



Jefferson School District 14J

BOARD OF DIRECTORS' REGULAR MEETING

August 20, 2026 - Board Room
5:30 PM – Regular Session

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 6/15/26 & 6/18/26Board Members
.....Information/Action **Page(s) 9-11**
- b. Enrollment (June 2026).....Board Members
.....Information **Page(s) 12**
- c. First Student update.....Melody Rossiter
.....Information **Page(s) 13-14**
- d. Personnel recommendations.....Board Members
.....Information/Action **Page(s) 15-19**
- e. JSD Board Policy.....Board Members
.....Information/Action **Page(s) 20-121**

- ACB-AR Bias Incident Complaint Procedure
- BBAA – Individual Board Member's Authority and Responsibilities, Optional, Delete
- BBAA – Board Member's Authority and Responsibilities, Highly Recommended, New
- BBE – Vacancies on the Board, (Version 1) Optional, Delete
- BBE – Vacancies on the Board, Optional, New
- BBE-AR – Board Member Vacancy Application, Optional, New
- BCB – Board Officers, Optional
- BCE – Board Committees, Optional, Delete
- BCE – Board Committees, Optional, New
- BCF – Advisory Committees to the Board, Optional, Delete
- BD – Board Meetings, Notices and Communications, Highly Recommended, New
- BD/BDA – Board Meetings, Optional, Delete
- BDC – Executive Sessions, Highly Recommended, New
- BDC – Executive Sessions, Optional, Delete
- BDD – Board Meeting Procedures, Optional, Delete
- BDD – Board Meeting Procedures, Optional, New
- BDDC – Board Meeting Agenda, Optional, Delete
- BDDC – Board Meeting Agenda, Highly Recommended, New
- BDDG – Minutes of Board Meetings, Optional, Delete
- BDDG – Recordings and Minutes of Board Meetings, Highly Recommended, New
- CBA – Qualifications and Duties of the Superintendent, Highly Recommended
- CBG – Evaluation of the Superintendent, Required
- CEA – Educational Equity Advisory Committee, Optional
- DBEA – Budget Committee (version 1 or version 2), Highly Recommended
- EBB – Integrated Pest Management, Required
- EBBA – Student Health Services **/, Highly Recommended
- ECAA – Access to Buildings, Optional
- GAA – Personnel Definitions *, Optional, Delete
- GBA – Equal Employment Opportunity, Required
- GBA-AR – Veteran and State Servicemember Preference, Highly Recommended
- GBN/JBA – Sexual Harassment, Required
- GCBDA/GDBDA-AR(1) – Family and Medical Leave *(Version 1 – FMLA/OFLA), Highly Recommended
- GCBDA/GDBDA-AR(1) – Family Leave *(Version 2 - OFLA), Highly Recommended

- GCBDD/GDBDD – Sick Time *, Highly Recommended
- JBA/GBN – Sexual Harassment, Required
- JE - Attendance

5. Comments from the Audience

6. New Business

- a. Board Member Committee Appointments.....Board Members
Information/Action Page(s) 122
- b. Board – Superintendent Operating Agreement.....Board Members
Information/Action Page(s) 123
- c. Parent - Student Handbook.....Dawn Moorefield
Information Page(s) 124-189
- d. Staff Handbook.....Dawn Moorefield
Information Page(s) 190-259
- e. Five-Year Strategic Plan.....Dawn Moorefield
Information/Action Page(s) 260-291
- f. Performance Growth TargetsDawn Moorefield
Information Page(s) 292-317
- g. OSBA Board of Directors Nomination, Position 11.....Board Members
Information/Action Page(s) 318-322

7. Reports

- a. Financial report.....Hattie Truett
 - Accounts Payable and ASB Board Report update
Information Page(s) 323-333
- b. Superintendent report.....Dawn Moorefield
Information Page(s) 334-337

8. Old Business

- a. JSD Track & Field Project Discussion.....Board Members
Information

9. 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 by 1:00 p.m. on the day of the meeting. Comments will be sent to the Jefferson School District Board prior to their meeting and may or may not be read at the board meeting.

