family leave under Eligible employees may access OFLA leave entitlements may be taken by an eligible employee for any of the following purposes:

1. To care for a child of the employee who is suffering from an illness, injury or condition that requires home care or who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency;
2. To deal with the death of a family member by:
  - a. Attending the funeral or alternative to a funeral of the family member
  - b. Making arrangements necessitated by the death of the family member, or
  - c. Grieving the death of the family member.
3. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care including fertility or infertility treatment.
4. Sick child leave: leave taken to care for an employee's child suffering from an illness, injury, or condition that requires home care. Under OFLA, sick child leave includes leave to care for an employee's child whose school or child care provider has been closed in conjunction with a statewide public health emergency declared by a public health official.
5. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member. When such leave is used for a family member who is related by affinity, the district requires an attestation form signed and submitted by the employee.

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

Contact the Superintendent for additional information regarding length of leave, intermittent leave and alternative duty under state and federal law, and provisions governing multiple family member eligibility.

Contact the Superintendent for additional information regarding the Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA).

### **Leave Period**

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

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

Leave to care for covered service members has its own 12-month year beginning on the first day of leave regardless of the district's method of calculating the 12-month period for leave. **Paid/Unpaid Leave**

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Subject to any related provisions in an applicable collective bargaining agreement, employees may

elect to use any accumulated paid leave including personal and sick leave, or available accrued vacation leave during the leave period. The employee must notify the district about the use of accrued paid leave.

Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with FMLA and leave available under ORS 653.601 – 653.661 when taken for the same purpose.

An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period. The total combined amount received by using accrued leave and PFMLI may exceed the employee's full wage replacement during the period of leave. The district will notify the eligible employee when the requested leave has designated as FMLA or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA period.

### **Application**

Staff members requesting FMLA and/or OFLA leave shall submit to the district a written request at least 30 days prior to the anticipated leave date if the leave is foreseeable. The notice shall include the anticipated starting and ending dates of the requested leave, and an explanation of the need for the leave. Staff members are expected to schedule treatment, including intermittent leave and reduced hours, so as to not unduly disrupt the operation of the district.

If advance notice of FMLA leave, under federal law, is not possible, for example due to a change in circumstances or medical emergency, notice must be given as soon as practicable. "As soon as practicable" means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, "as soon as practicable" will be within one business day of an employee becoming aware of the need.

Failure to provide the required notice for FMLA leave may result in the district delaying the staff member's leave for up to 30 days after the notice is ultimately given.

For the purposes of OFLA, and if an eligible employee is required to take leave in an unforeseeable situation, an employee must give oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The district realizes that there may be circumstances when it is not possible to provide a 24-hour notice. Therefore, the staff member may designate a family member or friend to notify the district during that period of time. In either case, proper documentation must be submitted within three working days of the employee's return to work.

Failure to provide the required notice for OFLA leave may result in the district deducting up to three weeks from the staff member's leave period.

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

### **Medical Certification Verification**

Under FMLA the district may require an eligible employee to provide medical documentation certification, when appropriate to support the stated reason for leave. In most cases, the district will provide written notification to employees of this requirement within five working days of the employee's request for leave. If the employee provides more than 30 days' notice, they are required to submit such medical certification prior to the beginning of the leave. If the staff member provides less than 30 days' notice, they are required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

The employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with this applicable law.

If the leave is for the purpose of an employee's own serious health condition, the district may also require the employee to obtain and present a Fitness-for-Duty Certification from the health care provider before returning to work. If the district is going to require a Fitness-for-Duty Certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA and/or OFLA leave and that failure to provide the certification may result in a delay or denial of reinstatement.

For the purposes of FMLA qualified leave, any costs associated with obtaining the Fitness-for-Duty Certification shall be borne by the employee.

For the purposes of OFLA qualified leave, any out-of-pocket costs associated with obtaining the medical verification shall be borne by the district.

If the leave is qualified under both FMLA and OFLA, any out-of-pocket costs associated with obtaining the medical verification shall be borne by the district, or be paid as otherwise allowed by law.

### **Continuation of Health Insurance Benefits**

Under federal and state law, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid in the absence of the leave. The district will continue to pay the district's contribution toward the employee's premium. The employee will continue to pay the employee's share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. The district's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

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

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

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

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

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

### **Return to Work**

Following an FMLA or OFLA leave, a staff member is generally entitled to be returned to his/her former position or to an equivalent job with equivalent benefits, pay and other terms and conditions of employment, with certain exceptions. See the Human Resources Specialist for details of this or any other provision of FMLA or OFLA leave.

## **FAMILY AND MEDICAL LEAVE INSURANCE (PFMLI AND PAID LEAVE OREGON)**

REFERENCE BOARD POLICY [GCBDF/GDBDF](#)

The district participates in Paid Family and Medical Leave Insurance (PFMLI) and Paid Leave Oregon. This includes submitting employee and employer contributions to the Oregon Employment Department as required by state law. The district does not administer PFMLI or Paid Leave Oregon. All applications and related questions should be directed to the Department.

Paid Family Medical Leave can be taken for:

1. "Family leave" means leave from work taken by a covered individual:
  - a. To care for and bond with a child during the first year after the child's birth or during the first year after the placement of the child through foster care or adoption;
  - b. To effectuate the legal process required for placement of a foster child or the adoption of a child; or
  - c. To care for a family member with a serious health condition;
2. "Medical leave": means leave from work taken by a covered individual that is made necessary by the individual's own serious health condition; or
3. "Safe leave": means leave for any purpose related to domestic violence, harassment, sexual assault, bias, or stalking and relocation for health and safety reasons as provided in ORS 659A.272.

The employee will be allowed to use available district-provided paid leave (e.g., sick, vacation or otherwise) for days that Paid Leave Oregon is received. The total combined amount received by using accrued leave and Paid Leave Oregon may exceed the employee's full wage replacement during the period of leave. The district will determine the particular order in which accrued leave is used when more than one type of accrued leave is available to the employee.

## **ABUSE OF A CHILD, REPORTING**

REFERENCE: BOARD POLICY [GBNAB/JHFE](#)

Abuse of a child by district employees, contractors, agents, volunteers, or students will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements, and the accompanying administrative regulation.

All staff will be required to participate in annual training in the prevention and identification of abuse of a child and the obligations of reporting.

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect, shall make a report to the Oregon Department of Human Services through the centralized child abuse reporting system or a law enforcement agency within the county where the person making the report is located at the time of the contact.

Any district employee who has reasonable cause to believe that any person with whom the employee is in contact has abused a child shall immediately report in the same manner as above.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer, or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer, or student shall immediately report such to DHS through its centralized child abuse reporting system or to local law enforcement agency, and to a designated licensed administrator.

Written documentation of this report must be completed and submitted to the building principal. Forms are available in the office.

If the superintendent is the alleged perpetrator the report shall be submitted to the Special Services Director who shall also report to the Board chair. Forms are available in the office.

Oregon law defines "abuse" in ORS 419B.005(1).

Failure to report a suspected abuse of a child or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal.

A staff member who, based on reasonable cause, participates in good faith making of a abuse of a child report shall have immunity from any liability, civil or criminal, which might otherwise be incurred or imposed as provided by law.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. Intentionally making a false report of abuse of a child is a Class A violation.

## ACTIVITY-BUS USE

Staff members are encouraged to use the district activity buses for student trips whenever possible. Staff member must first be trained by First Student and receive Oregon Department of Education Activity Driver's Certification prior to driving an activity bus. Use of activity buses must be scheduled through the high school office manager.

Activity buses are parked under the covered area in the compound, under the protection of the security system. Individuals using an activity bus on a weekend or prior to 6:45 a.m. will need to disarm the security system before entering the compound. After removing the bus from the compound, the gates must be locked and the security system reactivated. Instructions can be obtained from the high school office manager. **It is the driver's responsibility to see that the bus is left clean, with a full fuel tank, ready for the next trip.**

## ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

REFERENCE: BOARD POLICY [DFEA](#)

All district staff members are admitted free of charge to home athletic contests. Staff members are expected to pay the published price of admission to all other extracurricular events.

## ANIMALS IN DISTRICT FACILITIES

REFERENCE: BOARD POLICY [ING](#)

Only service animals serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or cocurricular activity are allowed in district facilities.

Approved animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals.

If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

## BREAKS

REFERENCE: COLLECTIVE BARGAINING AGREEMENTS

Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work four or more consecutive hours are entitled to one 15-minute break. Those working eight-hour days are entitled to two 15-minute breaks.

Employees who work six or more consecutive hours receive an unpaid 30-minute meal break, unless otherwise provided by law.

Nonexempt employees (e.g. includes some confidential) are expected to adhere to the break schedule established by the building principal. Deviation from the regularly scheduled break period requires prior supervisor approval.

## CARE/USE OF DISTRICT PROPERTY

REFERENCE: BOARD POLICY [KGF/EDC](#) AND [ECAB](#)

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment and musical instruments are priority items for theft and damage.

Incidents of theft or willful destruction of district property through vandalism or malicious mischief shall be reported immediately to the building principal.

In all cases of public use, equipment shall not be used for private financial gain. An equipment use form must be submitted and approved, and all conditions outlined on the attached district equipment list must be adhered to. In the event of excessive damage, a fee will be determined according to repair or replacement costs. Transportation of borrowed equipment will be the user's responsibility.

## CASH IN DISTRICT BUILDINGS

REFERENCE: BOARD POLICY [DFA](#)

Money collected by staff and students as a result of fundraisers or other school-related purposes is to be deposited in the office at the end of the school day. At no time are school funds to be kept overnight or held in classrooms.

Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials in the front office of the school.

## CLASSROOM SECURITY

When leaving the classroom, locker room or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end.

All staff are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home.

The district will not be responsible for the loss of, or damage to, personal items due to such causes as fire, break-in, vandalism, accident or theft.

## COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/ INFECTION CONTROL PROCEDURES

REFERENCE: BOARD POLICIES [EBBA](#), [EBBAA](#), and [GBEB](#)

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Reasonable protection is generally attained through immunization and exclusion in accordance with Oregon law, by the local health department or in the Communicable Disease Guidance published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Oregon Health Authority, and the local health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

## COMPLAINTS

REFERENCE: BOARD POLICY [GBM](#), [KL](#), and Collective Bargaining Agreements

Staff Complaints

Any staff member who believes there is evidence of, and wishes to report a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority; or a substantial and specific danger to public health and safety caused by the actions of the district should be directed to

the principal for formal discussion and resolution. If the staff complaint is against the superintendent, the complaint should be referred to the Board Chair.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

Disputes and disagreements related to the provision of any collective bargaining agreement will be resolved as provided in the dispute resolution procedure of the agreement.

### **Bias Incident Complaints**

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, or which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

“Symbol of hate” means nooses, symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property, or in an education program except where used in teaching curriculum that is aligned with the state standards of education for public schools.

The complaint process is outline in administrative regulation ACB-AR – Bias Incident Complaint Procedure.

### **Student/Parent Complaints**

The district recognizes that complaints regarding staff performance, discipline, grades, student progress or homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that they may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up. If the complaint is against the superintendent, the complaint will be referred to the Board chair.

All staff members should familiarize themselves with Board policy and administrative regulations and negotiated agreements regarding the handling of complaints.

## **COMPUTER USE**

REFERENCE: BOARD POLICY [IIBGA](#)

District staff may be permitted to use the district’s electronic communications system to conduct business related to the management or instructional needs of the district or to conduct research related to education and otherwise when in compliance with board policy and administrative regulations. Personal use of the district’s system or district-owned computers or devices, including Internet and e-mail access by district staff may be permitted when consistent with Oregon ethics laws, board policy and administrative regulations.

District staff may use the district’s electronic communications system, district-owned computers, or devices including Internet and e-mail access for personal use under the same terms and conditions

that access is provided to the general public under the district's policy governing use of district equipment and materials.

Staff who violate Board policy or administrative regulations including general system user prohibitions shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including email, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained by district computers and district-email system.

## CONFERENCES

Planned conferences between teachers and parents can aid the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled and appear on the District calendar each fall and spring. The student may be included if the teacher or parent so desires.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or pre-school time to meet with students as necessary.

## CONTRACTS AND COMPENSATION

### REFERENCE: COLLECTIVE BARGAINING AGREEMENTS

Work agreements will be issued for all district employees.

Contract teachers are employed pursuant to two-year employment contracts. A "Contract teacher" means any teacher who has been regularly employed by a school district for a probationary period of three successive school years and who has been retained for the next succeeding school year.

Upon recommendation of the superintendent, the Board may extend a contract teacher's employment for a new two-year term by providing written notice to the teacher no later than March 15 of the first year of the contract. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts.

If the teacher's contract has not been extended for a new two-year term, the Board, upon recommendation of the superintendent, may elect by written notice to the teacher no later than March 15 of the second year of the teacher's contract not to extend the teacher's contract based on any ground specified in ORS 342.865. A contract teacher whose contract is not extended may appeal the non-extension to the Fair Dismissal Appeals Board.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of collective bargaining agreements and district funding.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the district office in accordance with timelines established by the district and collective bargaining agreements.

Teachers who attain the cumulated amount of credits required to make a horizontal move on the salary schedule will submit proof of the completed course work in the form of a grade slip or transcript, along with the completed request form, on or before September 15 of the school year to receive the adjustment on the salary schedule placement.

## **COPYRIGHT**

REFERENCE: BOARD POLICY [EGAAA](#)

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies.

Infringement on copyrighted material is a serious offense against federal law and contrary to ethical standards required of staff and students alike.

All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

"Fair use" is based on the following standards:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount of and the substantiality of the portion used;
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

If an individual questions the legality of duplicating materials, he/she should seek permission from the copyright holders.

Employees in violation of copyright law may be required to remunerate the district in the event may be subject to discipline up to and including dismissal.

## **CRIMINAL RECORDS CHECKS/FINGERPRINTING**

REFERENCE: BOARD POLICY [GCDA/GDDA](#)

### **Subject Requirements**

All newly hired employees not identified under Oregon Revised Statutes (ORS) 342.223 are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully complete a state and national criminal records check 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.

Licensed or registered educators, including a person in student teaching, practicum or an internship regulated by Teacher Standards and Practices Commission (TSPC), are required to comply with criminal records check and fingerprinting rules established by TSPC. Other specialists must comply with criminal records check and fingerprinting rules established by regulating agencies and the district. Those applying for reinstatement of a license or registration that has expired for more than three years are required to submit to criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

A volunteer allowed by the district into a position that has direct, unsupervised contact with students will undergo an in-state criminal records check.

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

1. Head coaches;
2. Assistant coach;
3. Overnight chaperone;
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity;

The district may begin the employment of an individual on a probationary basis pending the return and disposition of the required criminal records checks and/or fingerprinting.

Fees associated with required criminal records checks and/or fingerprinting applying for employment with the district shall be paid by the individual.

A staff member not requiring licensure or registration may request that the required fees be withheld from their paycheck. A staff member may request periodic payroll deductions rather than a lump sum payment.

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

The following procedures will be used for all employees subject to criminal records checks and/or fingerprinting:

### **Processing/Reporting Procedures**

The following procedures will be used for all employees subject to criminal records checks and/or fingerprinting:

1. The individual shall complete the appropriate forms or requirements approved by ODE.
2. If the individual is subject to fingerprinting per state law, they are responsible to report to an authorized finger printer as directed by the district. 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.
3. Individuals subject to fingerprinting, shall be subject only after acceptance of an offer of employment or contract.
4. To ensure the integrity of the finger printer collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized finger printer.
5. The authorized finger printer will obtain the necessary identification and fingerprinting and notify the ODE with the results. The ODE will review and notify the district of said results as well as the identity of any subject individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment, contract or volunteering.
6. A copy of the form will be kept by in the employee's personnel file.

### **Termination of Employment or Withdrawal of Employment/Contract Offer**

1. A subject individual required to submit to a criminal records checks 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 district upon:
  - a. Refusal to consent to a criminal records check and/or fingerprinting; or
  - b. Notification from the Superintendent of Public Instruction that the employee or candidate 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.
2. A subject required to submit to a criminal records check and/or fingerprinting in accordance with law will 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 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 refuses to submit, when required, to a criminal records check or fingerprint-based criminal records, in accordance with law and/or Board policy, will be denied the ability to volunteer in the district.
  5. If the district has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction for any crimes listed on ORS 342.143, or the substantial equivalent, or any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual will 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 will be denied the ability to volunteer in the district.

### **Appeals**

A subject may appeal a determination from ODE that prevents their employment or eligibility to contract with the district, to the Superintendent of Public Instruction as a contested case under ORS 183.413- 183.470.

## **CURRICULUM**

REFERENCE: BOARD POLICY [JFD](#)

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure for the education of district students.

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles. Deviations from established curriculum, textbooks and instructional materials are permitted with the building principal's approval.

Teachers with questions should contact their building principal. Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction.

## **CYBERSECURITY**

REFERENCE: BOARD POLICY [EHB](#)

The purpose of information security is to protect the confidentiality, integrity and availability of district data as well as any information systems that store, process, or transmit district data, and protect the information resources of the district from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. Information Confidentiality: The ability to access or modify information is provided only to authorized users for authorized purposes;
2. Information Integrity: The information used in the pursuit of the district objectives can be trusted to correctly reflect the reality it represents; and
3. Information Availability: The information resources of the district, including the network, the hardware the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designed.

## **DRUG-FREE WORKPLACE**

REFERENCE: BOARD POLICY [GBEC](#)

No staff member, engaged in work for the district, shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

No district employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through 12 grade students with whom the employee has contact as part of the employee’s district duties; or knowingly endorse or suggest the use of such substances.

Each staff member must notify their supervisor of a conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than 5 days after such conviction.

Each staff member must abide by the terms of the district’s drug-free workplace policy.

The district, upon determining that a staff member has engaged in the manufacture, distribution, dispensation, possession or use, on or in the workplace, of a controlled substance or alcohol, or upon having reasonable suspicion of a staff member’s use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take appropriate action with regard to the employee. Such action may include transfer, granting of leave with or without pay, suspension with or without pay or dismissal.

Within 30 days of a staff member’s criminal drug statute conviction for a violation occurring in the workplace, the district shall:

1. Take appropriate action with regard to the employee, which may include discipline up to and including dismissal; and/or
2. Require satisfactory participation by the employee in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

## **EMERGENCY CLOSURES**

REFERENCE: BOARD POLICY [EBCD](#)

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed, or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate.

A message via our communication system will be used to alert all staff in the event of delayed openings or school closures. Additionally, the major radio and television stations regularly report delayed openings and school closures.

You may also check these two websites for information: [FlashAlert.net](#) or [Jefferson14j.com](#).

Staff members should refer to their collective bargaining agreements if there are questions about whether they are required to report to work on school closure days.

## **EMERGENCY PROCEDURES AND DISASTER PLANS**

REFERENCE: BOARD POLICY [EBC/EBCA](#)

Copies of the emergency procedures plan will be available in the school office and other strategic locations throughout the district.

## **EMPLOYEE ASSISTANCE PROGRAM**

<https://my.canopywell.com/>

Access Code: OEBC

Phone Number: 800-433-2320

## **EVALUATION OF STAFF**

REFERENCE: BOARD POLICY [GCN/GDN](#)

The purpose of the district's evaluation program is to aid the teacher in making continued professional growth and to determine the teacher's performance of the teaching responsibilities. The district's program also provides for the assessment of classified employees and current performance of their job assignments.

The district's program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have peer assistance to aid teachers to better meet the needs of students,

as appropriate; to have formal and informal observations to assess the performance of duties and job responsibilities; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make improvement(s) within specific timelines.

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, demotion, contract extension or non-extension, contract renewal or non-renewal, dismissal and discipline.

Licensed staff evaluations shall be based on the core teaching standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with teachers and any exclusive representative of the licensed staff.

Classified staff will be formally evaluated at least twice during their first year of employment with the district and annually thereafter.

Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, collective bargaining agreements and Oregon Revised law.

## **EXPRESSION OF MILK / BREAST-FEEDING IN THE WORKPLACE**

REFERENCE: BOARD POLICY [GBDA](#)

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 the 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 locations as a part of the break period.

The following locations have been identified in each facility for milk expression or breastfeeding:

- Jefferson Elementary – Room 14
- Jefferson Middle – Health Room located in front offices or backup is the conference room also located in the front offices.
- Jefferson High – Counselor Conference Room access directly across from room 209 and backup is the Principals Conference Room, access through library and directly behind principal's office.
- District Office – District Office Tutoring Room and backup is the Board Room located behind building.

## **FAIR LABOR STANDARDS ACT**

Regular working hours for all classified staff will be set by the building principal. Classified staff are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the building principal.

All time sheets and comp time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply may result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations and collective bargaining agreements.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Sunday through Saturday.

Overtime will be compensated at not less than one and one-half times the employee's rate of pay. Compensatory time is capped at 240 hours and is cashed out at the employee's current rate.

## **FIRST AID CARD**

REFERENCE BOARD POLICY [EBBA](#)

All staff members are required to hold current first aid and CPR certification. Failure to do so within 90 days of employment or card expiration may result in suspension without pay and is cause for dismissal. The district provides first aid/CPR classes each year to aid staff in obtaining/maintaining the required certifications. Staff members opting to seek first aid or CPR training outside the district-offered courses will do so on their own time and be responsible for all related class costs.