10. Board Comments

- a. General.....Board Members

11. Adjourn Meeting

Board Chair

JSD BOARD - UPCOMING MEETING SCHEDULE

Date	Type of Meeting	Time	Location
September 17, 2026	Regular Board Meeting	5:30PM	JSD Board Room
October 15, 2026	Regular Board Meeting	5:30PM	JSD Board Room

The Superintendent Evaluation Timeline will be added once it is established.

Jefferson School District Board of Directors ANNUAL CALENDAR

July

- No meeting July 2026

August

- Board Meeting – August 20
- Elect Board Chair and Vice Chair (completed/June 2026)
- Committee Appointments
- Board and Superintendent Operating Agreements
- Staff Inservice Activities
- Staff & Parent Handbooks

September

- Board Meeting – September 17
- 26-27 Board Goals Discussion
- Administer Oath of Office to Student Board Representative
- Opening of School - Enrollment and Class Size Report

October

- Board Meeting – October 15th
- National School Lunch Week October 4-10

November

- Board Meeting – November 19th
- OSBA Convention November 13-14
- Thanksgiving Break November 23-27

December

- Board Meeting – December 17th
- Winter Break December 21-January 1

January

- Board Meeting – January 21st
- School Board Recognition Month
- Adopt 26-27 Budget Calendar

February

- Board Meeting – February 18
- Classified School Employee Week Resolution
- Budget Committee – Identify and Post Vacancies

March

- Board Meeting – March 18
- Classified Appreciation Week Recognition and Resolution March 2-6
- Renewal of Licensed/Administrative Contracts Resolutions by March 15
- OGEC filing open
- Audit Report Fiscal Year 25-26
- Spring Break March 22-26

April

- Board Meeting – April 15
- OGEC filing due by April 15
- Budget Committee - Appointment of New Members
- Adopt School Year Calendar for Following Year
- Pre-Audit Update Fiscal Year 26-27

May

- Board Meeting – May 20
- Teacher Appreciation Week Recognition and Resolution May 3-7
- Publish Notice of Budget Committee Meetings May 1
- Public Budget Committee Meeting(s)

June

- Board Meeting – June 17
- Public Budget Hearing and Adoption of Budget
- Recognizing Retirees
- Graduation Ceremonies JHS/June 4 JMS/June 8
- Last Day of School June 10

School board policy updates and not reflected in this calendar, as the policy releases and policy committee meetings fluctuate.



2026-2027 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

2025-2065 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.

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 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 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.

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 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

January 26, 2026 – Strategic Plan
April 16, 2026 – Strategic Plan
May 18, 2026 – Strategic Plan
June 15, 2026 – Strategic Plan



Jefferson School District 14J

BOARD OF DIRECTORS' REGULAR MEETING: *Motion Samples*

August 20, 2026 – JSD Board Room

5:30 PM – Regular Public Session

Board Motion Samples

- I move to accept the agenda and consent items as presented.
- I move to appoint the following Jefferson School Board Committee assignments:
Finance (2):
Bargaining (2):
Willamette ESD Budget (1):
Policy (2):
- I move that the Jefferson School District Board of Directors approve the Operating Agreement between the Board of Directors and Superintendent Moorefield as presented and agreed upon.
- I move that the Board of Directors accept and approve the Jefferson School District Five-Year Strategic Plan as presented.
- I move that the Jefferson School District 14J nominate ***“insert JSD Board members name”*** for the OSBA Board of Directors position #11.



Jefferson School District
BOARD OF DIRECTORS' REGULAR MEETING
June 15, 2026, Board Room
5:30 PM Work Session

MINUTES

PRESENT: Teri Mitchell, Terry Kamlade, Tracy Roe, Kevin Smith

PRE-EXCUSED: Carole Vickery

1. **CALL TO ORDER:** Chair Mitchell called the meeting to order at 5:30 PM.
2. **REVIEW/ADJUST AGENDA AND CONSENT ITEMS:**
 - a. Motion to accept the agenda and consent items with the noted change: add Emergency Executive Session under New Business (a).
 - **MOTION** Terry Kamlade, **SECOND** Tracy Roe, **VOTE** all aye's motion carried.
3. **NEW BUSINESS:**
 - a. Emergency Executive Session ORS 192.660 (2)(k) to consider matters relating to school safety or a plan that responds to safety threats made toward a school. Adjourned to Executive Session at 5:35pm, reconvened to Regular Session at 5:50PM.
 - b. Strategic Plan Activity presented by Superintendent Moorefield. The Mission and Visions Statement were developed.

Vision Statement: To prepare our students today for their full potential tomorrow.

Mission Statement: Cultivating a safe environment where academic growth, accountability, and well-being thrive.
 - c. Superintendent Goals: The Board accepted the Superintendent's self-established goals and requested periodic progress updates.
4. **COMMENTS FROM THE AUDIENCE:** None
5. **BOARD COMMENTS:** Thank you from board to our staff for all that they do for our students.
6. **ADJOURN MEETING:** 7:36pm



Jefferson School District
BOARD OF DIRECTORS' REGULAR MEETING
June 18, 2026 JSD Board Room
5:30PM Regular Session

MINUTES

PRESENT: Teri Mitchell, Tracy Roe (5:40pm), 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. OFFICE ELECTIONS:

- a. Chair nomination for Teri Mitchell.
 - **MOTION** Terry Kamlade, **SECOND** Kevin Smith, **VOTE** all aye's motion carried.
- b. Vice-Chair nomination for Terry Kamlade.
 - **MOTION** Kevin Smith, **SECOND** Teri Mitchell, **VOTE** all aye's motion carried.
- c. Appoint Recorder – Jennifer Oertel.
 - **MOTION** Kevin Smith, **SECOND** Teri Mitchell, **VOTE** all aye's motion carried.

3. REVIEW/ADJUST AGENDA AND CONSENT ITEMS:

- a. Motion to accept the agenda and consent items as presented.
 - **MOTION** Terry Kamlade, **SECOND** Kevin Smith, **VOTE** all aye's motion carried.

4. BUDGET HEARING: No comments pertaining to the budget hearing were made.

5. COMMENTS FROM THE AUDIENCE:

- Taylor Smith – Jefferson High School Vice-Principal hiring questions.

6. NEW BUSINESS:

- a. Adopt the Jefferson School District 14J Resolution No. 26.06.001. Adopting the Budget, Levying Taxes and Making Appropriations for the 2026-2027 fiscal year with a tax rate of \$4.8468 per \$1,000 of assessed value for the operating purposes in the General Fund. The total adopted budget is \$17,960,954.
 - **MOTION** Tracy Roe, **SECOND** Terry Kamlade, **VOTE** all aye's motion carried.
- b. Recognition of JSD Retirees: David Howell, Ellie Chavez, Julie Grizzel.
- c. Cooperative Soccer Agreement with Crosshill Christian School through the school year 2026-2027.
 - **MOTION** Tracy Roe, **SECOND** Kevin Smith, **VOTE** all aye's motion carried.

- d. Postpone new social studies curriculum adoption.
 - **MOTION** Terry Kamlade, **SECOND** Kevin Smith, **VOTE** all aye's motion carried.
- e. Cancellation of the July 2026 Jefferson School District board meeting.
 - **MOTION** Kevin Smith, **SECOND** Tracy Roe, **VOTE** all aye's motion carried.

7. REPORTS:

- a. Financial Report: Ending fund balance discussion.
- b. Superintendent presentation: SB141 Education Accountability Act overview, timeline, and process.
- c. Administrator/Director update:
 - Doug Naugle – Year in review of our athletic programs. Track/Stadium/Field Project update.
 - Katrina Womack – JSD McKinney-Vento program presentation
 - Sharon Short Presentation – New and improved workspaces for staff and students.

8. SUBMITTED PUBLIC COMMENT: None

9. BOARD COMMENTS: Track project board discussion added to August agenda.

10. ADJOURN MEETING: 7:24PM



Jefferson School District 14J
BOARD OF DIRECTORS' REGULAR MEETING
 August 16, 2026 – JSD Board Room
 5:30 PM - Regular Public Session

District Enrollment by Grade Level
 2020-21, 2021-22, 2022-23, 2023-24, 2024-25, 2025-26, 2026-27