## **FUND RAISING**

REFERENCE: BOARD POLICY [IGDF](#)

All fund raising must be approved by the building principal and the superintendent and supervised by the appropriate advisor. Fund-raising projects involving the sale of products must be approved by the activity sponsor, the principal, and the superintendent. Approval must be obtained before activity or fund raising is initiated.

Activities that include fund raising for charitable or other causes not relating to school activities, must obtain prior approval from the principal and the superintendent.

A student or staff member may not solicit funds in the name of a school in the district or in the name of the district through the use of internet-based or crowd-funding types of fund raising, without the approval of the principal superintendent.

Solicitation of funds is expressly prohibited without the superintendent's consent. If fund raising consists of selling food and beverage items to students during the regular school day, the food and beverage items shall not be in competition during the breakfast and/or lunch periods unless otherwise approved by the Board. This does not apply to food and beverage items sold at school-related or non-school-related events for which parents and other adults are a significant part of the audience.

## **GIFTS AND SOLICITATIONS**

REFERENCE: BOARD POLICY [GBI](#) and [KI/KJ](#)

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing their professional judgment.

All employees and family are prohibited from accepting items of material value from companies or organizations doing business with the district. "Material value" is defined by law as \$50 or more from a single source in a single year.

No staff member may solicit funds in the name of the school or district through the use of, but not limited to, internet-based or crowd-funding types of fundraising without the approval of the principal.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without superintendent's approval.

The soliciting of staff by salespeople other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the principal or supervisor. Advertising is not allowed in the building without the superintendent's approval.

## **GUEST SPEAKERS / CONTROVERSIAL SPEAKERS**

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the building principal of the date, time and nature of the presentation whenever such use is planned.

Prior building principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

Guest speakers should represent various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue.

Prior to participation, guest speakers are to be informed of the following regulations:

1. Profanity, vulgarity and lewd comments are prohibited;
2. Use of a tobacco product or inhalant delivery system or other similar device is prohibited;
3. Sexist, racial remarks or derogation of any group or individual prohibited.

Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff.

It is recommended that buildings request photo ID of guest speakers.

## **HARASSMENT, WORKPLACE**

REFERENCE: BOARD POLICY [GBEA](#), [GBEA-AR](#)

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district and a district employee off district premises. Elected school board members, volunteers, and interns are subject to Board policy, GBEA-Workplace Harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by ORS 659A.030, (i.e., discrimination in employment based on race, color, religion, sex, sexual orientation, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault or that constitutes conduct prohibited by ORS 659A.082 (i.e., discrimination against person in uniformed service) or 659A.112 (i.e., discrimination in employment based on disability)

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR- Workplace Harassment Reporting and Procedure may file a report through the Bureau of Labor and Industries (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

The district will make Board policy, GBEA-Workplace Harassment, available to all district employees and shall be made part of district orientation materials provided and copied to new district employees at the time of hire.

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/ CYBERBULLYING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE**

REFERENCE: BOARD POLICY [GBNA/JFCF](#)

Hazing, harassment, intimidation, bullying, cyberbullying or menacing by students, staff or third parties toward staff is strictly prohibited and shall not be tolerated by the district. Staff who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC). Students will be subject to discipline up to and including expulsion.

Any employee or third party who has knowledge of conduct in violation of Board policy JFCF - Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence - Student shall immediately report concerns to the designated district official.

Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence of a student to the building principal may be subject to remedial action, up to and including dismissal.

Retaliation against the victim, any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is strictly prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a report or complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action of other appropriate sanctions.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

REFERENCE: BOARD POLICY [EHA](#)

The district will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

“Protected health information” means individually identifiable health information that is:

- (1) transmitted by electronic media;
- (2) maintained in electronic media;
- (3) transmitted or maintained in any other form or medium.

The electronic exchange of financial and administrative transactions related to an individual's protected health information will meet the requirements of HIPAA, including national standards for transactions designed to ensure the security of health information created or received by the district.

Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with HIPAA, should contact the district office.

## **INJURY/ILLNESS/ACCIDENT REPORTS**

REFERENCE: BOARD POLICY [EBBB](#)

All injuries/illnesses/accidents sustained by the employee in the actual performance of the duty of the employee, occurring on district property, in a district vehicle or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal immediately. Reports will cover property damage as well as personal injury.

A completed accident/injury/illness report Form (on the iVisions Portal) must be submitted to the District Office within 24 hours or the next scheduled district workday, as appropriate. The Workers Comp 801 Form (on the iVisions Portal) must also be submitted if the injured individual seeks medical treatment.

All accidents involving students, visiting public or district property will be reported immediately to a supervisor.

In the event of a work-related accident, injury or illness to an employee resulting in an overnight hospitalization, the Safety Committee Chairman will in report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported to OSHA within eight hours.

An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

A “catastrophe” is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

All work-related injuries/illnesses will be promptly investigated, and corrective measures implemented as appropriate.

*EMPLOYEE RESPONSIBILITIES REGARDING ON-THE-JOB INJURY/ACCIDENT*

1. Report all accidents/incidents, no matter how slight, to your supervisor immediately. Reporting on your next work shift is not an acceptable practice.
2. If you need to see a doctor, complete the "worker" portion of the "Report of Occupational Injury or Disease (Form 801)." Your supervisor will provide assistance in completing this form.
3. The employee will take the form to the District Office for completion of the form.
4. Set up an appointment with .....
  
5. Tell your doctor that modified work may be available to you.
6. Report your physician's findings immediately (within 24 hours) to your supervisor.
7. Immediately (within 24 hours) report to your supervisor your progress or findings after each subsequent physician's visit or other treatment.
8. You must report to your next scheduled shift once the doctor releases you to work (part-time, temporary, modified or regular.)

## IDENTIFICATION BADGES

To help ensure the protection of staff and students and reduce the possibilities of theft, vandalism and loss of district property, all district employees shall be issued and wear identification badges when on district property.

Our identification badges are done through our vendor for taking our yearly school pictures. Each year on school picture day staff members are to get their pictures done.

## JOB SHARING / TEMPORARY ASSIGNMENT

REFERENCE: COLLECTIVE BARGAIN AGREEMENT SECTION

The district endorses the concept of job sharing. Job sharing is defined as the sharing and occupation of a single staff position by two individuals with each assignment being half time.

The district's overall cost of a job share may not exceed that of one full-time equivalency. The amount of fringe benefits as may be afforded in current collective bargaining agreements and normally assigned to one staff employee position is shared in a manner agreeable to both job sharing employees, providing the total dollar amount does not exceed the amount designated for one staff employee in a non-job sharing position.

Job sharing requests are considered on an individual basis and subject to superintendent approval.

If an employee is temporarily assigned by the District to replace an absent employee who is in a higher compensated classification, this will be considered working out of classification and the employee will receive a 4% wage increase for the hours that employee is working out of classification. This wage increase will take effect on the first hour of the first day that the employee works out of classification.

In order to qualify for working out of classification compensation, the employee must identify the days and hours when he/she worked out of classification on his/her time sheet for the pay period in which the work occurred. The timesheet has been changed to include the category, 'Working out of Class' for this purpose.

Additionally, prior to a temporary assignment taking effect, the principal of the school where the employee works must be made aware of the assignment change and must understand and approve of the need, as well as the duration of the temporary assignment. The immediate supervisor is responsible for bringing the employee and the principal together to discuss the temporary assignment.

## KEYS

Keys are issued to staff by the building principal. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff members are expected to follow the following key-control procedures:

1. The duplication of keys is prohibited;

2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to “run errands,” “unlock/lock” doors, etc.;
4. Lost or stolen keys must be reported to the building principal immediately upon discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. If an individual loses the keys checked out to them, they may be responsible for the cost of new keys for all doors affected by the loss.
6. All keys are to be checked in at the end of the school year. Staff members with summer duties necessitating building access may make arrangements with the building principal to keep their keys, as appropriate.
7. Any person employed by Jefferson School District 14J who retains a key or duplicate key to any district facility without express knowledge and consent of the building administrator will be subject to disciplinary action that could lead to termination of employment with the school district. Each building administrator will register all keys with his/her office at the beginning and end of each school year and report directly to the Superintendent any abuses of keys.

## LESSON PLANS

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students. Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans are to be kept by teachers in a place known to and accessible to the building principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the building principal.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs should be included in all lesson plan books and kept in a location readily accessible to substitute teachers in case of absence.

## LICENSE REQUIREMENTS

REFERENCE: BOARD POLICY [GCA](#)

For all positions that require licensing, the district must verify the current license before the Board will consider approving their employment.

It is the responsibility of each licensed staff member to keep their license and all endorsements current and verify all endorsements with the District Office. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

In the event the district is required to forfeit any State School Fund moneys as a result of a teacher failure to meet license requirements as set forth by the Teacher Standards and Practices Commission, the district is entitled to recover one-half of the amount of the forfeiture from the teacher whose unlicensed status caused the forfeiture. Recovery may not exceed one-half of the amount forfeited that is attributable to the particular licensed person.

## MAIL AND DELIVERY SERVICES

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff. Staff are not allowed to use interschool mail for the delivery of personal letters, notes, and materials to other employees.

Recognized collective bargaining units may use the service in accordance with the terms of their collective bargaining agreements and Board policy on the use of school facilities and current postal regulations. All staff are to check their mailboxes daily.

District mailing and postage may be used for school district business only.

## **MATERIALS DISTRIBUTION**

REFERENCE: BOARD POLICY [KJA](#)

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the building principal. The materials and proposed method of distribution will be reviewed, and a decision made based on the educational concerns and interests of the district.

## **MEALS**

Staff members can eat lunch and breakfast from the kitchen in each of their schools if they pay the meal price, meal charging is not allowed.

## **MEDIA RELEASES**

Staff members are responsible for material they release to newspapers and any other media source. Item should be carefully written and ready for publication. All releases must be routed to the building administrator for final approval prior to submission.

## **MEETINGS**

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure.

All staff are expected to attend staff meetings unless prior arrangements have been made with the building principal. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee.

## **PARENTAL RIGHTS/SURVEYS**

REFERENCE: BOARD POLICY [KAB](#)

Staff are advised that parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, phone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification. A student's parents or a student 18 years of age or older will be given an opportunity to inspect any instrument used to collect such information and will be released only with permission.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

## **PARTICIPATION IN POLITICAL ACTIVITIES**

REFERENCE: BOARD POLICY [GBG](#)

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints, as they desire by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and their assigned duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

No staff member may use district facilities, equipment or supplies in connection with their political activities, nor may they use any time during the working day for such political activities.

## **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

REFERENCE: BOARD POLICY [GCAB](#)

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

A "personal electronic device" is a device not issued by the district and capable of electronically communicating, sending, storing, recording and /or displaying information and data.

Personal electronic devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with a work assignment. Devices, which have the capability to take photographs or record video or audio, shall be used for such purposes while on district property or at district-sponsored activities only in a respectful and appropriate manner consistent with the employee's assigned duties. Using student photos in school publications is permitted only if not restricted on permissions page of student enrollment form. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during on duty time.

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

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

Communication with students using personal electronic devices will be appropriate, and professional.

Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use

district email using mailing lists and/or other internet messaging to a group of students rather than individual students. Texting a student during work hours is discouraged. Texting a student while off duty is strongly discouraged.

Exceptions to the prohibitions set forth may be made for educational, health, safety or emergency reasons with principal or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of Board policy GCAB-Personal Electronic Devices and Social Media-Staff. Staff actions on social network sites, public websites, blogs and other social media, while on duty or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A ‘disruption’ for purposes of this policy includes, but is not limited to, one or more parent threatens to remove threatens their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened or actual negative impact on the learning environment.

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

## **PERSONAL PROPERTY**

The district is not liable for lost, stolen or damaged personal property on district property.

## **PERSONAL REFERENCES FOR EMPLOYMENT**

Employees are to contact the district office prior to responding to any requests (written or phone) for references of/for employment. District letterhead will only be used with written permission from the District Office.

## **PERSONNEL RECORDS**

REFERENCE: BOARD POLICY [GBL](#)

An official personnel file is established for each person employed by the District. A staff member’s personnel file may contain such information as applications, complaints and written disciplinary actions.

All charges resulting in disciplinary action shall be considered a permanent part of a teacher’s personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

All records containing medical condition information such as workers’ compensation reports and release/permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records.

All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the district office to inspect the contents of their personnel file on any day the district office is open for business;
2. Others designated by the employee in writing may arrange to inspect their personnel file in the same manner described above;
3. The controller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
5. The Superintendent and members of the central administrative staff designated by the superintendent;
6. District administrators and supervisors who currently or prospectively supervise the employee;

7. Employees of the District Office;
8. Attorneys for the District or the District's designated representative on matters of District business.
9. Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about and employee under ORS 339.378 (1);
10. Upon request from a law enforcement agency, the Department of Human Services or the Teachers Standards and Practices Commission, or the Oregon Department of Education, conducting an investigation

The Superintendent may permit persons other than those specified above to use and to inspect employee records when, in their opinion, the person requesting access has a legitimate official purpose. The Superintendent will determine in each case the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

## **PETTY CASH**

REFERENCE: BOARD POLICY [DJB](#)

Petty cash funds will be established annually in an amount sufficient not to exceed \$300 for each school building and for the central administrative office. Such funds will be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Allowances, responsibility, security and accounting of petty cash funds will be in accordance with Board policy and requirements of law.

Petty cash will not be used to thwart or circumvent established purchasing procedures. It is a convenient accommodation to facilitate immediate acquisition of low-cost goods and services in an efficient manner.

## **PHONES**

REFERENCE: BOARD POLICY [GCAB](#)

Long distance calls for district business purposes may be placed from a telephone with an unrestricted line. Local personal telephone calls made during working hours from district telephones should be brief, infrequent, and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students.

Personal long-distance calls may not be made on district telephones, even if staff offers to reimburse the district for such charges. If it becomes necessary to make personal long-distance calls while at work, such calls must be made with the staff member's personal cell phones or calling card.

Phones are available in some classrooms. Please use them for school related business, as they tie up the lines. Long distance phone calls may only be accessible on telephones designated by the principal. Classroom instruction is not be interrupted by incoming/outgoing calls.

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

## **PROHIBITED USE, POSSESSION, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY**

REFERENCE: BOARD POLICY [JFCG/KGC/GBK](#)

To comply with state law, the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on all district property and in district-owned vehicles.

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette or other smoking tobacco and smokeless tobacco dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any therapeutic purpose, if marketed and sold solely for the approved purpose.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

## **PURCHASE ORDERS**

REFERENCE: BOARD POLICY [DJ](#), [DJC](#), and [IGDG](#)

No obligation may be incurred by any staff member unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy.

No purchase, including purchases from student body funds will be authorized unless covered by an approved purchase order.

Purchases are subject to the Board's policy governing Bidding/Quote Requirements, and administrative regulations specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact accounts payable at the district office for details.

Requisition: (iVisions Web Portal): Check your budget. Be sure to note quantity, important numbers and description of the item(s). The maximum amount for an open PO to reimburse supplies is \$50. Technology purchases are to be made through the technology director only.

If possible, staff making purchases from local vendors should ask if the vendor will honor a district purchase order or use a district credit card after completing a requisition for the purchase. Under no circumstances should a staff member use a personal credit card for district-related purchases.

Bid Requirement: Purchases with a single-item value of \$500 or more, or a multi-unit order of the same item valued at an aggregate amount of \$1,000, are subject to the Board's policy governing Bidding Requirements, administrative regulation specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the business manager for details.

Purchase Order: Unless instructions for ordering are placed in the “PO Notes” field and relevant paperwork is forwarded to the district office, it is assumed that all orders will be placed by the requestor. If the purchase order is to be faxed, select the fax option and include the fax number. After the building principal has approved the requisition, it is forwarded to the district office for final approval. You will receive an email once it is approved. When the merchandise is received, please sign the packing slip and send it to the district office.

Proof of Receipt: Once the merchandise is received, sign the packing slip and/or invoice indicating that the entire order was received, that part was missing (note the missing item), or that there was some error in the shipment. Return the packing slip/invoice to the district office immediately. Without proof that the order has been filled, the bill is not processed for payment, which can cause late charges to occur. **DO NOT HOLD RECEIPTS, PACKING SLIPS OR INVOICES** until all your orders have been received. Send all receipts, packing slips and invoices to the district office as soon as they come in.

## **RELEASE OF GENERAL STAFF INFORMATION**

REFERENCE: BOARD POLICY [GBLA](#) and [KBA](#)

A staff member's or volunteer's personal residential address, personal electronic mail address, date of birth, social security number and personal phone number and other information listed in ORS 192.345, 192.355 and other laws may be exempt from public disclosure. District electronic mail addresses assigned by the district to district employees are generally not exempt.

Authorized District Personnel may disclose information about a former employee's job performance to a prospective employer under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
4. The disclosure is presumed to be in good faith.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the staff member's civil rights.

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

## RESEARCH COPYRIGHTS AND PATENTS

REFERENCE: BOARD POLICY [GCQB](#) and [GCQBA](#)

District staff who propose to engage in research, e.g., study toward advanced work or for use in classroom instruction using district resources or students will submit a proposal to the superintendent for approval prior to commencing such research.

Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models, and other devices prepared by staff members for district use with district time, money, and facilities as part of the employee's job responsibilities remain the property of the district.

In the event that a staff member produces items described above partly on their own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

## RESIGNATION OF STAFF

REFERENCE: BOARD POLICY [GCPB/CDPB](#) and COLLECTIVE BARGAINING AGREEMENT

A licensed staff member who wishes to resign from their position with the District must give written notice at least 60 days upon or at the time of resignation. The Superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that they must continue teaching for part or all of the 60-day period.

Where less than 60 days' notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

A classified employee is expected to submit a written and signed notice of resignation at least two weeks prior to the date they wish to leave district employment.

## RESTRAINT AND SECLUSION

REFERENCE BOARD POLICY [JGAB](#)

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students.

1. If restraint or seclusion continues for more than 30 minutes, school staff will attempt to Immediately notify parents or guardians verbally or electronically.
2. Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:
  - a. Verbal or electronic notice of the incident by the end of the school day when the incident Occurred.

- b. Written documentation of the incident within 24 hours that provides:
- (1) A description of the restraint or seclusion including:
    - (a) The date of the restraint or seclusion;
    - (b) The times the restraint or seclusion began and ended; and
    - (c) The location of the incident.
  - (2) A description of the student's activity that prompted the use of restraint or seclusion;
  - (3) The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that was attempted;
  - (4) The names of district staff who administered the restraint or seclusion;
  - (5) A description of the training status of the district staff who administered the 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 restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the 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 restraint or seclusion has been used.
5. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.
6. A district Restraint and/or Seclusion Incident Report must be completed, and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or

Seclusion Incident Report Form shall include the following:

- a. Name of the student;
- b. Name of staff member(s) administering the restraint or seclusion;
- c. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
- d. Location of the restraint or seclusion;
- e. A description of the restraint or seclusion;
- f. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
- g. A description of the behavior that prompted the use of restraint or seclusion;
- h. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;

- i. Information documenting parent or guardian contact and notification.
7. A documented debriefing meeting must be held within two school days after the use of restraint 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.

## RESUSCITATION

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff. Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death.

Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation and cardiopulmonary resuscitation (CPR). In a life-threatening situation, staff is expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel.

## RETIREMENT

REFERENCE: BOARD POLICY [GCPC/GDPC](#)

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

Retiring employees are encouraged to coordinate with PERS and the Human Resources Department to ensure that all requirements are met. The superintendent will develop requirements, limitations and procedures for employment as a PERS-retiree.

When an employee of the district retires under PERS, that employee's employment with the district will terminate. PERS-retired individuals may apply for open positions with the district.

## SAFETY COMMITTEE

REFERENCE: BOARD POLICY [EBAC](#)

A centralized safety committee has been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff and others while on district property.

The building safety committee meets monthly, conducts workplace safety inspections [quarterly] [monthly] to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.

## SECURITY SYSTEM

REFERENCE BOARD POLICY [ECAC](#)

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video

cameras may be used in locations as deemed appropriate by the superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement.

A video recording may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

## SEXUAL HARASSMENT

REFERENCE: BOARD POLICY [GBN/JBA](#)

Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment: of students by staff members, other students, or third parties; of staff members by students, other staff members or third parties; and of third parties by staff members and students.

This applies to third parties who are immediately adjacent to school grounds or district property, are at any school-sponsored or district-sponsored activity or program, or are off school property; if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored or district-sponsored activity or program.

"Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.

"District" includes district facilities, district premises and non-district property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the jurisdiction of the district or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

All staff members, students and third parties are subject to this policy. Sexual harassment of students, staff members or third parties shall include:

1. A demand of request for sexual favors in exchange for benefits;
2. Unwelcomed conduct of sexual nature that is physical, verbal or nonverbal and interferes with a student's educational program or activity or that created an intimidating, offensive or hostile educational environment; unwelcome conduct of sexual nature that is hostile, verbal or nonverbal and that interferes with the staff member's ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

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

All complaints or reports about behavior that may violate this policy shall be promptly investigated.

Any staff member who becomes aware of behavior that may violate this policy shall report to a district official so that the district official (and reporting staff member when the victim of the

harassment is a student or third party) may coordinate efforts to take any action necessary to ensure the:

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

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

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

Upon receipt of a complaint form a student or the student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(5) to the complainant.