GRADE	S-22	S-23	S-24	S-25	O22	O23	O24	O25	N-22	N-23	N-24	N-25	D-22	D-23	D-24	D-25	J-22	J-23	J-24	J-25	J-26	F-22	F-23	F-24	F25	F26	M-22	M-23	M-24	M-25	M-26	A-22	A-23	A-24	A-25	A-26	M-22	M-23	M-24	M-25	M-26	J-22	J-23	J-24	J-25	J-26
K	57	42	41	37	59	42	40	36	59	39	41	36	58	38	41	37	52	56	38	41	37	50	56	38	41	35	49	55	36	41	35	50	55	36	41	34	50	56	36	41	34	49	55	36	42	33
1	54	49	38	41	53	50	38	40	51	50	38	39	51	50	37	39	49	50	51	37	39	47	50	51	37	39	45	50	51	37	40	48	50	51	36	41	50	52	50	37	41	49	51	49	37	40
2	49	49	45	37	48	53	46	37	48	52	47	38	47	52	47	38	55	47	53	48	38	56	48	54	47	39	57	48	51	47	40	58	47	49	46	41	58	47	49	46	41	58	47	50	46	40
3	59	45	50	49	58	45	49	46	56	46	47	46	54	46	46	45	65	54	45	47	45	64	54	46	48	46	65	54	46	47	46	65	54	46	46	46	64	54	46	46	43	65	53	45	46	42
4	66	51	47	49	66	51	46	49	66	50	46	49	67	52	46	49	49	68	52	46	49	49	69	53	47	50	48	67	50	46	51	48	67	51	46	50	46	67	51	47	51	46	66	50	47	51
5	50	62	51	47	51	64	49	47	49	63	49	47	49	63	47	47	66	49	64	48	46	67	50	64	49	46	67	50	61	49	46	67	50	61	50	46	66	49	62	49	46	66	49	62	49	46
6	64	57	59	52	65	58	59	51	65	57	59	51	65	58	60	51	63	65	55	60	51	61	67	55	61	50	59	68	54	61	50	61	66	54	60	50	60	66	54	60	49	60	66	54	60	49
7	59	67	55	58	59	68	55	57	59	68	55	57	59	67	56	58	62	57	67	56	58	62	57	68	56	59	61	57	68	56	57	63	57	68	56	57	63	58	68	55	57	51	58	68	55	57
8	67	56	64	54	68	58	64	56	66	57	64	55	66	54	63	56	64	65	57	64	55	63	67	56	63	59	61	66	72	62	54	62	67	57	60	53	62	68	56	59	53	59	67	56	60	53
9	62	64	57	59	61	64	58	59	57	64	58	59	58	63	59	59	70	57	67	59	58	68	57	63	61	59	68	56	63	60	59	70	51	59	60	59	67	51	59	60	60	68	50	59	59	60
10	64	54	63	55	68	55	65	55	65	55	65	55	65	57	65	55	67	66	54	64	55	67	66	52	65	55	65	65	51	64	56	65	65	51	65	55	65	65	51	65	55	65	65	49	65	56
11	58	63	55	61	60	63	55	59	55	63	56	60	53	58	57	61	62	52	63	54	60	59	52	63	54	55	59	53	63	52	61	60	53	63	52	61	57	53	62	50	61	57	53	63	49	61
12	57	57	69	59	58	57	69	59	56	56	71	59	56	67	72	60	56	57	55	70	58	56	53	54	67	56	56	51	53	66	54	58	50	48	67	53	57	50	49	66	50	53	49	0	0	50
TOTAL	766	716	694	658	774	728	693	651	752	720	696	651	748	725	696	655	780	743	721	694	649	769	746	717	696	648	760	740	719	688	649	775	732	694	685	646	765	736	693	681	641	757	729	641	615	638

As of June 10, 2026

Jefferson School District

Date: July 31, 2026

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.

- \$25.00 – 29.00 DOE
- Paid Training
- \$500 Employee Referral Bonus



Recruiting

- Our applicant flow is increasing each day and several are in the works to come on board.



Customer issues/resolutions

- This summer we have lost 3 drivers to other jobs or in 1 case a move to California. However, I am very happy with the applicant flow First Student has been able to create for our location, a significant increase in wages is huge and am very hopeful that we will have these 3 positions filled and even have more join the team in the month of September.

Route Count	3
GenEd - Summer	2
SpEd - Summer	1
Driver Staffing Goal	16
Drivers Assigned to a Route	3
Cover Drivers	12
Borrowed Drivers	0
Total Drivers	15
Excluding staff or borrowed drivers	
CDL	15
Over/(Short) for Route Coverage	0
Drivers in Training/Testing	2
Apps this Month	8
Permit Pending	2
Total # in Training (Classroom)	1
Behind-the-Wheel Training	1
Leave/Unavailable	1

Successes of the Month

- All 3 routes during July ran well.
- July was full of many trips to the Jefferson pool and the library with our summer school crew. We even had opportunity to travel to the Lebanon pool and a park for lunch with the Elementary School.