The person who initiated the complaint and if applicable the student's parents or person's parents shall be notified when the investigation is initiated and concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal student confidentiality laws.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participates in the investigation. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent of Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the with the Teachers Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment training or information is provided to all supervisors, staff members and students and that annually, the name and position of the district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district's website and published in student/parent handbooks. The district's policy shall be posted on a sign in all grades 6 through 12 schools. Posted signs shall be at least 8 ½ by 11 inches in size.

Principals, the compliance officer and the superintendent have responsibility for complaints and investigations concerning sexual harassment. All complaints and reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented or reported incident.

## Step 1

Any sexual harassment information (i.e., complaints, rumors, etc.) shall be presented to the district officials. This includes officials such as principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. The rights of the student, student's parents, staff member, person or person's parents who filed the complaint;
2. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parents may pursue, including the person designated for the school or district for receiving complaints;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the student, student's parents, staff member, person or person's parents and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district; and
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.
7. Notice that students who report information about possible conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct of report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

This written notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and
3. Include that this information is made available to students, students' parents, staff members, and members of the public at each school office, the district office, and on the school or district website.

## Step 2

The district official receiving the information or complaint shall promptly initiate an investigation. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter, provided in step 1, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

## Step 3

If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The

superintendent or designee shall provide a written decision to the complainant within 10 working days.

#### Step 4

If a complainant is not satisfied with the decision at Step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Complaints against the principal may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request may appeal to the Board in step 4.

Complaints against the superintendent may be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

The initiation of a complaint in good faith about behavior that may violate the district's sexual harassment policy shall not adversely affect any terms or conditions of employment or work environment of the staff complainant.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal.

## SICK TIME

REFERENCE: BOARD POLICY [GCBDD/GDBDD](#) and COLLECTIVE BARGAINING AGREEMENTS

Licensed, classified, and non-represented employee groups should refer to their appropriate bargaining agreement for all applicable leave.

#### **Sick Time provisions:**

1. Provides a minimum of 40 hours for full-time employees who work a full year or sick time accrued at 1 hour for every 30 hours worked.
2. Employees qualify to begin earning and accruing sick time on the first day of employment with the district. The district shall allow an eligible employee to access up to 40 hours of paid sick time per year.
3. Paid sick time of 80 hours shall be front-loaded to an employee who falls within the following groups at the beginning of each fiscal year: Licensed, classified, and non-represented staff who are 0.5 FTE or greater and coaches.
4. Paid sick time shall accrue at the rate of one hour of paid sick time for every 30 hours worked for an employee who falls within the following groups: Licensed, classified, and non-represented staff who are 0.49 FTE or less, both licensed and classified substitutes, student employees, and non-regular/time carded employees.

5. If an individual falls into more than one group identified above, sick time will be accrued at the rate of the primary position. If an employee's collective bargaining agreement grants equal or greater sick leave benefits, then no additional sick time is accrued.
6. An employee may carry up to 40 hours of unused sick time from one year to the subsequent year. An employee is limited to accruing no more than 80 hours of sick time, unless otherwise noted.
7. Sick time shall be taken in quarter hour increments for all employee groups, except licensed substitutes who will take sick time in minimum four-hour increments and may be used for the employee's or a family member's mental or physical illness, injury, or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or need for preventive care, or for reasons consistent with qualifying Family Medical Leave (FMLA), Paid Family and Medical Leave Insurance (PFMLI) or Oregon Family Leave (OFLA). Sick time may also be used in the event of a public health emergency or for leave to address domestic violence, harassment, sexual assault, bias, or stalking under ORS 659A.272.
8. When the reason for sick time is consistent with FMLA/PFLMI or OFLA leave, the sick time and qualifying FMLA/PFMIL or OFLA leave may run concurrently.
9. The district notifies employees at least quarterly of their sick time balance.

## SPECIAL INTEREST MATERIALS

REFERENCE: BOARD POLICY [IIAD](#)

Supplementary materials from non-school sources require building principal approval prior to their use in school. This includes educational films, and all video rentals secured from or through commercial sources.

Generally, materials that are of obvious educational quality, supplement and enrich instructional, and reference materials for definite school courses and are timely may be considered for approval.

## STAFF CONDUCT

REFERENCE: BOARD POLICY [GCAA](#)

All staff are expected to conduct themselves in a manner that conforms to applicable job descriptions, Board policy and administrative regulations.

### **Attendance and Punctuality:**

The employee shall have regular attendance at work and work activities. Excepting legally protected absences, the employee is expected to average no more than one authorized absence per month.

The employee may not take an unpaid day off without prior written approval from their supervisor and the superintendent as appropriate.

Failing to return from leave will be treated as job abandonment.

The employee will use leave time for the intended purpose of the leave.

For each type of leave, the employee is expected to follow appropriate procedures for taking the leave.

These expectations shall not be construed to interfere with the rights of employees to take legally protected absences, including leaves authorized under Oregon sick time law and policy GCBDD, Oregon or federal family leave laws, military leave, jury duty and worker's compensation. The use of legally protected leave may not lead to or result in an adverse employment action against the employee.

The employee is expected to be punctual in meeting deadlines, attending meetings, following schedules, and responding to communications. The employee is also expected to be at their designation worksite during the prescribed building or work hours.

**Effective Work Relationships and Collaboration:**

The employee shall demonstrate relationships with others (i.e., including but limited to staff, students, parents, patrons, and common guests) that are characterized by mutual support, cooperation, courtesy, and that build a school culture of collaboration focused on student learning. The employee will communicate directly with a colleague, whenever possible, if/when an issue arises with the goal being to resolve the matter in a positive, respectful, and timely manner.

**Following Policies and Directives:**

The employee shall follow all district or supervisor policies, rules, regulations, memos, bulletins, emails, announcements, applicable position descriptions, handbooks, and reasonable requests and assignments either verbal or written by proper authorities.

**Confidentiality:**

The employee shall maintain the integrity of confidential information relating to a student, family, colleague, or district patron. The employee shall use or relay personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

**Setting Appropriate Boundaries with Students**

The employee shall maintain professional boundaries in his or her relationships with students, including the use of appropriate language, appropriate physical contact, and in the use of technology such as email, text messages, or social networking internet sites.

**Personal Appearance**

The employee shall be dressed and groomed in a neat, clean, safe, appropriate, and professional manner for the assignment and work setting. Special dress code standards may be implemented for certain areas. See your administrator/supervisor for specific requirements. Employees who are inappropriately dressed, in the opinion of the supervisory personnel, may be sent home and required to work in acceptable attire. Under this circumstance, employees will not be paid for the time away from work.

**Use of Technology**

The employee shall appropriately use internet, email and electronic communication with students only for educational purposes or for sharing information about school-sponsored events. At no time shall the use of personal electronic devices for personal use be used in a manner that interferes with staff duty and responsibility for the supervision of students.

**Progressive Discipline**

All district employees are expected to follow the above expectations of conduct. Any employee who fails to adhere to these expectations will be subject to the following progressive discipline:

1. One verbal, documented warning
2. Written warning
3. Final warning with a two-day unpaid suspension
4. Dismissal

Additionally, all licensed staff are expected to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules.

**Application of Rules**

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon Revised Statutes.
2. Oregon law may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon law or the discipline of any license holder or any person who had held a license at any time within five years prior to issuance of the notice of charges under Oregon law.
3. The commission determines whether an educator's performance is ethical or competent considering all the facts and circumstances surrounding the educator's performance.
4. The commission will promptly investigate complaints.
  - a. The commission may at its discretion defer action to charge an educator against whom a complaint has been filed under ORS 342.176 when the investigation report

indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator.

- b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

## Definitions

The following definitions apply to OAR 584-020-0000 through 584-020-0045 unless otherwise indicated by context:

1. "Administrator" means any educator who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license.
2. "Competent" means discharging required duties as set forth in these rules;
3. "Educator" means any licensed or registered or certified person who is authorized to be engaged in the instructional program including teaching, counseling, school psychology, administering and supervising;
4. "Ethical" means conforming to the professional standards of conduct set forth in these rules;
5. "Sexual contact" means any conduct with a student that includes, but not limited to:
  - a. The intentional touching of the breast or sexual or other intimate parts of a student;
  - b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator; or
  - c. Sexual advances or requests for sexual favors directed towards a student;
  - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect<sup>5</sup> of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive education environment; or
  - e. Verbal or physical conduct which has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment.
6. "Sexual Harassment" means any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
7. "Teacher" means any person who holds a teacher's license as provided in ORS 342.125.

## The Competent Educator

The teacher demonstrates a commitment to:

1. Recognize the worth and dignity of all persons and respect for each individual;
2. Encourage scholarship;
3. Promote democratic citizenship;
4. Raise educational standards;
5. Use professional judgment; and
6. Promote equitable learning opportunities.

## Curriculum and Instruction

The competent educator measures success by the progress of each student toward realization of personal potential as a worthy and effective citizen. The competent educator stimulates the spirit of

inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of goals as they are appropriate for each individual. The competent teacher demonstrates:

1. Use of state- and district-adopted curriculum and goals;
2. Skill in setting instructional goals and objectives expressed as learning outcomes;
3. Use of current subject matter appropriate to the individual needs of students;
4. Use of students' growth and development patterns to adjust instruction to individual needs  
consistent with number of students and amount of time available; and
5. Skill in the selection and use of teaching techniques conducive to student learning.

### **Supervision and Evaluation**

The competent educator is a student of human behavior and uses this knowledge to provide a climate that is conducive to learning and that respects the rights of all persons without discrimination. The competent educator assumes responsibility for the activities planned and conducted through the district's program and assists colleagues to do the same. The competent educator gathers relevant information and uses it in the planning and evaluation of instructional activities. The competent teacher demonstrates:

1. Multiple ways to assess progress of individual students;
2. Skill in the use of assessment data to assist individual student growth;
3. Procedures for evaluating curriculum, instructional goals, and practices;
4. Skill in the supervision of students; and
5. Skills in differentiating instruction.

### **Management Skills**

The competent educator is a person who understands students and is able to relate to them in constructive and culturally competent ways. The competent educator establishes and maintains good rapport. The competent educator maintains and uses records as required and as needed to assist the growth of students. The competent teacher demonstrates skills in:

1. Establishing and maintaining classroom management that is conducive to learning;
2. Using and maintaining district property, equipment, and materials appropriately;
3. Using and maintaining student records as required by federal and state law, and district policies and procedures; and
4. Using district and school business and financial procedures; and
5. Using district lawful and reasonable rules and regulations.

### **Human Relations and Communication**

The competent educator works effectively with others – students, staff, parents, and patrons. The competent educator is aware of the ways the community identifies with the school, as well as community needs and ways the school program is designed to meet these needs. The competent educator can communicate with knowledge, clarity, and judgment about educational matters, the school, and the needs of students. The competent teacher demonstrates:

1. Willingness to be flexible in cooperatively working with others; and
2. Skill in communicating with students, staff, parents, and other patrons.

### **The Ethical Educator**

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing, the ethical educator considers the needs of the students, the district, and the profession. The ethical educator, in fulfilling obligations to the student, will:

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues;

3. Maintain an appropriate professional student-teacher relationship by:
  - a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
  - b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
  - c. Reporting to the educator's supervisor if the educator has reason to believe a student is, or may be, becoming romantically attached to the educator; and
  - d. Honoring appropriate adult boundaries with students in conduct and conversations at all times.

The ethical educator, in fulfilling obligations to the district, will:

1. Apply for, accept, offer, or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;
2. Conduct professional business, including grievances, through established lawful and reasonable procedures;
3. Strive for continued improvement and professional growth;
4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties; and
5. Not use the district's or school's name, property, or resources for noneducational benefit without approval of the educator's supervisor or the appointing authority.

The ethical educator, in fulfilling obligations to the profession, will:

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities; and
3. Respond to requests for evaluation of colleagues and to keep such information confidential, as appropriate.

## STAFF DEVELOPMENT - LICENSED

REFERENCE: BOARD POLICY [GCL](#)

As part of the district continuous improvement plan, the district will establish a short- and long-term professional development plan for licensed staff in order to enhance professional performance and promote achievement of high standards for all students. The plan shall be developed in writing by district administration.

All courses for which a staff member will be seeking reimbursement must be pre-approved by both the building principal and the superintendent and shall be directly tied to subject area taught, instructional strategies or curriculum development. All such courses must also be a 500 level or higher assigned to them by the accredited institution of higher education.

Professional development activities may include, but are not limited to, college courses, workshops, curriculum planning, research, travel, supervision of teacher trainees and other activities approved by the supervisor. District professional development offerings may be planned to help licensed employees meet the requirements of their licenses. The district will provide appropriate, reasonable accommodations to ensure such training, whether provided by the district or through district contracts with third parties, is made available for qualified employees with disabilities.

Requests for release time for attendance at meetings or conferences may be approved by the superintendent as deemed appropriate by the district and with the stipulation that:

1. Requests are to be submitted sufficiently in advance to permit superintendent consideration; and
2. Where release time is granted, a written report will be submitted to the administration after such meeting or conference. Where such meetings or conferences are devoted primarily or exclusively to organizational or business affairs of associations of teachers, political workshops, training sessions for consultation committees and like activities, it is not considered appropriate for the Board to expend district funds.

Meetings or conferences for which district funds are contributed — whether for fees, travel or hiring of substitutes — shall directly relate to improved student learning. Where such meetings or conferences are devoted primarily or exclusively to organizational or business affairs of associations of educators, political workshops, training sessions for consultation committees and like activities, it is not considered appropriate for the Board to expend district funds or to approve the activity.

Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure. Once a licensed employee completes licensure requirements, the employee must submit evidence to the district office, who will verify that the licensed employee has successfully completed the professional development requirements to the superintendent, on the Teacher Standards and Practices Commission (TSPC) Professional Educational Experience Report (PEER) form.

## **STAFF DRESS AND GROOMING**

REFERENCE: BOARD POLICY [GBCA](#)

All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Principals will direct staff within their building on the issue.

Employees are allowed to wear religious attire in accordance with the employee's sincerely-held beliefs, while maintaining religious neutrality and refraining from endorsing religion in the educational environment. Please contact your building administrator or supervisor for additional information/guidance.

Staff members set an example in dress and grooming for students and standards of professionalism for the district. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

## **STAFF ETHICS**

REFERENCE: BOARD POLICY [GBC](#), [EDC/KGF](#)

District employees will not engage in, or have a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regard to their duties and responsibilities as district employees. This also applies to any personal financial benefit for the district employee's relative or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.

This means that:

1. Employees, relatives, or members of the district employee's household will shall not use the employee's position to obtain financial gain or avoidance of financial detriment from students, parents, or other staff;
2. Any device, publication or any other item developed during the staff member's paid time shall be district property;
3. Employees shall not further personally gain through the use of confidential information gained in the course of or by reason of their position or activities in any way;
4. No district employee may serve as a Board or budget committee member in the district;
5. Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities; nor will an employee use ay district facilities, equipment or materials in performing outside work;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

If a district employee has a potential or actual conflict of interest, the district employee must notify their supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter giving rise to the conflict. This must be done on each occasion when the district employee is met with a conflict of interest.

## STAFF HEALTH AND SAFETY

REFERENCE: BOARD POLICY [EBC/EBCA](#), [EBBAA](#), and [EBBA](#)

In order to assure the safety of staff and students, information and/or training as necessary is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage and disposal of such materials.

Safety Data Sheets (SDS), which accompany any hazardous substance used in the school setting, are maintained on file in the office and elsewhere in the building, as necessary, and readily available to any staff member who must handle such materials or who may have been exposed to such products.

Staff will adhere to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for bloodborne pathogens. The district's Exposure Control Plan is available through the district office.

All staff members are expected to conduct their work in compliance with first-aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. Employees shall not operate any machine unless guard or method of guarding is in good condition, working order, in place, and operative;
  - b. Employees shall stop any machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. Employees shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair, or setting up a new job;
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig, or other accessory.);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body, or a dump truck, etc.) until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade; or interfere with any other form of accident prevention device or practice provided which they are using, or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practice observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;

## STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

The district encourages all staff to participate in community activities, which have the improvement of the general welfare of the community, state and nation as their objectives.

## STAFF INVOLVEMENT IN DECISION MAKING

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved on the school's 21st Century Schools Council and may participate in district and building activities as the establishment of District and building goals and objectives, curriculum revision, and adoption, selection of instructional materials, budget and facility planning.

Contact the building principal for additional information regarding possible building and district level committee work that may be available.

## STAFF/PARENT RELATIONS

REFERENCE: BOARD POLICY [GBH/JECAC](#)

The district encourages parents to be involved in their student's school educational activities. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order or parental plan that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education.

Unless provided by court order or a parental plan, a student shall not be released to the noncustodial parent, nor shall the noncustodial parent be granted visitation or phone access during the school day.

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. Such information will be maintained on file in the office and provided to staff as appropriate.

Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the district office.

## STAFF ROOM

A staff room is provided to staff use during break, lunch, and preparation periods, as may be appropriate. All staff are expected to "pitch in" as needed, to help keep this gathering area clean and orderly.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. The district will not be liable for loss or damage to personal items brought to district property and district-sponsored activities.

Students are not permitted in the staff room.

## STUDENT SUICIDE PREVENTION PLAN

REFERENCE: BOARD POLICY [JHH](#)

The district is required to have a suicide prevention plan that includes procedures relating to suicide prevention, intervention, and activities that reduce risk and promote healing after a suicide; identification of the school official responsible for responding to reports of suicidal risks; a procedure by which a person may request a district to review the actions of the school in response to suicidal risk; methods to address the needs of high risk youth (including youth bereaved by suicide; youth with disabilities, mental illness, or substance abuse disorders; youth experiencing homelessness or out-of-home settings, such as foster care; youth identifying as lesbian, gay, bisexual, transgender, queer, and other minority gender identities and sexual orientation; and youth identifying as Native American, Black, Latinx, and Asian); a description of, and materials for, any training to be provided to school employees as part of the plan; and a process for designating staff to be trained in a evidence based suicide prevention program.

## SUPERVISION OF STUDENTS

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities.

All teachers are expected to be in their classrooms prior to the arrival of students.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency while students are present are expected to contact the office to arrange for temporary coverage.

No other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

During school hours, or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

## SUSPECTED SEXUAL CONDUCT (Reporting Requirements)

REFERENCE: BOARD POLICY [JHFF](#)

Sexual conduct by district employees, contractors, agents of the district, and volunteers is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers of the district are subject to Board policy, GBNA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements.

“Sexual conduct” means verbal or physical conduct; or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that directed toward the student o that have the effect of unreasonably interfering with student’s educational performance or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent, or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

The district will post in each school building the names and contact information of the employees designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

Any district/school employee, contractor, agent, or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent, or volunteer; or that another district employee, contractor, agent, or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated licensed administrator is suspected perpetrator, for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the building principal who shall report the suspected sexual conduct to the Board chair. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNA/JHFE – Suspected Abuse of a Child Reporting Requirements.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When the designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, investigation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer of the district in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences, is a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, pursuant to ORS 339.378 (2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

## TEACHING ABOUT RELIGION

REFERENCE: BOARD POLICY [IGAC](#), [IGBHD](#)

Teachers shall be permitted to teach or present to students information concerning religious and religious beliefs, but teachers shall not promote or inhibit, openly or covertly or by subtly, a particular religion, religious belief, or nonreligious belief.

Students and staff members may be excused from participating in programs or activities which are contrary to their religious beliefs without penalty.

## TUITION REIMBURSEMENT

REFERENCE: COLLECTIVE BARGAINING AGREEMENT

Teachers may request reimbursement for courses as per the existing JEA/JSD Negotiated Agreement. The cycle for tuition reimbursement shall be September through August of each school year. Requests for reimbursement will only be honored for course work completed during the previous school year cycle and only to staff returning for employment to the district in September of the year following course completion. All requests for reimbursement shall be due by September 15 of each year.

1. Complete the Tuition Reimbursement Form as directed on the form. Use the same form until filled.
2. Courses completed and for which grades have been received by September 15 may be included.
3. Submit the Tuition Reimbursement Form to the building Principal for pre-approval.
4. Tuition Reimbursement Forms will be signed by the principal and retained by the office manager.
5. As grades are received, the employee attaches copies to the Tuition Reimbursement Form retained by the office manager.
6. All forms, grade slips or transcript grades, and receipts for payment must be submitted to the office manager by September 15.
7. Tuition reimbursement checks will be issued as soon as possible after processing.

## TUTORING

REFERENCE: BOARD POLICY GCQAB

No private tutoring for which a staff member receives a fee is permitted in district schools on school time. District facilities, materials or equipment may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

## UNMANNED AIRCRAFT SYSTEM (UAS) a.k.a DRONE

REFERENCE: BOARD POLICY [ECACB](#)

A small, unmanned aircraft, as defined by law, may be operated by the district. A small, unmanned aircraft must weigh less than 55 pounds, including the weight of anything attached to or carried by the aircraft and must be registered through the Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA). The district will register as a user of such with ODA.

Publicly supported K-12 school programs and publicly supported entities that support K-12 schools or after school K-12 programs are exempt from the requirement to pay the ODA registration fee.

Any employee, volunteer or representative of the district operating an unmanned aircraft system shall do so in accordance with board policy, all applicable Federal Aviation Administration (FAA) and Oregon Department of Aviation regulations and, and local laws.

Operation of a UAS at Oregon School Activities Association (OSAA) at OSAA sanctioned events will be done in accordance with OSAA policies.

Prior to operating a UAS, the district will review all airspace, certification, registration, and other requirements. When operating in the National Airspace System (NAS), the supervisor (instructor/teacher) if the educational UAS shall hold a current pilot certification described in 14 C.F.R. Part 107 or have a Certificate of Authorization as described in 49 U.S.C. 44801, so any student(s) can fly under their direct supervision and be in compliance with current FAA regulations. District shall not operate more than one UAS at the same time.

District employees will work with administrators to ensure that proper insurance; registration, as required by FAA and ODA; reporting to FAA and authorization from district administration are in place prior to use as a part of the district curriculum.

A staff member in violation of the policy may be subject to disciplinary action, up to and including dismissal.

## **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

REFERENCE: BOARD POLICY [EEBB](#)

The superintendent will develop administrative regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance, and liability.

No staff member will use a private vehicle for school business, including the transportation of students, without written permission from the superintendent or designee. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a personal vehicle on district business will be reimbursed in an amount established by the Board.

At least two staff members must accompany a student being transported in a private vehicle

## **VACANCIES/TRANSFERS**

REFERENCE: BOARD POLICY [GDCA](#) and COLLECTIVE BARGAINING AGREEMENT

Announced vacancies for licensed and classified positions are posted in the District Office, on the District website and in all buildings where employees are working for at least five working days prior to closing the application period.

During summer break, the Chapter Presidents of each association will be notified, and the posting will be at the District Office and on the District website.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and collective bargaining agreements.

## **VOLUNTEERS**

REFERENCE: BOARD POLICY [IICC](#) and [GCDA/GDDA](#)

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff.

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.

Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the office.

Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students shall submit to an in state criminal records check.

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

- Head coaches
- Assistant coaches
- Overnight Chaperone

- Volunteers transporting students, other than their own, in a private vehicle off district property for a district sponsored activity.

The use of volunteers requires prior building principal approval, and a criminal history verification form completed and submitted to the District Office.

## WEAPONS

REFERENCE: BOARD POLICY [JFCJ](#)

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 the district's weapons 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 the district's weapons policy.

A person making a report as described above who has reasonable grounds for making the report is immune from liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the report in accordance with ORS 339.315(1)(b). The identity of a person participating in a good faith report as described above may not be disclosed except when allowed by law.

Employees shall promptly report all other conduct prohibited by the district's weapons policy to an administrator.

## WHISTLEBLOWER

REFERENCE: BOARD POLICY [GBMA](#)

When an employee has good faith and reasonable belief the employer has violated any federal, state or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.
4. Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:
  - a. Any member of the Legislative assembly;
  - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
  - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

The district will use the complaint process in KL-AR Public Complaints procedure to address any alleged violations of this policy.

# STUDENT OPERATIONAL PROCEDURES

## ASSEMBLIES

Students are required to attend all assemblies. Those who refuse are to be referred to the office.

All staff are assigned to specific supervision duties during assemblies and are expected to be in their assigned areas. Students may be removed from an assembly as deemed necessary by the staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

## CLASS INTERRUPTIONS

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from the office. Intercom use is restricted to administrative use or administrative approved use only.

## CONTESTS FOR STUDENTS

REFERENCE: BOARD POLICY [KI](#), [KJ](#)

The District cooperates with individuals, community organizations and agencies desiring to sponsor contests for students when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added work-load on staff. All such contests must be consistent with the purposes and educational aims of the District.

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participant's work.

The school may not be used to promote private or commercial interests. Nor may the school be used for the direct sales promotion of individual competitive goods or services.

Materials or activities initiated by private sources are to be referred to the building principal for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

## CORPORAL PUNISHMENT

REFERENCE: BOARD POLICY [JGA](#)

The use of corporal punishment in any form is strictly prohibited by the district and will be considered cause for discipline up to and including dismissal. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of physical pain on a student. No teacher, administrator or other school personnel will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A staff member is authorized to employ reasonable physical force upon a student when and to the extent the application of physical force is consistent with ORS 339.285-339.303 (Restraint and Seclusion). Physical force shall not be used to discipline or punish a student

Corporal punishment does not include physical pain or discomfort resulting from or caused by training for or participation in athletic competition or other such recreational activity, voluntarily engaged in by a student. It does not include physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects.

## DISMISSAL OF CLASSES

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student with a note for the student's next class teacher. This will help reduce unnecessary hall traffic as students reporting to class late will need to account for their tardiness.

## DRUG, ALCOHOL AND TOBACCO PREVENTION

REFERENCE: BOARD POLICY [IGAEB](#)

Students have a right to attend school in an environment conducive to learning. The district will not tolerate the possession, sale, distribution or use of unlawful and harmful drugs (illicit drugs, non-therapeutic use of prescribed drugs, misuse of solvents and other dangerous substances and drug paraphernalia), alcohol, inhalant delivery systems or tobacco products in the schools, on District property or grounds (including parking lots), on a school bus or while participating in any school-sponsored activity, whether on District property or at sites off District property.

## EMERGENCY DRILLS AND INSTRUCTION

REFERENCE: BOARD POLICY [EBCB](#)

The district is required to provide instruction and drills on emergency procedures for at least 30 minutes each school month in accordance with the requirements of law.

Fire drills will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes will be conducted each year for students in all grades. Drills and instruction on earthquake emergencies shall include the response procedure known as “drop, cover, and hold on.”

At least two drills on safety threats will be conducted each for students in all grades. Drills and instructions on safety threats shall include procedures related to hold, secure, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students.

The warning signal for a fire alarm/drill is an audible and visual alarm. Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the buildings using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way;
2. Close windows, turn off lights and leave door unlocked;
3. Take attendance book or class list;
4. Escort class to at least 100 feet from the building and take attendance. Report any unaccounted students to the designated person.
5. Upon “all clear” signal, escort students directly back to class. Check attendance.

The warning signal for an earthquake drill will be the same as for a fire drill. In the event of an earthquake, teachers are required to:

1. Immediately direct all students to “drop, cover, and hold on”. Students should drop to a crouched position with head bent to knees, hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways, or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. Wait until shaking stops;
3. Evacuate building following established evacuation procedures;
4. Take attendance and report any unaccounted students to designated person;
5. Upon “all clear” signal, escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Drop low to the ground and protect head and neck.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action to the staff of the school where the safety threat occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

## **FEATURE FILMS / VIDEOS / OTHER MEDIA**

REFERENCE: BOARD POLICY [IABB](#)

Films or videos rated G, PG, PG-13 or R, or other approved non-rated media, may be shown as part of the school program. Parents or guardians may have the opportunity to preview films, videos or other non-rated media when practicably possible and that parents or guardians must give prior consent before their student views a film rated PG, PG-13 or R.

Prior to showing a feature films, videos or other non-rated media in a school, the instructor must seek the written approval of the building administrator as required below. At least five days prior to the showing, the instructor shall submit to the building administrator (in writing) the following information on the particular films, videos or other media:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;
5. When and how parents or guardians will be notified, or if necessary, grant consent;
6. Audience rating PG, PG-13, or indicate if non-rated.

The showing of all feature films or videos with a G rating requires only prior notice to parents or guardians from the instructor, who will summarize in writing the information in the above points 1., 2., 4. and 6.

Feature films or videos with a PG, PG-13, or R rating will require consent from parents or guardians before a student views the film or video. Prior to showing of other non-rated media an instructor will submit a request as required above and must gain approval from the building administrator.

Instructors are required to preview all films, videos, or other non-rated media before showing to students.

In the case of PG-rated films in grades 4/6, PG-13 rated films for grades 7 and 8, or R-rated films for grades 11 and 12, instructors must have:

1. Written approval from the building administrator;
2. Previewed the movie or excerpt;
3. Signed permission from the parent.

Edited or non-rated films or videos will be shown at the discretion of the administrator.

The notification to parents or guardians for the showing of G movies at the secondary level will be at the discretion of the administrator.

## **FIELD TRIPS AND SPECIAL EVENTS**

REFERENCE: BOARD POLICY [IICA](#)

Field trips and other student activities involving travel may be authorized by the building principal when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the building principal well in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational

value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers.

Written parental permission must be obtained for each approved trip.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Any out-of-state or overnight travel must be approved by the Board.

## **FLAG SALUTE**

REFERENCE: BOARD POLICY [INDB](#)

Students will be provided an opportunity to salute the United States flag at least once a week by reciting The Pledge of Allegiance. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

Each class room is required to display a United States flag of an appropriate size.

## **GRADING**

REFERENCE: BOARD POLICY [IK](#), [IKA](#)

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and parents. As a close working relationship between the district and parents is essential to the accomplishment of this goal, regular communication with parents is essential.

Teachers are expected to report, at least annually, a student's progress toward achieving academic content standards to the student and their parents. Parents will receive reports on their student's absences.

Teachers should use a variety of communication devices, including phone and personal conferences, as well as written grade reports to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

## **HUMAN SEXUALITY, HIV/AIDS, SEXUALLY TRANSMITTED DISEASES, HEALTH EDUCATION**

REFERENCE: BOARD POLICY [IGA1](#)

Human sexuality, HIV/AIDS\* and sexually-transmitted disease prevention curriculum has been cooperatively developed and aligned with the Oregon Health Education Standards and Benchmarks, by parents, teachers, administration, local health department staff and others as an integral part of health education and other subjects. 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.

Teachers are expected to notify parents of minor students in advance that the material regarding any human sexuality or HIV/AIDS/HBV will be taught. Any parent may request their student be excused from that portion of the instructional program.

A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12.

\* HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus

## **MEDIA ACCESS TO STUDENTS**

REFERENCE: BOARD POLICY [JOA](#)

The media may interview, and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

Media representatives are required to report to the building principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## MEDICATIONS

REFERENCE: BOARD POLICY [JHCD/JHCDA](#)

Students may be permitted to take medication at school, at school-sponsored while under the supervision of school personnel, or while in transit to or from school or school-sponsored activities.

Training will be provided by a qualified trainer to designated personnel authorized to administer medications to students within individual school buildings and while participating at school-sponsored activities, while under the supervision of school personnel, or while in transit to or from school or school-sponsored activities.

Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, safe storage, handling, monitoring medication supplies, disposing of medications, record keeping, reporting of medication administration, reporting of errors in administration, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality.

Students in grades K-12 may be permitted to administer medication to themselves without assistance from designated personnel in accordance with the following procedures:

1. A permission form from a parent or guardian (unless the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675) and written instructions have been submitted for all medications. In the case of prescription medications, instruction from the prescriber or other Oregon licensed health care provider is also required and shall include information that the student has been instructed in the proper use of the prescribed medication. Such permission may be indicated on the prescription label. Permission from a building administrator and a prescriber or registered nurse practicing in the school setting is also required for all self-administration of medication requests;
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school personnel. A permission form and written instructions will be required as provided above;
3. All medication must be kept in its appropriately labeled, original container, as follows:
  - a. Prescription labels must specify the name of the student, name of the medication, method of administration, dosage, frequency of administration and any other special instruction;
  - b. Nonprescription medication must have the student's name affixed to the original container.
4. The student may have in their possession only the amount of medication needed for that school day except for manufactory's packaging that contains multiple dosage, the student may carry one package.
5. Sharing and/or borrowing of any medication with another student is strictly prohibited.

Permission to self-medicate may be revoked by the building principal if there are any abuses of these procedures.

All other students will be administered medication only by designated personnel after receipt of required parent permission forms and written instructions.

A process shall be established by which, upon parent or guardian written request, a back-up prescribed auto injectable epinephrine is kept at a reasonably, secure location in the student's classroom as provided by state law.

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

Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug

The superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy or a need to manage asthma, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency.

## **MOVING CLASS / HOLDING CLASSES OUTDOORS**

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the building principal.

From time to time, certain class assignments may be more appropriately conducted outdoors. Prior building principal approval is required for all such activities.

## **NON-SCHOOL SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS**

The district does not sponsor or financially contribute to the variety of outside-sponsored study and athletic tours/trips/competitions available to students. Students who raise funds for their personal participation in such activities may not raise money for travel and other activity expenses as a representative of the school. Students may not use school materials or facilities in conjunction with such trips or related fund raising.

## **PROGRAM EXEMPTIONS**

REFERENCE: BOARD POLICY [IGBHD](#)

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district, upon the request of the parent.

An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors and other district staff in the development of such alternative learning activities as needed.

## **RELEASE TIME FOR RELIGIOUS INSTRUCTION**

REFERENCE: BOARD POLICY [JEF](#)

Students may be excused from school for religious instruction, not to exceed two hours for grades 1-8 and five hours for grades 9-12 in any school week. Teachers will be notified by the office of any students in their class so excused.

Any student unable to attend classes on a particular day due to religious beliefs shall be excused from attendance requirements for the day.

No such absence shall be counted against the student in determining exclusion, failure or reduction of grades. Any tests and assignments a student misses because of religious instruction shall be given to the student upon return to school or at such other times as may be deemed appropriate by the teacher.

## RESTRAINT OR SECLUSION

REFERENCE: BOARD POLICY [JGAB](#)

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students. See Board policy JGAB – Use of Restraint or Seclusion and its accompanying administrative regulation.

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify the parents or guardians verbally or electronically. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued.

The use of a seclusion cell is prohibited.

Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
  - a. A description of the restraint or seclusion including:
    - i. The date of the restraint or seclusion;
    - ii. The times the restraint or seclusion began and ended; and
    - iii. The location of the incident.
  - b. A description of the student's activity that prompted the use of the restraint and seclusion;
  - c. The efforts to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
  - d. The names of staff of the district who administered the restraint or seclusion;
  - e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian;
  - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting, and
  - g. Immediate, written notification of the existence of any records related to an incident of restraint or seclusion (including photos or audio or video recording).

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

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

Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.

A district Restraint and/or Seclusion Incident Report must be completed, and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form will include the following:

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

6. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
7. A description of the behavior that prompted the use of restraint or seclusion;
8. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
9. Information documenting parent or guardian contact and notification.

A documented debriefing meeting must be held within two school days after the use of restraint or seclusion. The parent or guardian of the student must be invited to attend the meeting, and the meeting will include staff members involved in the intervention and any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken, and a copy of the written notes shall be provided to the parent or guardian of the student.

The parent or guardian has the right to request another meeting in the event they are unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, oral notification of the incident must be provided immediately to a parent or guardian of the student and to the Oregon Department of Human Services (DHS) and written notification of the incident must be provided to DHS within 24 hours of the incident.

If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided within 24 hours of the incident to the superintendent, to the Superintendent of Public Instruction and, if applicable, to the union representative for the affected person.

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 district shall preserve, and may not destroy, any records related to an incident of restraint or seclusion, including an audio or video recording. The records must be preserved in the original format and without alteration in accordance with law.

Use of restraint and/or seclusion in an emergency with a student who does not have restraint or seclusion as part of their IEP or Section 504 plan is subject to all of the requirements established by Board policy JGAB – Use of Restraint or Seclusion and its administrative regulation with the exception of those specific to plans developed in an IEP or Section 504 plan.

## RETENTION OF STUDENTS

REFERENCE: BOARD POLICY [IKE](#)

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such as exceptions are in the best educational interest of the students involved.

A recommendation for retention or promotion of a student will be made only after prior notification and explanation to the student's parent or guardian.

The final decision for promotion will rest with the parent or guardian. The final decision for retention will rest with school administration. If the parent or guardian's decision is not in agreement with the school's recommendation, the parent or guardian must sign a "release from responsibility" form to be placed in the student's file.

## STUDENT ACTIVITY FUNDS

REFERENCE: BOARD POLICY [IGDG](#)

Student activity funds shall be defined as those funds which include all money raised or collected by and/or for school-approved student groups, excluding those moneys budgeted in the general fund.

Student activity fund money shall be collected and expended for the purpose of supporting the school's cocurricular/extracurricular activities program.

Cocurricular/Extracurricular activities are comprised of the group of school-sponsored activities, under the guidance or supervision of qualified adults, designed to provide opportunities for students to participate in such experiences on an individual basis, in small groups or in large groups — at school events, public events or combination of these — for motivation, enjoyment and/or improvement of skills.

The principal and the person in charge of the student activities program shall be responsible for administration of the building's student activity funds.

The student-treasurer of the school-recognized student government organization may serve as a representative of that organization in partial administration of the building's student activity funds. All student activity funds will be receipted and deposited according to district policy and acceptable accounting procedures. All activity accounts will be audited.

All expenditures from the general account of student activity funds shall be expended to benefit the student body as a whole and must also be approved by the school-recognized student government organization and its adviser if such organization exists.

All expenditures from a specific account of student activity funds related to other school-recognized student groups shall be expended to benefit the specific club or organization, and in so far as possible, to benefit those students currently in school who have contributed to the accumulation of those funds. Such expenditures must be approved by the members of that organization and their adviser.

All student activity fund expenditures must be approved by the principal.

## STUDENT CONDUCT

REFERENCE: BOARD POLICY [JFC](#)

All students are to comply with district policies and administrative regulations, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner at school during the school day and during school-sponsored activities.

In addition to adopted Board policies governing student conduct, school rules specifying student conduct expectations have been established. These rules apply to actions which occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school or district-sponsored activities on transportation provided or approved by the district; at the bus stop; or whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

A student handbook, code of conduct or other document shall be developed by district administration, in cooperation with staff, and will be made available and distributed to parents, students and employees outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct.

Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policy, administrative regulations and school rules governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents.

## STUDENT DISMISSAL PRECAUTIONS

No teacher may permit any student to leave class/school prior to the regular hour of dismissal except as may be authorized by the office.

During school hours or while engaged in district-sponsored activities, students may be released into the custody of parents or other authorized persons.

## STUDENT DISCIPLINE

REFERENCE: BOARD POLICY [JG](#), [JGDA](#)

Student discipline, whether in the classroom, building, district grounds, or at district-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions are listed in the *Student/Parent Handbook*. Student discipline will offer corrective counseling and sanctions that are age appropriate, and to the extent possible are shown through research to be effective.

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

The 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.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion.

## STUDENT/PARENT HANDBOOK

REFERENCE: BOARD POLICY [CHCA](#)

A student handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.

All staff are expected to familiarize themselves with the general information, administrative regulations and procedures pertaining to students as set forth in the student handbook and in Board policy.

## STUDENT PERFORMANCES

Teachers are encouraged to arrange for individual student and group public performances when such performances contribute to the educational process and are consistent with district and course goals.

All performances involving students must be approved by the building principal and may not interfere with other scheduled activities or classes within the school.

The extended use of one particular group of students is generally discouraged.

Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

## STUDENT TRANSPORTATION IN PRIVATE VEHICLES

REFERENCE: BOARD POLICY [EEAE](#)

Transportation of students will be by the district's transportation system or by a district employee's vehicle, properly insured, except as provided below.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the principal or designee, granting permission for the student to participate in the field trip/activity and to ride in a privately owned vehicle;

3. The parent, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district;
4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until four feet nine inches in height or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under Oregon Revised Statute (ORS) 815.055. Training in the proper installation and use of child safety system may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.
5. Parents, employees, and other designated adults volunteering to transport students under this policy will not be compensated (reimbursed) for mileage.

The district will develop procedures to implement this policy.

## **STUDENT WITHDRAWAL FROM SCHOOL**

REFERENCE: BOARD POLICY [JN](#)

Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment, or other district property including replacement costs, if known. Submit the list to the office. In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines, or charges are paid.

## **VISITORS**

REFERENCE: BOARD POLICY [KK](#)

Students are not permitted to bring visitors to school without prior approval.

Staff members are expected to report any unauthorized person on school property to the building principal.

# SPECIAL PROGRAMS

## ALTERNATIVE EDUCATION PROGRAMS

REFERENCE: BOARD POLICY [IGBHA](#), [IGBHB](#), and [IGBHC](#)

Alternative education programs have been developed and identified to meet the individual needs of students. These programs are made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; who have not met or who have exceeded all of Oregon's academic content standards; when the district determines that the placement serves the student's educational needs and interests and assists the student in achieving district and state academic standards; or when a public or private alternative program is not otherwise readily available or accessible. The involvement of staff, parents and the community in recommending alternative education programs for Board approval is encouraged.

Teachers with questions concerning available alternative education programs should contact the building principal.

## ASSESSMENT PROGRAMS

REFERENCE: BOARD POLICY [IL](#)

The district's assessment program has been developed to meet state requirements and local district needs.

Assessment results are used to measure the academic content of standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education. Additional services, alternative educational or public school options are made available to any student who has not met or has exceeded all of the state-required academic content standards.

The district's assessment program consists of the following:

1. Criterion-referenced assessments, including performance-based assessments, content-based assessments and other valid methods as may be required by state and federal requirements;
2. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
3. Assessments by individual teachers;
4. Other schoolwide and grade level wide assessments, as recommended by the superintendent and as approved by the Board.

Dates for district and state assessments will be announced by the Building Principal, as appropriate.

An adult student or a parent on behalf of a student may annually opt-out of taking the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student.

## BILINGUAL EDUCATION—ENGLISH LANGUAGE LEARNERS

REFERENCE: BOARD POLICY [IGBI](#)

Students whose primary language is a language other than English are provided appropriate assistance through the District's English Language Learners (ELL) program until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal or signed communication in a language they can understand.

Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact the office.