Technology Updates

- **First View District Dashboard and Parent Tracking App**- now active.
- **Driver Hub Training** – Driver turn-by-turn directions and onboard job aid.



Routing updates

- No Routing updates were made in July.



Latest news

- On the agenda coming up shortly is back to school! We are updating route narratives, getting ready for our kickoff meeting with our drivers, next week. It is always great to see all the drivers after the summer break – we will have an extended training day; lunch and little fun mixed with some review of the most critical safety things we do.
- We have several new drivers coming on board, 2 of which I believe will be ready for the 1st day of school or shortly afterward. We have 3 others that are working on their CLP so we can enter them also into the training program – Exciting times around here!

I am very proud to be a part of the Jefferson SD team and happy to be serving you,



Melody Rossiter
First Student, Location Manager

Jefferson School District 14J
Monthly Personnel Report – August 2026

RECOMMENDED FOR HIRE

Name	Title	FTE	Comments
Allison Gagner-Abel	JES Counselor	1.0	
Amanda Keena	JHS Concession Manager	Contract	
Delaney Hines	Food Service Assistant	3hr	
Eriberto Vasquez-Martinez	JHS Boys Head Varsity Soccer Coach	Contract	
Jared Roe	Food Service Assistant	2hr	
Jason Hampton	JHS Girls Head Varsity Softball Coach	Contract	
Jeizel Robertson	Food Service Assistant	3hr	
Jordan Johnson	JHS Vice Principal	1.0	
Leslie Leasia	JES LRC Teacher	1.0	
Meagan Semanski	JES EGC Teacher	1.0	

RECENT RESIGNATIONS, RETIREMENTS, DISMISSALS

Name	Title	Comments
Abigail Darby	JES EGC Teacher	
Andrea Frost	SpEd IA and Secretary	
Kyle DeMartino	Technology Director	
Renee Ward	JES LRC Teacher	
Tahnisha Manibusan	JHS Assistant Volleyball Coach	
Todd Tillerson	JHS Football Coach	

CURRENT JOB POSTINGS

LICENSED	Hrs. per wk./ Days per year	CLASSIFIED	Hrs. per wk./ Days per year	SUPERVISOR MANAGER CONFIDENTIAL	Hrs. per wk./ Days per year	ADMINISTRATOR	Hrs. per wk./ Days per year
		2 positions SpEd Instructional Asst	7hr/5 days	Technology Director	Contract		





Fwd: Resignation

1 message

Dawn Moorefield <dawn.moorefield@jefferson.k12.or.us>
To: Jennifer Oertel <jennifer.oertel@jefferson.k12.or.us>

Wed, Jun 17, 2026

Dawn Moorefield, Superintendent
Jefferson School District
541-327-3337

----- Forwarded message -----

From: **Abigail Darby** <abigail.darby@jefferson.k12.or.us>

Date: Wed, Jun 17, 2026, 5:05 PM

Subject: Resignation

To: Katrina Womack <katrina.womack@jefferson.k12.or.us>, Dawn Moorefield <dawn.moorefield@jefferson.k12.or.us>, Kymberlee Rhodes <kymberlee.rhodes@jefferson.k12.or.us>

Good afternoon,
The 2025-26 school year will be my last year at Jefferson as a Special Education teacher.

With the completion of my administrative degree, I will be pursuing an administrative position.

I have left the attached letter in your mailboxes, as you are out of the district at this time.

Best regards,
- Darby

 2026 Resignation letter (1).pdf

Mrs. Abigail Darby
abigail.darby@jefferson.k12.or.us
Phone: (541) 327-3337 EXT:
Fax: +1 541-275-0514
Emotional Growth Teacher JES
M.S. SPED
B.S. Early Childhood ED
ESOL

Legal Discovery Notice: Per FRCP (Federal Rules of Civil Procedure) rules, all messages to and from this email address are archived and subject to the legal discovery process, as well as Freedom of Information Act requests from outside parties.