## COUNSELING AND GUIDANCE PROGRAM

REFERENCE: BOARD POLICY [IJ](#)

The district's counseling and guidance program is designed to involve all staff and parents in the educational, personal/social and career development of students.

Counselors may provide such services as academic counseling for students and parents, including assistance and information in the areas of scheduling, forecasting, assessments, alternative education programs, progress towards meeting local and state graduation requirements, scholarship and college entrance requirements and identification of district, community and state-wide resources for students with academic, personal/social or other needs.

Counselors are also available to assist students with academic, social and personal problems; and define and arrive at positive solutions through a variety of conference settings.

Students generally schedule appointments to see a counselor. Prior notice to a teacher that a student will be missing class may not always be possible because of the emergency nature of many of the appointments.

Teachers may refer a student to a counselor by contacting the counselor directly. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the counseling office.

Counselors and teachers with counseling responsibilities are expected to respect fully the right of privacy of those with whom they enter counseling relationships. Confidential matters are not to be discussed over the phone.

Confidentiality is not to be abridged except:

1. Where there is clear and present danger to the student or others;
2. To consult with other professional persons when this is in the student's interest;
3. When the student waives this privilege in writing.

## **CRISIS PREVENTION/RESPONSE PROGRAM**

Every classroom is provided with an emergency crisis management handbook. The book is to be easily accessible and located by the door leaving the classroom.

## **EARLY CHILDHOOD EDUCATION – Readiness to Learn**

The district recognizes the necessity to ensure that all children have access to early education opportunities to better develop the skills, attitudes, and habits expected of kindergarten and first grade students. To this end, the district has coordinated and/or collaborated with a variety of programs for children birth through age five. These programs include early childhood special education, state and federal Head Start programs, Healthy Start, and child development.

Additionally, early education opportunities are provided to students between kindergarten and grade three. These include targeted services for “at-risk” children; ongoing curriculum and education practices review and improvements that encourage parent participation and promote consistency with research findings about how children learn and sensitivity to individual differences; interagency agreements among the district and health care and social service providers; ongoing review of program goals; and planned transition from pre-kindergarten to kindergarten through grade three.

## **HEALTH-SERVICES PROGRAMS**

REFERENCE: BOARD POLICY [JHC](#)

The district has established a health services plan that describes the district's health-services program for all students. The plan is available on the Jefferson School District website under the “Plans” section.

The district's school nurse is available as a resource to teachers in securing appropriate information and materials on health-related topics.

All staff will be informed of their responsibilities within the plan.

## **MEAL PROGRAMS**

REFERENCE: BOARD POLICY [EFAA](#)

The district participates in the National School Lunch, School Breakfast and Commodity programs.

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 the school year. This notification will be published in the Student-Parent handbook.

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 district may refer delinquent meal charges to third parties for collection. Collection fees will not be charged to the parent or guardian.

## **PREGNANT/PARENTING STUDENT PROGRAMS**

REFERENCE: BOARD POLICY [JFE](#)

The District advocates the right to continued public education for all pregnant and parenting students. The district shall not discriminate in its education program or activity against any student based on their current, potential, or past pregnancy parenting, or related condition. No pregnant or parenting student shall be excluded from the public schools on the basis of pregnancy or parenthood. A pregnant and parenting student will be encouraged to continue with their educational program and to participate in all school-sponsored activities.

Teachers are expected to work cooperatively with counselors, parents and students in the development of an individualized plan or services, or both, to address the needs of pregnant and parenting students when their educational needs cannot be met by the regularly- provided school program.

## **SPECIAL EDUCATION SERVICES**

REFERENCE: BOARD POLICY [IGBAF](#)

Students ages kindergarten through 21 living in the district who have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free and appropriate education (FAPE).

The related services and educational programs provided are designed to meet the needs as specified by the student's Individual Educational Program (IEP).

Special classes, separate school or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. A child with a disability is not removed from education in age-appropriate regular classrooms solely because of needed modifications in the general curriculum.

Placements are made by the building's IEP team, which consists of the student's parent(s); one regular education teacher, if the student is participating in the regular education program; or if the student does not have a regular education teacher, a teacher qualified to teach a student the same age; the student's special education teacher or a special education provider; a representative of the district; an individual, who may be another member of the team, who is knowledgeable about the student's disability and who can interpret the instructional implications of the evaluation results; the student, when appropriate; and other individuals who have knowledge or special expertise regarding the student, at the discretion of the parent or district; and other agency representative as provided by law.

Subject to federal laws related to the confidentiality of educational or health records, all district employees assigned to work with a student with specialized needs to assist the student with the educational, behavioral, medical, health or disability-related support needs of the student must:

1. Have access to the individualized education program, 504 Plan, behavior intervention plan, medical support protocols or any other documentation related to the school district employee's responsibilities to assist with the student's educational, behavioral, medical, health or disability-related support needs.
2. Be consulted with when the education plan for the student is being developed, reviewed or revised. This includes being invited to, and compensated for attending, meetings regarding:
  - a. The student's IEP, 504 Plan or behavior intervention plan; or
  - b. The student, when the decisions made, and issues discussed are related to the responsibilities of the employee to support the student or when the employee has unique information about the student's needs and present level of performance.

All district employees assigned to work with a student with specialized needs to carry out duties related to the implementation of an individualized education program, 504 Plan, behavior intervention plan or medical support protocol must be provided by the school district with adequate training to safely carry out each of the specialized duties assigned to the school district employee.

Teachers with questions regarding the referral and placement process should contact a special education staff member.

All teachers are expected to work cooperatively with special education staff to modify curriculum, instructional strategies and grading as necessary to meet the needs of a student's IEP.

## STUDENT ASSISTANCE PROGRAM

The district recognizes that students can experience a number of personal, behavioral or medical problems which can have an adverse effect on their behavior, conduct or academic performance in school.

In order to assist students resolve problems arising from behavioral/medical problems, including alcohol and other drug abuse, the district has established a Student Services Team. Contact the building principal about the referral process.

The Board recognizes that childhood/adolescent suicide and suicidal tendencies are continuing problems within the elementary and secondary schools of the nation. Designated staff will be trained in an evidence-based suicide prevention program. All staff are expected to become familiar with the district's Student Suicide Prevention Plan and Board policy JHH – Student Suicide Prevention.

Decisions regarding individual or a group in crisis will be made through a team approach. No individual staff member will make crisis decisions in isolation.

## TALENTED AND GIFTED PROGRAMS

REFERENCE: BOARD POLICY [IGBBA](#)

The district has developed a written plan for the identification of, and provisions for a program and services for, academically talented and/or intellectually gifted students. This process of identification shall include as a minimum:

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:
  - a. Students who are racially/ethnically diverse;
  - b. Students experiencing disability;
  - c. Students who are culturally and/or linguistically diverse;
  - d. Students experiencing poverty; and

- e. Students experiencing high mobility.
4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
5. Identify how the education record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

Each teacher will receive a list of identified talented and gifted students assigned to their classroom. Teachers are expected to modify curriculum, instructional strategies, and grading, as may be necessary, to meet the needs of identified students.

The district has established an appeal process for parents to utilize if they are dissatisfied with the identified process and/or placement of their student in the district's program and who wish to request reconsideration. A complaint procedure has been developed for a person who resides in the district or a parent of a student attending school in the district to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students.

Staff should refer parents with questions to the building principal.

## **TITLE IA PROGRAMS AND MIGRANT EDUCATION**

REFERENCE: BOARD POLICY [IGBC](#)

In order to help meet the needs of disadvantaged students, the district participates in Title IA programs that provide basic skills instructional services for educationally disadvantaged students in grades K-5 and who live in targeted low-income areas. Students identified in need of Title IA services are provided instruction on an established schedule, as appropriate. Title IA staff will meet with individual teachers regarding scheduled instruction.

Children with disabilities and Limited English Proficient children are eligible for Title IA services on the same basis as other children who are selected for services.

Teachers with questions or concerns regarding student placement or scheduling in this program should contact the Title IA Coordinator – Kymberlee Rhodes, Elementary School Principal.

The district also participates in Title 1C programs that provide services to students in migrant situations. For questions, please contact Laura Pierce-Cummings, High School Principal.



**JEFFERSON SCHOOL DISTRICT**  
***STUDENT/PARENT HANDBOOK***

**1328 North 2<sup>nd</sup> St.  
Jefferson, OR 97352  
PH: 541-327-3337**

**website: [jefferson14j.com](http://jefferson14j.com)**

# TABLE OF CONTENTS

JEFFERSON SCHOOL DISTRICT 14J.....	5
Superintendent.....	5
Board of Education.....	5
DIRECTORS/SUPERVISORS.....	5
BUILDING ADMINISTRATORS.....	5
JEFFERSON SCHOOLS.....	6
PREFACE.....	7
NON-DISCRIMINATION STATEMENT.....	8
ACADEMIC INTEGRITY.....	10
ADMISSION.....	10
ALLERGIES.....	10
ALTERNATIVE EDUCATION.....	10
ALTERNATIVE EDUCATION PROGRAMS ESTABLISHMENT.....	11
ALTERNATIVE EDUCATION NOTIFICATION.....	11
ANIMAL DISSECTION.....	12
ANIMALS ON SCHOOL GROUNDS.....	12
ASBESTOS.....	12
ASSEMBLIES.....	12
ASSESSMENT PROGRAM.....	12
ASSIGNMENT OF STUDENTS TO CLASSES.....	13
ASSIGNMENT OF STUDENTS TO SCHOOLS.....	13
ATHLETICS.....	13
ATTENDANCE.....	13
BELL SCHEDULE.....	16
BICYCLES AND SKATEBOARD INFORMATION.....	16
BOARD MEETINGS.....	16
BOUNDARIES.....	16
CALENDAR.....	17
CHILD ABUSE REPORTING.....	17
CHILD FIND NOTIFICATION.....	17
CLASS RANKING.....	17
CLOSED CAMPUS.....	17
CLOSURES.....	18
CLUBS AND ORGANIZATIONS.....	18

COMMUNICABLE DISEASES.....	18
COMPLAINTS.....	19
COMPUTER USE.....	30
CONDUCT.....	31
CONFERENCES.....	32
COUNSELING.....	33
CREDIT: FOR PROFICIENCY.....	33
CREDIT: ONLINE.....	33
DAMAGE TO DISTRICT PROPERTY.....	33
DANCES AND SOCIAL EVENTS.....	34
DISCIPLINE/DUE PROCESS.....	34
DIRECTORY INFORMATION AND PERSONALLY IDENTIFIABLE INFORMATION.....	36
DISTRIBUTION OF MATERIALS.....	37
DRESS AND GROOMING.....	37
DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM.....	38
EDUCATION FOR ALL CHILDREN.....	39
EMERGENCY DRILLS.....	39
EMERGENCY MEDICAL TREATMENT.....	40
EXCHANGE STUDENTS.....	40
EXTRA-CURRICULAR ACTIVITIES.....	41
FEEES, FINES AND CHARGES.....	41
FIELD TRIPS.....	42
FLAG SALUTE.....	42
FOOD SERVICE PROGRAM.....	42
FUNDRAISING.....	43
GANGS.....	43
GRADE CLASSIFICATION.....	43
GRADE REDUCTION AND CREDIT DENIAL.....	43
GRADUATION.....	44
HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING, MENACING, TEEN DATING VIOLENCE, DOMESTIC VIOLENCE.....	46
HEALTH SCREENINGS.....	47
HOUSELESSNESS: STUDENTS EXPERIENCING.....	47
HOMEWORK.....	48
HOURS OF OPERATION.....	48
HUMAN SEXUALITY, AIDS/HIV AND SEXUALLY TRANSMITTED DISEASE INSTRUCTION.....	48

IMMUNIZATIONS.....	48
INSURANCE FOR STUDENTS.....	49
LOCAL WELLNESS.....	49
LOCKERS.....	49
LOST AND FOUND.....	49
MEAL PROGRAMS.....	49
MEDIA ACCESS TO STUDENTS.....	50
MEDICATIONS FOR STUDENTS AT SCHOOL.....	50
PARENTAL INVOLVEMENT.....	51
PARENT RELATIONS.....	51
PARENTAL RIGHTS.....	52
PARENTS MAKE A BIG DIFFERENCE.....	52
PERSONAL PROPERTY.....	52
PHYSICAL EXAM: SCHOOL SPORTS PARTICIPATION.....	53
PICTURES.....	54
POSTERS.....	54
PROGRAM EXEMPTIONS.....	54
PROGRAMS AND ASSEMBLIES.....	54
PROMOTION, RETENTION AND PLACEMENT OF STUDENTS.....	55
REGISTRATION.....	55
REPORT CARDS.....	55
RESTRAINT OR SECLUSION.....	56
SAFETY.....	57
SCHOOL PROPERTY (VANDALISM).....	57
SEARCHES.....	57
SENIOR TRIPS.....	58
SPECIAL PROGRAMS.....	58
STUDENT COUNCIL.....	58
STUDENT EDUCATION RECORDS.....	58
STUDENT EXPERIENCING HOUSELESSNESS.....	61
STUDENT SUICIDE PREVENTION.....	61
STUDENT PUBLICATIONS AND MATERIALS.....	61
SUPERVISION OF STUDENTS.....	62
TALENTED AND GIFTED PROGRAM.....	62
TELEPHONE USE BY STUDENTS.....	63
THREATS.....	63

TRANSCRIPT EVALUATION.....	63
TRANSPORTATION.....	63
VEHICLES ON CAMPUS.....	65
VISITORS WELCOMED.....	66
VOLUNTEERS.....	66
WELLNESS.....	66

# **JEFFERSON SCHOOL DISTRICT 14J**

## **Superintendent**

Dawn Moorefield

## **Board of Education**

Teri Mitchell, Chair  
Terry Kamlade, Vice Chair  
Tracy Roe  
Carole Vickery  
Kevin Smith

### **DIRECTORS/SUPERVISORS**

Katrina Womack	Student Services Director/Civil Rights Coord./HomelessLiaison
Kyle DeMartino	Technology Director
Hattie Truett	Business Manager
Richard Crane	Maintenance Director
Sharon Short	Child Nutrition Services Director

### **BUILDING ADMINISTRATORS**

Kymerlee Rhodes	Jefferson Elementary School Principal
Eric Cledenin	Jefferson Middle School Principal
Laura Pierce-Cummings	Jefferson High School Principal
Doug Naugle	Jefferson High School Athletic Director

# JEFFERSON SCHOOLS



**Jefferson Elementary**

752 North 11<sup>th</sup> St.  
Aumsville Elementary 97325

PHONE 541-327-3337  
FAX 541-327-1216



**Jefferson Middle School**

2180 Talbot Rd.  
Jefferson, OR 97352

PHONE 541-327-3337  
FAX 541-327-7919



**Jefferson High School**

2200 Talbot Rd.  
Jefferson, OR 97352

PHONE 541-327-3337  
FAX 541-327-1867

**FIRST STUDENT TRANSPORTATION SERVICES      PHONE 541-327-9654**

# **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. All Jefferson School District policies and procedures are not listed in this handbook. School procedures can be obtained or explained at each individual school by the building administrator or at the district office during business hours. Board policies are available on the district website. Any information contained in this student handbook is subject to revision or elimination, and appropriate notification will be provided.

# NON-DISCRIMINATION STATEMENT

Jefferson School District does not discriminate on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws, Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act, and Title II of the Genetic Information Nondiscrimination Act.

1. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.
2. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720- 2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
3. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
4. USDA is an equal opportunity provider, employer, and lender.

The district prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including admission and employment.

Inquiries about Title IX may be referred to the district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

The following have been designated by the district:

Title IX Coordinator: Dawn Moorefield, Superintendent  
Jefferson School District Office, 1328 North 2<sup>nd</sup> St., Jefferson, OR 97392  
[dawn.moorefield@jefferson.k12.or.us](mailto:dawn.moorefield@jefferson.k12.or.us)  
541-327-3337 x1050

Civil Rights Coordinator: Katrina Womack, Special Services Director  
Jefferson School District Office, 1328 North 2<sup>nd</sup> St., Jefferson, OR 97352  
[Katrina.womack@jefferson.k12.or.us](mailto:Katrina.womack@jefferson.k12.or.us)  
541-327-3337 x 2000

The district's nondiscrimination policy and grievance procedures can be located at the district website [jefferson14j.com](http://jefferson14j.com)

**Thank you!**

Dawn Moorefield, Superintendent  
Jefferson School District Office, 1328 North 2<sup>nd</sup> St., Jefferson, OR 97352

## ACADEMIC INTEGRITY

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Academic dishonesty includes but is not limited to, using or sharing prohibited study aides or other written materials on tests and assignments; sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor; and knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

Violation of this policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

## ADMISSION

A student seeking enrollment in the district must register in the office or online. All students enrolled must comply with all Oregon laws related to age, residence, health, attendance and immunization, prerequisites for admission. Age, immunization, tuition, and other eligibility prerequisites for admission as set forth in state law, Board policy, and administrative regulation, may be required. Students who do not reside within district boundaries may be required to pay tuition.

The district may deny regular school admission to a student who is expelled from another school district and subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student. The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

Alternative education services will be provided as appropriate to resident students denied regular school admission. While parents have the option of placing their students in a private school or obtaining additional services, such as tutoring, from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education Act (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

## ALLERGIES

Please notify the school office immediately if your child has any allergies (ie. food, insects, medication, environment, etc).

## ALTERNATIVE EDUCATION

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement. The district may, based on district criteria, provide alternative education

programs for students expelled for violation of applicable state or federal weapons law.

Parents may request additional in-district alternative education programs by submitting written requests to the principal. If a student is interested in attending the alternative school, the student and parent/legal guardian(s) must meet with the alternative education staff, counselor and principal.

### **In-District Alternative Education Programs**

Examples of alternative education program options are not limited to, but include:

- |  |  |
|--|--|
| 1. Tutorial instruction;   | 8. Expanded Options Program;           |
| 2. Small group instruction;  | 9. Others as approved by the district. |
| 3. Professional technical programs;                                    |  |
| 4. Work experience;  |  |
| 5. Instructional activities provided by other accredited institutions; |  |
| 6. Community service;  |  |
| 7. Independent study;  |  |

### **Non-District Alternative Education Programs**

1. Other school(s)/program(s);
2. Community college;
3. Others as approved by the district.

## **ALTERNATIVE EDUCATION PROGRAMS ESTABLISHMENT**

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee. "Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state. Proposals for alternative education programs shall include the following:

- |                             |                                    |
|-----------------------------|------------------------------------|
| 1. Goals;                   | 4. Staffing;                       |
| 2. Criteria for enrollment; | 5. Location;                       |
| 3. Proposed budget;         | 6. Assurance of nondiscrimination. |

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

## **ALTERNATIVE EDUCATION NOTIFICATION**

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance means the student is frequently absent to the degree that the student is not benefiting from the education program as determined by the district.);
3. When an expulsion is being considered;
4. When a student is expelled\*; and/or
5. When a student's parent or an emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;

4. Procedures for enrolling the student in the recommended program.

\*The district may not provide alternative education programs for students expelled for violations of applicable state or federal weapons laws.

### ANIMAL DISSECTION

District students in grades K through 12 may refuse to dissect any vertebrate or invertebrate animal. In addition, the student’s parents may refuse to allow the student to dissect the animal. The district shall allow the student to participate in an alternative dissection exercise to demonstrate competency in the coursework. This exercise may include videos, DVDs, CD-Roms, films, computer programs, models, books, clay modeling or transparencies.

A teacher may not discriminate against or lower the grade of a student for not participating in the dissection exercise. **The district shall notify students who have dissection as part of their coursework and the parents of those students about the provisions of this policy.**

### ANIMALS ON SCHOOL GROUNDS

Only service animals serving persons with a disability and animals approved by the superintendent or designee that are part of an approved district curriculum or co-curricular activity, are allowed in district facilities. Companion and comfort animals are not considered service animals. Approved animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals. Animals, except those service animals serving persons with a disability, may not be transported on a school bus.



### ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The Maintenance Director serves as the district’s asbestos program manager and may be reached for additional information.

### ASSEMBLIES

A student’s conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district’s Student Code of Conduct during an assembly shall be subject to disciplinary action.

### ASSESSMENT PROGRAM

The district’s assessment program shall be designed for the purpose of determining district and school improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and to identify students who meet or exceed the performance standards and adopted by the State Board of Education.

Students may annually opt-out of taking the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student for opting out of state-wide assessments. The district shall provide supervised study time for students who are excused from participating in the assessment.

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

## ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations.

## ASSIGNMENT OF STUDENTS TO SCHOOLS

Students are required to attend the school in the attendance area in which they reside, except as otherwise provided by state and federal law or Board policy. Exceptions may be allowed in certain circumstances. Contact the school office or counselor for additional information. Special Education Placement Teams may choose to place students outside of their attendance area when it is clearly in the best interest of the child. The district may allow transfers based on established district criteria.

A student who becomes a victim of a violent criminal offense, as determined by state law, while in or on the grounds of a school the student attends, or any student attending a district school that is identified by the Oregon Department of Education (ODE) as persistently dangerous, may transfer to a safe district school as required by the Every Student Succeeds Act (ESSA).

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least ten business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

## ATHLETICS

Jefferson High School offers a full complement of interscholastic sports and Jefferson Elementary and Middle Schools partner with Jefferson Park and Rec for sports opportunities. Students participating in athletics will adhere to the athletic code of conduct and maintain passing grades in order to participate.

## ATTENDANCE

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public, full-time school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly.