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Fwd: Letter of Resignation

1 message

Katrina Womack <katrina.womack@jefferson.k12.or.us>
To: Jennifer Oertel <jennifer.oertel@jefferson.k12.or.us>

Mon, Aug 3, 2026 at 10:29 AM

----- Forwarded message -----

From: **Andrea Frost** <andrea.frost103@gmail.com>

Date: Mon, Aug 3, 2026 at 10:11 AM

Subject: Letter of Resignation

To: Kymberlee Rhodes <kymberlee.rhodes@jefferson.k12.or.us>, Katrina Womack <katrina.womack@jefferson.k12.or.us>

To whom it may concern,

I am writing to formally resign from my position at Jefferson Elementary School as a SPED IA and Secretary effective for the 2026-27 school year. I truly enjoyed my time working at Jefferson Elementary School.

Please know this was not an easy decision to come to. However, I feel that it is in my family's best interest to transition into a new phase. It has been a privilege to work with talented educators, staff and students.

I appreciate all the support and opportunities for professional development that have been provided to me during my time with Jefferson School District. I will cherish the time and experiences that I have had at Jefferson Elementary School.

I am committed to helping make this transition as smooth as possible. Please let me know if I can be of any assistance and further steps needed to assist with this process.

Sincerely,

Andrea Frost

--

Katrina Womack
Student Services Director
Jefferson 14J
541-327-3337 Extension 1045

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Kyle De Martino's Letter of Resignation

1 message

Kyle DeMartino <kyle.demartino@jefferson.k12.or.us>

Mon, Aug 10, 2026 at 3:18 PM

To: Dawn Moorefield <dawn.moorefield@jefferson.k12.or.us>, Jennifer Oertel <jennifer.oertel@jefferson.k12.or.us>

August 10, 2026

Dear Dawn,

Please accept this letter as my formal resignation from my position as Technology Director at Jefferson School District, effective September 2nd, 2026.

I am grateful for the opportunity to serve the district and to support our students, staff, and schools during my time in this role. I appreciate the experiences and relationships I have gained during my tenure.

I will do everything I can during my remaining time to ensure a smooth transition and provide the necessary documentation and support for the next person in the role.

Thank you for the opportunity to serve Jefferson and its community.

Sincerely,

Kyle De Martino, (He/Him/His)

Technology Director

Jefferson School District 14J

541-327-3337 ext: 1010

3/31/26

Dear Mrs. Rhodes,

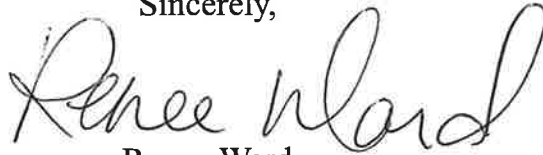
Please accept this letter as my formal resignation for my position as Special Education Teacher at Jefferson Elementary School for the 2026-2027 school year.

I want to express my sincere gratitude to Jefferson School District for the opportunity to work with incredible administration, staff, students, and families. It has been a privilege to support my students' growth and to collaborate with a dedicated team of educators. I am truly appreciative of the meaningful experiences I have gained as a teacher at Jefferson.

Thank you again for the opportunity to be a part of this community. I am grateful for families that have entrusted me with their children's education, staff that work endlessly to show up to serve students with their best teaching every day, and the continual support and guidance of caring administration.

dk
am

Sincerely,

A handwritten signature in black ink that reads "Renee Ward". The signature is written in a cursive, flowing style.

Renee Ward



Policy Update
webinar scheduled
for Tuesday, May 12,
2026.

Watch for information
coming soon to
register for the *Policy*
Update webinar.

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

Emielle Nischik

Executive Director

Haley Percell

Chief Legal Officer

Interim Deputy Executive

Director

Michael Miller

Interim Director of Legal

Services

Spencer Lewis

Director of Policy Services

Rick Stucky

Policy Services Specialist

Leslie Fisher

Policy Services Specialist

Colleen Allen

Senior Policy Services

Assistant

Jean Chiappisi

Senior Policy Services

Assistant

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

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JBA/GBN – Sexual Harassment, Required

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

BOARD VACANCIES

Summary

Boards often struggle establishing a procedure when there is a vacancy on the board. Consequently, OSBA has updated this policy to incorporate legal requirements into a set of steps boards can follow in order to fill the vacancy. Additionally, an application form has been created and placed in the Administrative Regulation (AR). Both the policy and the AR are optional.