Any person who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued notification by the district for the student's failure to attend school.

A parent will be issued a notification, in writing in the native language of the parent, and in accordance with law, the superintendent or her designee will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP. Any person having control of a student between ages of 6 and 18, who has not completed the 12<sup>th</sup> grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued notification by the district for the student's failure to attend school. Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required. Failing to supervise a child may be a Class A violation.

## **Absences and Excuses**

When returning to school after an absence, a parent must contact the office and provide the reason for the absence. **Excuses should be presented within 2 days of the absence.**

Absence from school or class will be excused according to Oregon State Law ORS 339.065 Estimates of attendance; irregular attendance; excused absences.

1. In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session and shall be considered irregular attendance.
2. A student's absence from school or class will be excused under the following circumstances:
  - Illness, including mental and behavioral health of the student;
  - Illness of an immediate family member when the student's presence at home is necessary;
  - Emergency situations that require the student's absence;
  - Student is a dependent of a member of the U.S. Armed Forces 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.
  - Other reasons deemed appropriate by the school administrator where satisfactory arrangements are made in advance of the absence;
  - Medical and dental appointments; (confirmation of the appointment may be required);
  - Field trips and school-approved activities.
3. Jefferson School District will not recognize the following as excuses for an absence from school:
  - Truancy
  - Oversleeping
  - Missing the bus or car malfunction
  - Shopping/hair cut appointments
  - Family vacation, hunting or fishing excursions **not approved by building principal in advance**
  - Birthdays, family visiting or other celebrations
4. Any pupil may be excused from attendance by the district school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends.
5. Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, or religious considerations.

A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The office staff will decide whether or not the student should be sent home and will notify the student's parent(s) as appropriate. A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. In many cases students can access their work in the Google Classroom at the middle and high school level. Parents can contact the office to arrange for the collection of homework assignments for a student who will be absent for several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. ***Students must attend at least ½ of the day, and the partial day absence must be excused, in order to participate in sports or after school activities such as dances.*** Students who are eighteen and older must follow the same attendance policy as other students.

### **Exemption from Compulsory Attendance**

The school may grant an exemption from compulsory attendance for several reasons. Please see Board Policy JEA for a complete listing and further details.

### **Change in Plans for After School**

When a child must go home with another child after school or to a place other than their usual destination, parents should send a note with the child. When an unforeseen emergency arises and this arrangement must be made over the phone, the caller will be asked to furnish a return phone number so that the office can verify the call.

### **Leaving Early/Arriving Late**

Students may leave the building before the school day is over if they become ill or injured or for other emergencies. Students must report to the office first. Parents must come into the office to pick up their child. If a child must leave early for an appointment, the parent must sign the child out in the office. Identification may be requested from anyone seeking release of a student.

NO CHILD WILL BE ALLOWED TO LEAVE SCHOOL WITHOUT CONFIRMATION AND APPROVAL, IN WRITING OR VERBALLY, FROM THE LEGAL PARENT/GUARDIAN. Failure to abide by this rule will result in a possible referral/citation.

### **Release of Students from School**

A student shall not be released from school at times other than regular dismissal hours except with principal permission or according to school sign-out procedures. The office will determine permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent(s) or as otherwise provided by law.

### **Staying After School**

**All students are to go home immediately after the regular school day.** Exceptions to this rule are made for students staying after school if requested by a teacher or for participation in supervised activities that are arranged with parents/guardians. Students enrolled in after school child care are also allowed to stay.

### **Arrival**

Breakfast is served at approximately 7:30 a.m. Students should not arrive at school before the start of the breakfast serving.

### **Elementary School Policy**

Students in grades K-5 are counted tardy if they arrive in the classroom after 7:55 a.m. Students who are tardy repeatedly may be required to make up missed time during recess. If it is unavoidable for a student to be late, he/she must have a written excuse signed by the parent or guardian stating the reason for the tardiness.

### **Middle School Policy**

In the middle school, the first tardy is counted as a warning, the second tardy results in one lunch detention and a card sent home, the third tardy results in two lunch detentions and a card sent home, and the fourth and subsequent tardy to a class will result in a referral and three lunch detentions or one after school detention.

### **High School Policy**

Four unexcused tardies at the high school will result in discipline.

### **Truancy**

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, and/or ineligibility to participate in athletics or other activities. The school administrator may issue a citation for chronic truancy.

## BELL SCHEDULE

For school/bell schedules, please contact the school that your child attends.

## BICYCLES AND SKATEBOARD INFORMATION

Students may ride bikes to school. They should provide their own locks for security and park in designated areas only. Students should not ride bicycles on school grounds during school hours. They are to observe all bicycle safety rules, including wearing a helmet, when traveling to and from school. Skateboards are not allowed on school grounds.

## BOARD MEETINGS

Meetings of the Jefferson Board of Education are open to the public. They are usually held on the second Monday of the month, except when rescheduled because of a holiday. All meeting notices are posted on the district website, at each school and at the local post offices. The Board of Education welcomes citizens to the meetings and always considers their input and advice for planning and operating the school.

## BOUNDARIES

Students who live within the Jefferson School boundaries are to attend school in the district.

- Parents who move out of the district and wish their children to continue to attend school in the district, must complete an interdistrict transfer request and be approved by the residing and attending school district superintendents or designee.
- Parents who reside within the district who wish their children to attend another public school must complete an interdistrict transfer request and be approved by the residing and attending school district superintendents.

## CALENDAR

The most recent version of the district calendar and individual school calendars can be found on the district website at [jefferson14j.com](http://jefferson14j.com). If you are unable to access the website or do not have a computer, please contact the school that your child attends for a copy of the calendar.

## CHILD ABUSE REPORTING

Any school employee who has reasonable cause or reasonable suspicion to believe that any child with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she is in contact has abused a child, will immediately notify the Department of Human Services/Community Human Services or the local law enforcement agency. The school employee shall also immediately inform his/her supervisor, building principal and superintendent.

## CHILD FIND NOTIFICATION

Appropriate steps are taken to locate, identify, and evaluate individuals living within the district's jurisdiction that may be suspected of or has a disability. (OAR 581-015-2100) Jefferson School District is committed to providing a free and appropriate public education to all students with disabilities. Students may be eligible for special education and related services under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act. If you have knowledge of a child under the age of 21 who you suspect of having a disability, please contact the Student Services Office at 541-327-3337 ext 1507, or Jefferson School District Office for further information, including a copy of the Oregon Department of Education Procedural Safeguards.

## CLASS RANKING

In the interest of encouraging and recognizing outstanding academic achievement, valedictorian(s) and salutatorian(s) will be selected for each graduating class. The valedictorian and salutatorian will be selected according to the following

procedure:

1. The valedictorian will be the student with the highest grade point average as computed at the end of the second trimester of the senior year;
2. The salutatorian will be the student with the second highest grade point average as computed at the end of the second trimester of the senior year;
3. In case of a tie for valedictorian, co-valedictorians will be honored;
4. In case of a tie for salutatorian, co-salutatorians will be honored;
5. Exchange students will not be eligible for any academic honors;
6. To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Jefferson High School prior to and continuously following the tenth school day of the student's senior year;

## CLOSED CAMPUS

The campus at Jefferson High School is closed during the school day from 7:55 a.m. until 3:10 p.m. All students are expected to stay on campus at all times during the day. Leaving the campus during the school day without permission from an administrator and following appropriate check-out procedures in the office may result in detention, suspension, loss of driving privileges, or even expulsion.

LEAVING CAMPUS FOR LUNCH WILL NOT BE CONSIDERED AN EXCUSED ABSENCE.

\*Seniors are allowed to leave campus during a lunch period and for a work or home release, with parent or guardian permission. Seniors may not stay in the parking lot during lunch.

Students needing to leave campus during the school day for appointments or family emergencies may do so ONLY with PRIOR APPROVAL of an administrator and parents/guardians.

## CLOSURES

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as appropriate to the particular condition.

Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. In the event of a school closure or delay the district will notify the media and post it to the district website at

[jefferson14j.com](http://jefferson14j.com)

**PARENTS SHOULD NOT CALL THE SCHOOL OR THE RADIO/TELEVISION STATIONS.**

In the event the weather turns dangerous during the day, children may be sent to the emergency residence listed on their registration form. The school will not be able to call each parent in case of an emergency closure.

## CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, National Honor Society and athletic teams may establish rules of conduct - and consequences for misconduct - that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization. Students/parents must sign an acknowledgment of stricter standards of behavior as a condition of participation in clubs and organizations as needed.

## COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. Parents with questions should contact the school office.

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation GBEB-AR - Communicable Diseases - in Schools. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

### **Head Lice**

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel.

School personnel will notify the parent or guardian of a student found with head lice and may provide information on treatment. The student will be allowed to remain in school.

### **Infection Control and Bloodborne Pathogens**

The risk of exposure to body fluids due to casual contact in the school environment is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for bloodborne pathogens.

### **Instruction: Human Sexuality, AIDS/HIV and Sexually Transmitted Infections**

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, and Sexually Transmitted Infections has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

## **COMPLAINTS**

A parent or guardian of a student attending a school in the district, a person who resides in the district, a staff member, or a student may petition the district with a complaint. A complainant will be referred through the proper administrative process for resolution of a complaint before investigation or action by the Board. An exception will be a complaint against the superintendent or one that involves Board actions or Board operations.

The complaint procedure is available at the district's administrative office and on the home page of the district's website. The Board advises that there is a process available for resolving complaints, including but not limited to complaints in one or more of the following areas:

1. Instruction;
2. Discipline;
3. Learning materials;
4. Compliance with State Standards;
5. Restraint and/or seclusion;

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

The complainant must follow the complaint procedure as outlined in district policy: KL - Public Complaint.

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution. Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

- Complaints against the principal should be filed with the superintendent.
- Complaints against the superintendent should be referred to the Board chair on behalf of the Board.
- Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board.
- Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board.

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

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.

The superintendent will administer the complaint process, as appropriate.

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

### **Complaint Procedure**

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

#### **The Administrator/Supervisor: Step One**

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator/supervisor within 10 working days of the employee's response. The administrator/supervisor shall evaluate the complaint and render a decision within 10 working days after receiving the complaint. (A form is available, but is not required.)

#### **The Superintendent: Step Two**

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

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

The Board: Step Three

If the complainant is dissatisfied with the superintendent or designee's findings and conclusion, the complainant may appeal the decision to the Board within 10 working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive sessions if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearings for the purpose of making further explanations and clarifying the issues.

If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The complainant shall be informed in writing or in electronic form of the Board's decision within 20 days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final. The timelines may be extended upon written agreement between the district and the complainant.

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

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

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

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

Complaints against the Board chair may be referred directly to the Board vice chair on behalf of the Board. The Board vice

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

### **Discrimination Complaints**

Any person, including students, staff, visitors, parents and third parties may file a complaint. The person with a complaint regarding possible discrimination on any basis protected by law should contact the district's civil rights coordinator: Katrina Womack.

The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

### **Bias Incident Complaints**

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin

"Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory.

"Symbol of hate" means nooses, symbols of neo Nazi ideology and the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school district property, except where used in teaching curriculum that is aligned to the Oregon State Standards.

The complaint process is outlined in administrative regulation ACB-AR – Bias Incident Complaint Procedure.

### **Division 22 Education Standards Complaints**

Any resident of the district, parent of a student attending district schools, or a student attending a school in the district may express a concern alleging violation of the district's compliance of the district's compliance with a Division 22 educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, the complainant will follow the complaint process outlined in Board Policy KL - Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint within 30 days at any step or within 90 days of the initial filing of a written complaint with the district (whichever occurs first), any complainant may appeal directly to the Deputy Superintendent of Public Instruction.

### **Instructional Materials Complaints**

Concerns and complaints regarding instructional materials from students or parents should be handled in accordance with Board policy IIA – Instructional Materials and associated administrative regulations. Should the student or parent, following initial efforts at informal resolution of the concern, desire to file a formal complaint, a Request for Reconsideration of Instructional or Library Materials form in IIA-AR(3) and may be requested from the school office.

**Complaints About Evaluation, Identification, or Placement of a Student with a Disability or 504 Eligibility**

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district’s services, activities or programs to a student, should be directed to the Special Education Director.

**Placement/Enrollment of Students Experiencing Houselessness Complaints**

In the event a dispute arises over school selection, enrollment or eligibility of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school’s written decision in accordance with McKinney-Vento Act dispute resolution and appeal process. Additional information may be obtained by contacting the district’s liaison for students navigating housing instability.

**Suspected Sexual Conduct with Students by District Employees, Contractors, Agents, and Volunteers of the District**

Sexual conduct by district employees, contractors, agents, and volunteers is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy JHFF/GBNAA – Suspected Sexual Conduct with Students and Reporting Requirements.

“Sexual conduct” means verbal or physical conduct or verbal, written or electronic communications by a school employees, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state education standards or a policy approved by the Board; or conduct of communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

The district will post in each school building the name and contact information of the designated licensed administrator and alternate licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for the respective school buildings to receive sexual conduct reports, and the procedures the designee will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports at each school in the district is the building principal. In the event that this person is the suspected perpetrator, the Superintendent shall receive the report. When the building principal takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools.

1. Prevention and identification of sexual conduct.
2. Obligations of district employees under ORS 339.388 and 419B.005-419B.050 and under adopted board policies to

- report suspected sexual conduct; and
- 3. Appropriate electronic communications with students.

**Students with Disabilities Complaints**

A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the district’s services, activities, or programs to a student, should be directed to the special education director.

**Students with Sexual Harassment Complaints**

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

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

**General Procedures**

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

**Oregon Definition**

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

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
  - a. Interferes with a student’s educational activity or program;
  - b. Interferes with a school or district staff member’s ability to perform their job; or
  - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without the student’s, staff member’s or third party’s consent because the student, staff member or a third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

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

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

**Oregon Procedures**

Reports and complaints of sexual harassment should be made to the following individual:

Dawn Moorefield, Superintendent [dawn.moorefield@jefferson.k12.or.us](mailto:dawn.moorefield@jefferson.k12.or.us) 541-327-3337

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

Response

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

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

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

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

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and

5. Providing for additional supervisions, including law enforcement if necessary, at district events.

### No Retaliation

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

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

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

### Notice

When a person who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

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

The written notification must include:

1. Name and contact information for all persons designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation; those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
  - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
  - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the

- intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

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

The notice must:

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

### Federal Definition

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

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

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

### Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. See JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

### Reporting

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

The superintendent is designated as the Title IX Coordinator. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

Response

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

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

If after an individual safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place. The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

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

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

No Retaliation

Neither the district or any person may retaliate against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

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

**Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)**

Reports and complaints of sexual harassment should be made to the following individual(s):

Dawn Moorefield, Superintendent  
[dawn.moorefield@jefferson.k12.or.us](mailto:dawn.moorefield@jefferson.k12.or.us) 541-327-3337

The district official receiving the complaint shall issue the required written notice as outlined under Oregon Procedures in Board policy JBA/GBN - Sexual Harassment.

Step 1

The district official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy JBA/GBN - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within ten working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within 30 days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 2

If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal within 10 working days of receipt of the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 3

If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent or designee in a public meeting to determine what action is appropriate. The Board may use executive sessions if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent or designee's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent or designee's decision in Step 2 is final. The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

- Complaints against the principal may start at Step 2 and may be filed with the superintendent or designee. The superintendent or designee will cause the required notices to be provided. The superintendent or designee will investigate the complaint and will notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may appeal to the Board in Step 3.
- Complaints against the superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive sessions if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have

occurred to the extent allowable by law.

- Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive sessions if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.
- Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries
- Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse. The sexual harassment complaint form can be found in Board Policy JBA/GBN-AR.

See administrative regulation JBA/GBN AR(1) – Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

### **Talented and Gifted (TAG) Programs and/or Services Complaints**

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should follow the complaint procedures outlined in Board policy (IGBB-AR Complaints Regarding the Talented and Gifted Program).

The complainant may file an appeal with the Deputy Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. A copy of the OAR will be provided upon request.

## **COMPUTER USE**

Students may be permitted to use the district's electronic communications system for school and instruction related activities. Personal use of district computers including Internet and email access is permitted when consistent with board policy and administrative regulations and when during the school day.



The district's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) requirements:

1. Technology protection matters have been installed and are in continuous operation to protect against internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The on-line activities of students are monitored;
4. Access by students to inappropriate matters on the internet and world wide web is denied;
5. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications.
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding minors is prohibited; and
8. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including email, sent or received, generated or stored on district servers are not private and may be subject to monitoring.

By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned email systems.

Students will comply with district policies, including but not limited to, Board policy IIBGA – Electronic Communication System and its administrative regulations. Students who violate Board policy, administrative regulation, including general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law may be reported to law enforcement officials.

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

## CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

### **Student Code of conduct**

The district has authority and control over a student at school during the regular school day, at any school or district-sponsored activity, regardless of time or location and while being transported in district-provided transportation.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school- or

district-sponsored events, while at other schools in the district, and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial, and/or loss of wards and privileges, and/or may be referred to law enforcement officials or Oregon Department of Human Services for the following, including but not limited to:

1. Assault;
2. Hazing harassment, intimidation, bullying, menacing, cyberbullying, teen dating violence or domestic violence, as prohibited by Board policy JFCF – Hazing, Harassment, Intimidation, Bully, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student, and accompanying administrative regulation;
3. Coercion;
4. Suspected abuse of a child pursuant to Board Policy JHFE/GBNAB Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM – Threats of Violence;
6. Disorderly conduct, including disruption of the school environment, false threats and other activity causing disruption of the school environment, or public displays of affection (PDA will be defined specifically by each school);
7. Bringing, possessing, concealing or using a weapon, as prohibited by Board policy JFCJ – Weapons in the Schools;
8. Vandalism/Malicious mischief or theft, as prohibited by Board policies ECAB – Vandalism, Malicious Mischief, or Theft and JFCB – Care of District Property by students, including willful damage or destruction of district property or private property on district premises or at district sponsored activities;
9. Sexual harassment as prohibited by Board policy JBA/GBN – Sexual Harassment and accompanying administrative regulation;
10. Possession, distribution or use of tobacco products, inhalant delivery systems, alcohol, drugs or other controlled substances, including drug paraphernalia as prohibited by Board policies JFCG/JFCH/JFCI – Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems;
11. Use or display of profane or obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school or classroom rules.

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement on a case-by-case basis.

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.

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful manufacture or delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.

### **Student Rights and Responsibilities**

Student rights and responsibilities include, but are not limited to the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure their rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;

Students have the right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

## CONFERENCES

It is the desire of school staff to help students and parents with issues pertaining to school. Daytime and evening parent teacher conferences are scheduled annually in the fall and the spring to review student progress (see school calendar and/or school website). Either parents or teachers may request a conference appointment at any time. In addition, parents of 6th-12th graders may access grades throughout the year using our online service located at our website [jefferson14j.com](http://jefferson14j.com).

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

## COUNSELING

### Academic Counseling

Students and parents are encouraged to talk with district counselors, teachers and building administrators to learn about the curriculum, course offerings, activities and graduation requirements. All students in grades 9- 12 and their parents shall be notified annually about the recommended and available courses for students. All students are encouraged to attend college, university or training school, or pursue some other advanced education, and should work closely with their counselor so that they may take the courses that may best prepare them for further education. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

### Personal Counseling

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The child development specialist/counselor may also make available information about community resources to address personal concerns. Consistent with individual rights and the child development specialist/counselor's obligations as a professional, the counseling relationship and resulting information may be protected as privileged communications by Oregon law.

## CREDIT: FOR PROFICIENCY

In addition to credit by completing classroom or equivalent work in a course, a student may receive credit toward a diploma or a modified diploma by one or more of the following options, if the student demonstrates defined levels of proficiency or mastery of recognized standards through:

1. Classroom or equivalent work that meets common curriculum goals and academic content standards required by

OAR 581-022-1210;

2. Classroom or equivalent work;
3. Passing an appropriate exam;
4. Providing a collection of work or other assessment evidence; and/or
5. Providing documentation of prior learning experiences.

A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

## CREDIT: ONLINE

All credit on-line courses MUST be approved by the principal PRIOR to enrollment of that course. No correspondence courses will be accepted.

## DAMAGE TO DISTRICT PROPERTY

It is each student's responsibility to show respect for all district property. Any student who willfully damages or defaces school property will be disciplined. The board declares its intent to hold students and their parents responsible for loss or damage of district property. A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. This includes damage to the district's network and other electronic systems. If the cost is \$50 or more, the district will notify the student and parent. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines and Charges.

## DANCES AND SOCIAL EVENTS

There are several opportunities to enjoy dances and social events throughout the school year. Some may be formal, casual or semi formal. We will communicate appropriate dress, cost, and other needed information prior to each activity.

### All Dances

1. **Students and their guests must arrive within the first 30 minutes of the dance unless a prior agreement with the principal has been made.**
2. No student may leave the dance and return, unless approved by the gate chaperone.
3. No middle school students are permitted to attend high school dances.
4. All individuals are expected to **conduct themselves in a manner consistent with Jefferson High School rules. JHS staff reserves the right to refuse admittance to students and guests or ask them to leave if their behavior is inappropriate.**
5. Students who **have not been in school** on the day of the dance may not attend unless the absence was pre-arranged. Friday absences will be reviewed prior to Saturday dances.
6. In order to promote safety and to provide a secure environment, students may be asked to submit an alcohol screening (test) at high school dances/activities.
7. Students who are not currently enrolled at JHS are not considered students and may attend as a "guest" if they meet all of the requirements of a guest as listed below.

### Guests

JHS students may be permitted to bring one guest following the guidelines below:

1. A JHS student must complete a guest pass application obtained from the main office within 48 hours before the dance. **Guest passes will not be issued at the dance and applications that are filled out late may be denied.**
  - a. High school-aged guests must be enrolled in a high school program and in good standing for a minimum of ten (10) school days prior to the dance.
  - b. Non-students may be permitted to attend up through the age of twenty (20).

2. All guests will be required to show a photo I.D. proving age.
3. Guests are required to have an approved JHS guest pass to attend **formal dances**, including Prom. *Prior to purchasing formal wear, students need to consider that their guest pass application may be denied.*
  - a. **JHS students who are in 9<sup>th</sup> or 10<sup>th</sup> grade are considered guests at the Prom and must have an approved guest pass to participate.**

## DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that use approaches that are shown through research to be effective.

Disciplinary measures are applied depending on the nature of the offense and without bias. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug, or drug paraphernalia, alcohol- and/or tobacco-related offenses, or any other criminal act they may also be referred to law enforcement officials. Violations of the district's weapons policy shall be reported to law enforcement when required by law.

No student will be subjected to corporal punishment.

The district may provide information regarding recovery schools to students being disciplined for substance abuse.

### **Discipline of Students with Disabilities**

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a student with disabilities, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior, the time, and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but not for more than 45 calendar days in a school year, for a drug or weapon violation as provided in district procedures. Additionally, the district

may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or others.

### **Expulsion**

Students may only be expelled for any of the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's conduct have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of expulsion 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 observations or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing, or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student, and parent rights and alternative education provisions as required by law as part of the expulsion process.

### **Suspension**

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful disobedience and violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures district property.

The use of out-of-school suspension for discipline of a student in the fifth grade or below, is limited to a) nonaccidental conduct causing serious physical harm to a student or employee; b) 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 c) when the suspension is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

The district may require the student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflected achievement over a greater period of time than the length of the suspension. For example, a student may be allowed to make up final, mid-term, and unit examinations without an academic penalty.

## **DIRECTORY INFORMATION AND PERSONALLY IDENTIFIABLE INFORMATION**

Directory Information means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following information may be released to the public through appropriate procedures:

1. Student's name;
2. Student's address;
3. Student's telephone listing;
4. Student's email/electronic address;
5. Student's photograph;
6. Participation in officially recognized sports;
7. Participation in officially recognized activities;
8. Weight and height of athletic team members;
9. Student's dates of attendance;
10. Student's grade level;
11. Student's diplomas, honors or awards received.

Personally identifiable information includes, but is not limited to

1. Student's name, if excluded from directory information, as requested by the student/parent in writing;
2. Name of the student's parent(s) or other family member;
3. Address of the student or student's family, if excluded from directory information as requested by the student/parent in writing;
4. Personal identifier such as the student's social security number, student identification number, or
5. A list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth and mother's maiden name;
6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the educational records relates;
7. Other information that would make the student's identity easily traceable.

Student information that is personally identifiable information may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and prior written, dated and signed consent unless otherwise permitted by law.

The district is required by law to release secondary student's names, addresses and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the district withhold this information. If a parent/student wishes to object to the release of any or all of this information the district must receive a written request within 15 school days of receipt of the student handbook.

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in policy JOA – Directory Information.

## **DISTRIBUTION OF MATERIALS**

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school sponsored media. School sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration. Materials not under the editorial control of the district may be subject to administrative review, restriction or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district will not be allowed.

The district may designate the time, place and manner for distribution. All requests for materials distribution require approval of the administration. If materials are not approved within 48 hours of the time that it was submitted, it must be considered denied. A denial may be appealed to the Superintendent. If the material is not approved by the Superintendent within 3 days, it will not be considered approved. A decision reached by the Superintendent may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint.

## **DRESS AND GROOMING**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. The district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment.
2. Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

## **DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM**

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco products, and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location, and while being transported on district-provided transportation. Students in violation of the district's policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students. The district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and will maintain a drug-free educational environment.

An intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The use of steroids or performance enhancing drugs is a violation of district policy regarding drug use. District policy and guidelines for prescription and non-prescription drugs will be strictly enforced.

Parents are encouraged to contact the counseling office for information on district and community resources available to

assist students in need.

### **Tobacco & Inhalant Delivery Systems Prohibited**

Our district recognizes that the use of tobacco could create a health hazard for users as well as non-users. In order to protect the health of students, staff, and the general public, provide a healthy learning environment, and promote good health habits for students, **the use of tobacco and tobacco products shall be prohibited in school facilities, on school grounds and buses or at any district or school activity.** Student possession, use, sale, distribution including smoking of any tobacco product or inhalant delivery system is strictly prohibited and will result in disciplinary action. A student may be referred to law enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited.

"Tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

"Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

In accordance with Oregon law, any person under age 21 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine as provided by ORS 167.400. Any person who distributes or sells or allows to be sold, tobacco in any form or a tobacco burning device, to a person under 21 years of age commits a Class A violation and is subject to a fine as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful manufacturing or delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

#### First Offense – Possession and/or Use:

1-3 days of out-of-school suspension and possible referral to law enforcement

#### Second Offense – Possession and/or Use:

4-6 days of out-of-school suspension and possible referral to law enforcement

#### Third Offense – Possession and/or Use:

7-10 days of out-of-school suspension; possible referral to law enforcement; and expulsion is recommended

#### 1<sup>st</sup> Offense – Sale or Transfer:

7-10 days of out-of-school suspension; possible referral to law enforcement; and expulsion is recommended

#### Alternative to Discipline:

As an alternative to discipline, students may be referred to a cessation and/or tobacco education class. Attendance at such classes not offered by the district will be voluntary. Any cost related to cessation classes is the responsibility of the student and their parents.

## **EDUCATION FOR ALL CHILDREN**

The Jefferson School District complies with all state and federal laws and regulations regarding the free

appropriate education of all children in the least restrictive environment. The district wants to locate and evaluate children under the age of 21 years who have significant learning, communication, physical, mental, emotional or behavioral challenges that impede educational progress so that appropriate services may be provided. Contact the building principal if you have concerns about your child's development.

While parents have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover resulting tuition or costs. The District will not pay for private services or tuition for any student unless required to do so by state or federal law. If a parent wishes the District to consider a publicly funded private placement or private services, the parent must give the District notice before removal from the District. Therefore, for any regular education, 504, or IDEA student parents must give notice either at the last IEP or 504 meeting prior to removal from the District, or in writing at least 10 business days prior to removal from the District. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the District, and the parent's request that the private service be funded by the District. Failure to provide notice may result in a denial of any subsequent reimbursement request.

## **EMERGENCY DRILLS**

1. Instruction on fire, earthquake, safety threats, and drills for students shall be conducted for at least 30 minutes each school month.
2. Fire drills will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year.
3. At least two drills on earthquakes will be conducted each year for students in all grades. Drills and instruction on earthquake emergencies shall include the response procedure known as "drop, cover and hold on."
4. At least two drills on safety threats will be conducted each year for students in all grades. Drills and instruction on safety threats shall include procedures related to hold, secure, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.
5. A map/diagram of the fire escape route is posted near all classroom doorways and reviewed with students.
6. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication shall include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

## **EMERGENCY MEDICAL TREATMENT**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

## EXCHANGE STUDENTS

The high school may accept a maximum of 10 full-year students from other nations from those exchange programs officially recognized by the Board. In addition, up to two students may be accepted at any one time from short-term programs at the discretion of the administrator. Exchange programs desiring to place a student the following school year must notify the principal by April 1 of the school year preceding the desired placement.

Exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

Exchange students must meet the regulations and expectations of local students, including the immunization requirements. A certificate of attendance may be awarded at regular commencement exercises to all exchange students who successfully meet the necessary academic requirements during the year in which they attend.

## EXTRA-CURRICULAR ACTIVITIES

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer. Interested students should contact the office for additional information.

## FEES, FINES AND CHARGES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrument rental and uniform maintenance;
8. Student identification cards (optional);
9. Fees for damaged library books and school owned equipment;
10. Lock or locker deposits or fees;
11. Field trips considered optional to the district's regular school program;
12. Admission fees for certain extracurricular activities;
13. Participation fees or "pay to play" for involvement in activities;
14. Class fees; and
15. School meal charges.

A written notice will be provided to the student and his/his parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The district may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods

available to the district. If the district goes to court to collect damages or fees owing and prevails, the district can collect its costs and reasonable attorney fees.

A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and or penalties shall end upon payment of the amount owed. Please be aware that any student with fines on their accounts will not be permitted to participate in sports, student activities, field trips, or the graduation ceremony.

Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

1. The district determines that the parent of a student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

Some school fees may be paid through our online processing system, Meal Time. For more information: Please contact the fiscal office at (541) 327-3337 or visit the district's website at [jefferson14j.com](http://jefferson14j.com).

#### **Middle School Fees**

\$10 Elective Fee  
\$65 Band Inst. Fee  
\$20 Summer Inst. Fee  
\$15 Yearbook (optional)

#### **High School Fees**

\$35 for 9th and newcomers  
\$10 for 10-12  
\$10 Materials fees per semester for Art, Band, Spanish, Food for Life, Welding and Woods

#### **Middle School Sports Fees**

Fees are collected through Jefferson Park and Rec.

#### **High School Sports Fees**

\$100 per sport  
\$200 per student maximum

## **FIELD TRIPS**

Field trips are for the purpose of introducing and supplementing classroom learning experiences. Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means that students are subject to the school's student conduct rules; applicable board policy and such other rules as may be deemed appropriate by the field trip supervisor.

When a field trip is planned, a description of the trip will be sent home. Written permission is necessary for the student to leave the school grounds. A parent or guardian must sign the permission slip. Transportation will be provided as per district policy. Siblings of students may not accompany parents on field trips. High school students may be excluded from participating in a field trip due to lack of academic progress.

## **FLAG SALUTE**

Students shall receive instruction in respect for the national flag and will be provided an opportunity to salute the United States flag at least once a week during the school year by reciting *The Pledge of Allegiance*. Individual students who do not participate in the salute must maintain a respectful silence during the salute.



## FUNDRAISING

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least ten days before the event. All funds raised or collected by or for school approved student groups will be received, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds.

### Non-School Fundraisers

Students are not allowed to sell candy, cookies, or other fundraiser items that are from non-school organizations at school.

## GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the district encourages students to become involved with district sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any illegal act or other violation of district policies.

## GRADE CLASSIFICATION

After the ninth grade, students are classified by grade level according to the number of credits earned toward graduation.

## GRADE REDUCTION AND CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability or an excused absence, as determined by district policy.

At the beginning of each school year or trimester, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

## GRADUATION

### Graduation Exercises

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma, or an alternative certificate including a student participating in a district-sponsored alternative education program and a student with disabilities receiving a document certifying successful completion of program requirements shall have the option to participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises.

A student shall be allowed to wear a dress uniform issued to the student by a branch of the U.S. Armed Forces if the student:

1. Qualifies to receive a high school diploma, a modified diploma, an extended diploma or an alternative certificate; and
2. Has completed basic training for, and is an active member of, a branch of the U.S. Armed Forces.

Graduating students will be allowed to wear Native American items of cultural significance.

A student may be denied participation in graduation exercises for conduct that violates board policy, administrative regulation and/or code of conduct provisions.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee.

All seniors who graduate and want to participate in the graduation ceremony must meet the following attendance requirements:

- Maintain a 80% annual attendance rate during their senior year.
- Students that don't meet the above criteria will not participate in the graduation ceremony; however, they may appeal the decision. The appeal will be made to a team that will consist of a teacher, administrator, counselor and the attendance supervisor.

### **Graduation Requirements**

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

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than years if consent is received by the student's parent or guardian or by the student if they are 18 years of age or emancipated.

Students will have onsite access to the appropriate resources to achieve a diploma, modified diploma, extended diploma or alternative certificate at the high school. The district will provide age appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student the opportunity to pursue a diploma, a modified diploma, or an extended diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the above modified diploma or extended diploma requirements.

The district may award a modified diploma or extended diploma to a student only upon the recommendation of the school team and written consent of the student's parent or guardian. The student's school team shall be determined by the district and shall include the student's parent or guardian. The school team shall decide that a student should work toward a modified diploma no earlier than the end of the sixth grade and no later than the end of the tenth grade. A student's school team may formally decide to revise a modified diploma decision. The consent requirement does not apply to a student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded.

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

diploma or the extended diploma is awarded.

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

A student may satisfy the requirements for a modified diploma, extended diploma or alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, extended diploma or alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and or years until the student reaches the age of 21.

A student in good standing who receives a modified diploma, extended diploma or alternative certificate including a student participating in a district-sponsored alternative education program and a student with disabilities receiving a document certifying successful completion of program requirements will have the option of participating in a high school graduation ceremony with the student's class.

A student who received a modified diploma, an extended diploma or alternative certificate shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student, and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school, unless reduced by the IEP team. See requirement for diploma options in Board policy IKF-AR.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an individualized education program (IEP) completes high school, the district will give the student an individualized summary of performance.

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

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

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

Students and their parents will be notified of graduation and diploma requirements. School Board Policy IKF-AR further explains our graduation requirements.

## **HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING, MENACING, TEEN DATING VIOLENCE, DOMESTIC VIOLENCE**

At Jefferson School District we are very serious about creating a safe school environment for everyone. Hazing, harassment, intimidation, cyberbullying, bullying, menacing, or teen dating violence, by students, staff or third parties

toward students is strictly prohibited and shall not be tolerated in the district.

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation, bullying, cyberbullying, menacing, teen dating violence, or domestic violence, or otherwise participates in an investigation or inquiry is also strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of Board policy JFCF and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion. Individuals may also be referred to law enforcement officials.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment (i.e., personal servitude; sexual stimulation/sexual assault; forced consumption of any drink, alcoholic beverage, drug, or controlled substance; forced exposure to the elements; forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article; or assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation, & bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected status of a person, and having the effect of:

1. Physically harming another person or damaging their property;
2. Knowingly placing another person in reasonable fear of physical harm or damage to their property; or
3. Creating a hostile educational environment including interfering with the psychological well being of a student or staff member.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” is:

- 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
  - 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 between family and/or household members, as those terms are described in ORS 107.705.

“Cyberbullying” means:

- The use of any electronic communication device to harass, intimidate or bully.

“Menacing” means:

- any act intended to place a district employee, student, or third party in fear of imminent serious physical

injury.

“Retaliation” means:

- any act of, including but not limited to, hazing, harassment, intimidation or bullying, menacing, or cyberbullying, teen dating violence, and acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting of, or participation in the investigation of, hazing, harassment, intimidation or bullying, menacing, teen dating violence, acts of cyberbullying, or retaliation.

The building principal will take reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence.

Any student who has knowledge of conduct in violation of Board policy JFCF or feels they have been subjected to an act of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or feel they have been a victim of teen dating violence in violation of this policy, is encouraged to immediately report their concerns to the building principal who has overall responsibility for all investigations. A report made by a student or volunteer may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12. School board policies JFCF and JFCF-AR further explain our hazing, harassment, intimidation, bullying, menacing, cyber-bullying, teen dating and domestic violence policies.

The district shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying, or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356).

## HEALTH SCREENINGS

Students receive health screenings each year in the areas of height, weight and vision. Hearing is screened in kindergarten and first grade and by request of the teacher or parent. If a problem is suspected in one of these areas, the student’s parents are contacted.

## HOUSELESSNESS: STUDENTS EXPERIENCING

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. A homeless student will be admitted, in accordance with the student’s best interest, to the student’s school of origin or enroll the student in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student’s school of origin will be provided by the attending or resident districts of the student in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Cheryl Harmon, the district’s liaison for homeless students.

## **HOMWORK**

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process. Each teacher sets homework assignments for his/her class.

## **HOURS OF OPERATION**

Elementary schools begin at 7:50am and are dismissed at 2:20pm The middle school's first bell is at 7:50 and students are released at 3:05p. The senior high first bell is at 7:50am and dismisses at 3:10pm. Students may enter their buildings at 7:30am and the cafeterias open at 7:30am as well. Children walking or arriving by bus will be supervised when they arrive at school (after 7:30am). Students who need to work with a teacher before or after school should make arrangements with staff in advance. Students participating in extracurricular activities or athletics are allowed in the school outside of regular student hours when they are under the direct supervision of an adult.

## **HUMAN SEXUALITY, AIDS/HIV AND SEXUALLY TRANSMITTED DISEASE INSTRUCTION**

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of this instructional program required by Oregon law by contacting the principal for additional information and procedures.

## **IMMUNIZATIONS**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for religious reasons or philosophical beliefs and/or a medical exemption, the student is not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

### Required Immunizations

If shots are given on schedule from birth:

- 5 Diphtheria/Tetanus/Pertussis (DTaP)
- 4 Polio
- 1 Varicella
- 2 MMR or 2 Measles, 1 Mumps, 1 Rubella
- 4 HIB (recommended, but not required)
- 3 Hepatitis B
- 2 Hepatitis A
- 1 TDAP (Grades 7-12)

### School Sports Participation

A student participating in extracurricular sports in grades 7 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination prior to their initial participation in a related district program. The required form is available at <https://www.osaa.org/governance/forms>, a copy may be obtained from a school office, or a form generated by the medical provider may be used if it meets requirements of law in OAR 581-021-0041.

## LOCAL WELLNESS

Students may be encouraged or required to participate in physical activity or receive instruction on nutrition or maintaining healthy lifestyles.

## LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers at any time. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials.

The student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. The district will not be responsible for the loss of, or damage to, personal property.

## LOST AND FOUND

Each school has a lost and found area. It is the child's responsibility to care for their belongings. Labeling clothing with the child's name is helpful. Small lost and found items are kept in the office. Unclaimed clothing is donated to charity at the end of semester. Any articles found in the school or on district grounds should be turned in to the school office. Loss or suspected theft of personal or district property should be reported to the school office.

## MEAL PROGRAMS

The district participates in the National School Lunch Program, School Breakfast Program, Summer Food Service Program, and Commodity Programs and offers free lunch and breakfast for all students.

### Lunch and Breakfast

Jefferson schools prepare fresh, hot breakfast and lunch daily available to students at no charge.

Parents are encouraged to eat lunch with their child at least once during the school year.

The district follows the United States Department of Agriculture (USDA) and Oregon Department of Education (ODE) Guidelines for the National School Lunch and School Breakfast Programs.

### Detention During Meal Time:

Students who receive citations for misbehavior may serve 30 minutes of detention during lunch. Students may still choose their own meal or may bring their own lunch from home.

## **MEDIA ACCESS TO STUDENTS**

Media representatives may be allowed to interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed, photographed or videotaped should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## **MEDICATIONS FOR STUDENTS AT SCHOOL**

### **District Administered Medication**

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life threatening allergic reaction or adrenal crisis (under proper notice given to the district by a student or student's parent or guardian), or a need to manage hypoglycemia, asthma, or diabetes.

Requests and parental permission for the district to administer prescription or nonprescription medication shall be made by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.

Written instructions of the prescriber are required for all requests to administer prescription medication. Such instructions must include the following information: name of student, name of medication, dosage, method of administration, frequency of administration and any other special instructions and the signature of the prescriber. A prescription label prepared by a pharmacist at the direction of a prescriber meets the requirement for written instructions from the prescriber, if the information above is included (excluding the signature). Written instructions which include the information above and the reason the medication is necessary for the student to remain in school, are required for all requests to administer non-prescription medication (parental signature in place of prescriber signature).

All medication to be administered by the district is to be brought to school by the parent in its original container. The district will dispose of medication not picked up by the parent within five school days of the end of medication period or at the end of the school year, whichever occurs first.

A request to the district to administer non-prescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law. In situations when a licensed healthcare professional is not immediately available, trained personnel designated by the district may administer epinephrine pen, glucagon or other medications to a student as prescribed and/or allowed by Oregon law.

A process will be established by which, upon parent written request, a backup prescribed auto-injectable epinephrine pen may be kept at a reasonable, secured location in the student's classroom.

### **Pre-Measured Doses of Epinephrine**

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

### **Self-Medication**

Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self administer, are permitted to self-medicate prescription and nonprescription medication upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
2. Permission from a building administrator and either a prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber. A student permitted to self-administer medication may be monitored by a designated personnel to monitor the student's response to the medication. All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication.

A request to allow a student to self-administer nonprescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of the law. Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosages; in these situations, the student may carry one package. Sharing or borrowing non-prescription or prescription medication of any kind is strictly prohibited. Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action. Contact the school office for additional information and forms.

For students who have been prescribed bronchodilators or epinephrine, staff will need to request from a parent that the parent provide back-up medication for emergency use by that student. Backup medication will be kept at the student's school in a location to which the student has immediate access.

## PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

1. Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district website at [jefferson14j.com](http://jefferson14j.com) provides opportunities for learning more about the district;
3. Become a district volunteer. For further information, contact the principal;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to fundraisers, with its emphasis on instructional improvement.
5. Preschool children and/or siblings cannot accompany parents who volunteer in the classroom.
6. Observation requests by non-school personnel, will be limited to no more than 20 minutes per day.

## PARENT RELATIONS

The Board encourages parents to be involved in their student's school affairs and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

1. Receiving and inspecting education records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody;
2. Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued. Unless provided by court order or a parental plan, a student shall not be released to the noncustodial parent nor shall the noncustodial parent be granted visitation or phone

access during the school day. In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. The district will use reasonable methods to identify and authenticate the identity of both parents.

## **PARENTAL RIGHTS**

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law, should be directed to the office during regular school hours.

## **PARENTS MAKE A BIG DIFFERENCE**

1. Make learning important in your family.
2. Help your child plan a study schedule.
3. Help supply study and organizational materials such as pens, pencils and sharpener, paper, notebook, etc.
4. Help your child choose a quiet, well lit study space.
5. Praise your child for constructive study habits, reinforce the importance of completing tasks and managing time.
6. Please do not call or text message your child during the school day. If you need to contact your child, please call the school office and leave a message.

## **PERSONAL PROPERTY**

The district assumes no responsibility or liability for loss or damage to personal property brought to school. This includes: bicycles, clothing, toys, radios, cameras, eyeglasses, calculators, books, or other personal effects.

Insurance claims for lost or stolen property while on school grounds are the responsibility of the family. The district does not carry insurance for personal property of students.

## **Personal Electronic Devices**

Student possession or use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours. A “personal electronic device” means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school’s network infrastructure. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds. This does not include laptop computers or other devices required to support academic activities.

If students bring prohibited items to school, they will be expected to keep them turned off (completely powered down, **NOT** just in sleep mode) and **put away** (in a locker, their vehicle, or backpack) for the **ENTIRE** school day - from the **FIRST** bell to the **LAST**.

The District will not be liable for personal electronic devices brought to district property and district sponsored activities. The district will not be liable for information/comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment.

Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the administration will be subject to disciplinary action. The device may be confiscated and will be released to the student at the end of the day or the student’s parent/guardian upon the discretion of the administrator.

The school will not assume responsibility for loss, theft, or damage to electronic devices. Parents are requested not to contact their child via cell phone during the school day.

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

## **Personal Toys and Equipment**

Students are discouraged from bringing toys and electronic equipment from home, and will be asked to keep these toys and devices in their lockers.

## **PHYSICAL EXAM: SCHOOL SPORTS PARTICIPATION**

A student participating in extracurricular sports in grades 6 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination prior to their initial participation in a related district program. The form is to be completed and signed by a parent or guardian giving permission for the student to participate and signed by a medical provider authorized by law who has examined and evaluated the student. The completed form(s) must be returned to the school office. A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation.

A student who exhibits signs, symptoms or behaviors consistent with a concussion will not be allowed to participate in any licensed pursuant to ORS 677.100 - 677.228 has determined the student had not suffered a concussion. Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

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



A student who continues to participate in extracurricular sports in grades 6 through 12 shall be required to complete a sports examination once every two years, thereafter.

## **PICTURES**

The cost of school picture packets varies depending on the package selected. Check with the office regarding the picture schedule. Individual color pictures will be taken of each student, but picture packets will be printed only for students who have paid in advance. Picture retakes will be taken a few weeks later. Students who are not pleased with the first photograph may return the entire picture packet and have their picture retaken. Picture retakes will also be taken for students who were absent on the first picture day.

## **POSTERS**

Signs, banners or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

## **PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the teacher or principal. The district will determine if credit will be granted for any alternative activity.

## **PROGRAMS AND ASSEMBLIES**

All attendees should be a courteous audience. Appreciation is shown by applause rather than yelling, whistling, or booing. Use of air horns is prohibited for all activities, programs or assemblies. To ensure a minimum amount of disturbance from the audience, students should not move from their seats once the presentation has started. A student who does not abide by the Student Code of Conduct during an assembly shall be subject to disciplinary action. A student's conduct in assemblies must meet the same standard as in the classroom.

## **PROMOTION, RETENTION AND PLACEMENT OF STUDENTS**

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district.

If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

## REGISTRATION

For those registering after the designated registration dates in August of each year, it is district procedure to allow students to attend their first class on the day following their registration, except in the case of special education students.

## REPORT CARDS

Written reports of student grades shall be issued to parents at least annually informing parents of their student's progress toward achieving academic content standards. Parents will receive reports on their student's absences as well. Report cards/progress reports are distributed to parents at parent/teacher conferences or sent home with children. Report cards will be mailed to non-custodial parents upon request. The District's grading system shall be based on Board adopted course content and is designed to enable the student and parent to clearly know how well the student is achieving course requirements. Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

## RESTRAINT OR SECLUSION

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students. (see Board Policy JGAB-Use of Restraint or Seclusion and the accompanying administrative regulation).

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically. Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides: description of the restraint or seclusion including:
  - a. The date of the restraint or seclusion;
  - b. The times the restraint or seclusion began and ended; and
  - c. The location of the incident. description of the student's activity that prompted the use of restraint or seclusion;
3. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
4. The names of District staff who administered the restraint or seclusion;
5. A description of the training status of the staff of the District who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
6. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
7. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion.
8. The administrator will ensure written notice of the same to the superintendent.
9. An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.

An administrator will be notified as soon as practicable whenever restraint or seclusion has been used. A district Restraint and/or Seclusion Incident Report Form must be completed and copies provided to those attending the debriefing meeting for review and comment.

A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; The parent or guardian of the student must be invited to attend the meeting, and the meeting will include staff members involved in the intervention and any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student. The parent or guardian has the right to request another meeting in the event they

were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

If serious bodily injury or death of a student occurs in relation to the student occurs in relation to the use of restraint or seclusion;

1. Oral notification of the incident must be provided to the Oregon Department of Human Resource (DHS) and
2. Written notification of the incident must be provided to the DHS within 24 hours of the incident.

If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided within 24 hours of the incident to the superintendent, to the Superintendent of Public Instruction and, if applicable, to the union representative for the affected person.

The district shall maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

The district, upon request form DHS regarding an investigation of an incident of restraint or seclusion as suspected child abuse, shall disclose any records preserved to DHS or its designee which are deemed relevant to the subject investigation, in its original format and without any alteration.

## **SAFETY**

### **Safety Instruction**

The teachers start the school year with instruction about bus, pedestrian, bicycle, fire, personal, and playground safety. The amount of instruction is geared to the age of the student, with refresher lessons being given throughout the year. Safety instruction also covers many other areas such as kites, electricity, fire drills, proper stairway travel, railroad crossing, etc.



### **Playground Safety Notice**

Parents are advised that the school does not provide playground supervision for children before or after school . While the school grounds are open to the public and the play equipment is very inviting, it is not always a safe place for children to be unattended. The school suggests that parents not send children to play at school unless accompanied by someone who can supervise their safety.

## **SCHOOL PROPERTY (VANDALISM)**

It is each student's responsibility to show respect for all school property. Any student who willfully damages or defaces school property will be disciplined and charged restitution for costs related to his/her acts.

The Board declares its intent to hold students and their parents responsible for the full costs of restitution including prosecution to the full extent of the law if such costs are not paid (ORS 339.260 and 339.270). Damage to district property will result in an expulsion hearing.

## **SEARCHES**

District officials may search the student, their personal property and property assigned by the district for the student's use on district property or when the student is under the jurisdiction of the school. When there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction. The district prohibits strip searches.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule. Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district. Law enforcement searches ordinarily shall be based upon a warrant. District officials will attempt to notify the student's parents in advance and will be present for all searches whenever possible.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. District-owned storage areas assigned for student use, such as lockers and desks may be routinely inspected. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection. Items found which are evidence of a violation of law, policy, regulation or Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

### **Questioning**

If a law enforcement official is allowed to question or meet with students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation. Parents are advised that when an Oregon Department of Human Services or law enforcement official is questioning a child whom the investigating agent believes may have been a victim of abuse of a child, the investigator may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

### **SENIOR TRIPS**

In-state senior trips require approval by the building principal. Requests for out-of-state or foreign travel shall be submitted to the Board for approval. Private groups and organizations may be permitted to use district facilities and equipment during non-school time to promote senior trips on the same basis as facilities and equipment are provided to others.



### **SPECIAL PROGRAMS**

#### **Bilingual Students (English Language Learners)**

The school provides services for bilingual students (English Language Learners). A student or parent with questions about these programs should contact the building administrator.

#### **Students with Disabilities**

The school provides services for students with disabilities. A student or parent with questions about these programs should contact the building administrator.

#### **Title 1A Services**

The school provides services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review, and improvement of the school's Title 1A program efforts.

Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title 1A. Students or parents with questions should contact a building administrator or counselor.

## STUDENT COUNCIL

Student representatives are chosen to participate in the Student Council. These students come together on a regular basis to consider activities and projects that will enhance the school experience from students' perspectives.

## STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

"Education records" are those records directly related to a student and maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Permanent records are maintained in a minimum one hour fire-safe place in the office by the school registrar. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student's birth date;
4. Name of parents/guardians;
5. Date of entry into the school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education record, provided they are in the sole possession of the maker.

### **Access/Release of Education Records**

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 years of age, unless the district is provided evidence that there is a court order or parental plan, state statute or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 years of age or older), may inspect and review education records during regular district hours.

### **Requests for Education Records**

A parent or student may request to view or receive a copy of student records in accordance with Board policy JO/IGBAB – Education Records/Records of Students with Disabilities.

### **Moving to Another School**

If your family finds it necessary to move to another school during the year, the following procedure should be followed:

1. Call the school office as far in advance as possible;
2. Send a note with each child to his/her teacher two or three days before departure;
3. Return all textbooks, library books, and other school property;

4. Pay all lunch/breakfast charges or other bills at the office;
5. Obtain a refund on meals balance.

### **Social Security Number**

Providing a student's social security number is voluntary and will be included as part of the student's permanent record only if provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

### **Transfer of Education Records**

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

The district shall transfer originals of all requested student education records relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

See *Fees, Fines, and Charges*. Records requested by another public charter school or district to determine the student's placement may not be withheld.

In addition to the special education records that this district maintains on your child(ren), state law requires that the Willamette Education Service District maintain special education records, if the ESD has participated in the assessment and/or service delivery of special education services to your child(ren). As a parent or eligible student you have the right to access the Willamette ESD files to:

- Inspect and review student's educational records;
- Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that these rules authorize disclosure without consent;

Pursuant to OAR 581-021-0410, file with the U.S. Department of Education a complaint under 34 CFR § 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Family Educational Rights and Privacy Act; and Obtain a copy of the policy adopted under OAR 581-021-0250 Willamette ESD policy relating to OAR 581-021-0250 is located in the office of the Special Programs Director at 2611 Pringle Rd SE, Salem, Oregon 97302-1533.

### **Provision for Hearing to Challenge Content of Education Records**

Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The district shall appoint a hearings officer who shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the eligible student or student's parent; and
  - c. A disinterested, qualified third party appointed by the superintendent.

4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such a hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Student Privacy Policy Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Student Privacy Policy Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

### **Notification of Intent to Destroy Student Records**

According to Jefferson School District Records Policy IGBAB-AR, notice must be sent to parents or eligible students when personally identifiable information collected, maintained or used by the district is no longer needed to provide educational services to a student.

Student records are kept at least 5 years after a student is no longer in attendance in the district, at which time they are removed from storage and destroyed. When student records have been inactive for at least 5 years, the district will destroy all records, including cumulative and special programs files, unless the parent or eligible student has requested that records not be destroyed. If you have any questions about this process or wish to formally object to the destruction of the records, please contact the school principal or administrative assistant at the building your student attends. This contact must be made within 5 years of the last date of attendance at Jefferson School District 14J.

## **STUDENTS EXPERIENCING HOUSELESSNESS**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school or origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school or origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act.

For additional information concerning the rights of students and parents or students in homeless situations or assistance in accessing transportation service, contact Katrina Womack, the district's liaison for homeless students.

## **STUDENT SUICIDE PREVENTION**

Please see the link on the district website [jefferson14j.com](http://jefferson14j.com). Choose the Parents and Students tab and you will get a drop down menu. Click on Mental Health Resources.

## **STUDENT PUBLICATIONS AND MATERIALS**

All aspects of K-8 school school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. On occasion, materials such as leaflets, newsletters, cartoons and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and free

expression in an academic community. Materials may be reviewed by the administrator or may be restricted or prohibited pursuant to legitimate educational concerns in accordance with Board policy IB – Freedom of Expression and IGDB – Student Publications K-8.

Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law and in accordance with Board policy IB – Freedom of Expression.

Other written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or nonstudent without the approval of the administration in compliance with board policy.

Other material not under the editorial control of the district may be subject to administrative review, restriction, or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias.

Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to near the sanction for approval of the district will not be allowed. All requests for such materials distribution require approval of the administration. The district may designate the time, place, and manner for distribution. If material is not approved within 48 hours of the time that it was submitted, it must be considered denied.

A denial may be appealed to the superintendent. If the material is not approved by the superintendent within three days it will not be considered approved. The superintendent's decision shall be final and binding on all parties.

## **SUPERVISION OF STUDENTS**

Adult supervision is provided to students at school during regular school hours, while traveling on district provided vehicles to and from school and while engaged in district-sponsored activities. Non-High School students attending high school events are required to have a parent/guardian in attendance with them.

## **TALENTED AND GIFTED PROGRAM**

### **Identification of Talented and Gifted Students**

The District serves academically talented and gifted students in grades K-12. The process of identification shall include at a minimum:

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:
  - a. Students who are racially/ethnically diverse;
  - b. Students experiencing disability;
  - c. Students who are culturally and/or linguistically diverse;
  - d. Students experiencing poverty; and
  - e. Students experiencing high mobility.
4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of

instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.

5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

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

### **Appeals**

If a parent is dissatisfied with the identification process or placement of their student, they may submit an appeal through the accompanying administrative regulation, IGBBA-AR – Appeal Procedure for Talented and Gifted Student Identification and Placement.

### **Programs and Services**

The district's TAG program and service options will be developed and based on the individual needs of the student.

## **SCHOOL TELEPHONE USE BY STUDENTS**

Students are allowed to use the school telephone with office permission. They should not expect to use the phone for social arrangements. Parents should call the school office to speak with a student. As a reminder, students are not allowed to access cell phones during the school day.

## **THREATS**

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass, or intimidate another. Additionally, false threats to damage school property will not be tolerated.

Students in violation of the district's Board policy JFCM – Threats of Violence will be subject to discipline up to and including expulsion, and may be subject to civil or criminal liability. The principal shall notify the parent or guardian when their student is in violation of this policy and the disciplinary action imposed.

## **TRANSCRIPT EVALUATION**

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

## **TRANSPORTATION**

Transportation from home to school and back home again is provided for all students whose residence is in excess of one (1) mile from the school or when conditions warrant it for safety reasons. Bus stops may be up to one (1) mile from a student's residence. A student being transported on district provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.



### **Transportation Rules Governing Students Riding School Buses (OAR 581-53-010)**

The following rules shall apply to student conduct on district transportation:

1. Students must cross in front of the bus or as instructed by the driver. Students must follow the instructions of the bus driver at all times.
2. Students may ride only their assigned bus. Any student who needs to ride a different bus must have written permission from parents or the school office.
3. Students must wait for the bus driver's signal before crossing the road.
4. Students may only bring on the bus objects that fit on their laps or under the seat. No glass objects or live animals-except approved assistance guide animals are allowed. No firearms, weapons, or other potentially hazardous materials on the bus.
5. Students may not stand while the bus is in motion; students must remain in their seats, facing forward, and keep the aisles clear during the bus ride.
6. Students must be quiet at railroad crossings.
7. Windows may not be opened more than half-way. Students shall not open windows without the permission of the driver.
8. Students may not damage the school bus or the property of others. Students must keep it clean.
9. Students may not eat, drink, or chew gum on the school bus.
10. Students may not chew, spit, or litter on the bus; no objects may be thrown on the bus or out the windows.
11. Students may not engage in fighting, wrestling, scuffling, pushing, tripping, boisterous activity or any other excessive mischief on the school bus.
12. Students must accept an assigned seat if instructed to do so by the bus driver.
13. Students may not create or participate in any disruptive activity that causes the bus driver to stop the bus.
14. Students shall use the emergency door only in case of emergency.
15. Students shall be on time for the bus both morning and evening.
16. Students shall not extend their hands, arms, or heads through the bus windows.
17. Students shall converse in normal tones; loud or vulgar language is prohibited.
18. Students shall be courteous to driver, to fellow pupils, and to passersby.
19. Students who refuse promptly to obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
20. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

### **Disciplinary Procedures for Violation of Transportation Rules**

1. **First Offense – Warning**

Driver restates behavior expectations and issues a warning referral.

2. **Second Offense**

The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, parent, bus driver or transportation supervisor, and the principal.

3. **Third Offense**

The student receives a 5 – 10 day suspension, and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, parent, bus driver or transportation supervisor, and the principal. At this time a behavior contract will be made with the student, and permanent bus seat may be assigned.

4. **Severe Violation: Further violations of bus regulations will be considered a severe violation.**

Any severe violation will result in the immediate suspension of the student for a minimum of 10 days up to one year. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, bus

driver or transportation supervisor, parent, and principal.

Disciplinary sanctions and changes in transportation for student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for eligible students under IDEA or the individually-designed program for eligible students under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of students with disabilities.

**Coaches, Teachers and Chaperones:**

1. Must have a copy of the bus regulations and know them before going on a trip, and
2. Must position themselves on the bus as to be in control of discipline at all times

**VEHICLES ON CAMPUS**

**Vehicles parked on District property are under the jurisdiction of the District. The District requires that before parking privileges are granted,**

- the student must show that they hold a valid driver's license,
- the vehicle is currently registered
- the student driving the vehicle is insured under a motor vehicle liability policy.

Additionally, the student must adhere to all school rules and regulations pertaining to speech, behavior, and conduct in and on their vehicle. Violations of vehicle policies may result in loss of privileges to park in student lots, loss of ability to bring vehicles onto school property, disciplinary actions, immobilization of auto (booting), or referral to law enforcement authorities.

**Parking permits can be obtained by completing the JHS Parking Policy Form and turning it into the main office. A student will be issued a parking tag to display in the car.**

- Students must drive in accordance with the traffic laws and in a responsible manner.
- Any observed reckless driving at a Jefferson School District parking lot may result in a revocation of the parking permit.
- Students may not access their vehicles in the parking lot during the school day unless
  - a pass has been given by the Main Office (items should be kept in lockers)
  - the student is a senior who has off campus lunch privileges
- Students who are not seniors **may not leave** for off campus lunch
- Students are to park in the student parking area, within the lines of the parking space.
- Students are not permitted to park in spaces reserved for staff, the bus area, or any other space that is not a designated student parking spot.
- If a student is involved in an accident on school property, they are to notify the office.
- Vehicles may not display messages, language or symbols that disrupt the school learning environment.

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy.

In applying for a parking permit students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. In addition, the following regulations shall govern student vehicle use:

1. **ALL VEHICLES** driven to school must be registered with the school administration;
2. No student vehicles will be permitted to leave the school grounds during the school day without administrative

- approval;
3. School rules and local and state traffic laws must be followed when operating vehicles on or around the school grounds;
  4. Vehicles are to be appropriately parked in the designated areas.
  5. Students are to leave their vehicles locked and parked from the time they arrive in the morning until they leave in the evening.
  6. This includes those who participate in after-school activities;
  7. The vehicles in the parking area are OFF LIMITS to all students between arrival and departure unless permission to enter the area has been granted by the administration; this includes lunch time; All bicycles shall be parked in the bicycle racks or designated area; students under the age of 16 must wear a helmet as required by law.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations, or school rules.

Due to the inherent dangers to both participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, rollerblades, scooters, or similar devices on district grounds is prohibited. Skateboards, rollerblades, scooters, or similar devices will be confiscated by school authorities and placed in the administrator's office for parents to retrieve.

The district assumes no liability for loss or damage of personal property, including vehicles, bicycles, or skateboards, or to injuries caused in the use of them.

## VISITORS WELCOMED

Parents and other visitors are encouraged to visit district schools. Upon arrival, ALL VISITORS **MUST** REPORT TO THE OFFICE. This is to ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are interested. ***Please call ahead to arrange to meet with teachers, a counselor, or an administrator.*** Students are not permitted to bring visitors to school during school hours.

## VOLUNTEERS

There are several activities around the school that simply would not happen if it were not for this help. Citizens 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 authorized by the district for volunteer service within the district will be required to undergo a bi-annual Oregon criminal records check. Volunteers are encouraged to complete the online criminal background check as soon as possible to allow for processing. Volunteers may not perform services until background check results have been received by the district. Anyone interested in volunteering is encouraged to contact his or her students' teacher or call the office for information. All volunteer applications must be completed online. There is no fee to submit a volunteer application.

Preschool children and/or siblings cannot accompany parents who volunteer in the classroom.

## WELLNESS

Jefferson School District is taking proactive efforts to encourage students to make nutritious food choices.

In addition, a quality physical education program combined with opportunities for daily physical activity in co-curricular activities and recess are considered essential for all students as part of Jefferson's Wellness Program.

**EMERGENCY SCHOOL CLOSURE OR DELAY INFORMATION**

The district will update the website ([jefferson14j.com](http://jefferson14j.com)) if there is an emergency school closure or delay. Local radio and television stations will also broadcast either a closure or delay of the school day. (Check stations for updates starting at 6:00am.)

**DO NOT CONTACT SCHOOL OFFICES.**