Collective Bargaining Impact

None

Local District Responsibility

Review the board's policy manual for the identified policies and make updates as suggested. Policies should be submitted to the board for readoption. Consider implementing new AR.

Policy(ies) and ARs Impacted by these Revisions

BBE – Vacancies on the Board, (Version 1) Optional, Delete

BBE – Vacancies on the Board, Optional, *New*

BBE-AR – Board Member Vacancy Application, Optional, *New*

BOARD OFFICERS

Summary

Language has been updated to clarify replacement of a board officer, timing of actions, board chair duties and spokesperson delegation.

Collective Bargaining Impact

None.

Local District Responsibility

Review the board's policy manual for this policy. If present, update policy to present for readoption.

Policy(ies) and ARs Impacted by these Revisions

BCB – Board Officers, Optional

INTEGRATED PEST MANAGEMENT PLANS

Summary

House Bill 2684 (2025) added some new requirements to law for Integrated Pest Management Plan requirements. The first requires posting the Integrated Pest Management Plan and list of low-impact pesticides to the website (can be included in the Healthy and Safe Schools Plan); the second requires a review of a IPM plan every five years to identify updates, if any, and readoption.

Collective Bargaining Impact

None

Local District Responsibility

Review the recommended updates to policy EBB - Integrated Pest Management, and readopt to implement the new requirements. Notify appropriate staff.

Policy(ies) and ARs Impacted by these Revisions

EBB – Integrated Pest Management, Required

NURSE DELEGATION**Summary**

Senate Bill 2948 (2025, now in ORS 342.458) added language regarding nurse delegation. This update reflects the new language.

Collective Bargaining Impact

Review collective bargaining to see if any language is impacted.

Local District Responsibility

Review the board's policy manual for this policy. If present, update policy to present for readoption.

Policy(ies) and ARs Impacted by these Revisions

EBBA – Student Health Services */**, Highly Recommended

PANIC ALARM SYSTEMS**Summary**

The Oregon Legislature passed House Bill 3083 (2025), which amends ORS339.408 requiring schools to have emergency safeguards to protect students and staff, including “policies and procedures relating to school building security.”

HB 3083 also requires the Board to consider the installation of a panic alarm when reviewing policies and procedures relating to school building security. Language reminding the district of this requirement has been added to Board policy ECAA – Access to Buildings.

Collective Bargaining Impact

None

Local District Responsibility

Review existing policy and update with new language.

Policy(ies) and ARs Impacted by these Revisions

ECAA – Access to Buildings, Optional

EDUCATIONAL EQUITY ADVISORY COMMITTEES

Summary

The Oregon Legislature passed House Bill 4066, modifying the requirement requiring a member of the educational equity advisory committee serve on the district's budget committee. The amendment clarifies that this requirement does not apply if no member of the educational equity advisory committee is willing or eligible to serve on the budget committee.

Collective Bargaining Impact

None.

Local District Responsibility

Review the board's policy manual for this policy. If present, update policy to present for readoption.

Policy(ies) and ARs Impacted by these Revisions

CEA – Educational Equity Advisory Committee, Optional

DBEA – Budget Committee (version 1 or version 2), Highly Recommended

ETHICS

Summary

House Bill 4161 (2026, effective on passage) added new provisions to Oregon ethics laws. Under the new law, public officials are permitted to receive food and beverage provided during meetings or official events, and up to \$100 of merchandise in a calendar year.

OSBA will be updating sample policies and including them in a future update.

PERSONNEL DEFINITIONS

Summary

Sample policy GAA – Personnel Definitions * has been reviewed recently and the recommendation is to delete this policy from the board's policy manual, if present. This policy is largely definitions already found in statute under ORS Chapter 342 and/or outlined in an agreement.

A recent change to ORS 342.815 includes a modification to the definition of "contract teacher"; the change is reflected in [House Bill 2900](#) (2025) and is effective January 1, 2026. The most noticeable change adds an additional category to the definition of "contract teacher" to include "any teacher who has been regularly employed by a fair dismissal district for two successive years, who has already satisfied the initial three-year probationary term in another Oregon school district, and who has been retained for the next succeeding school year."

Collective Bargaining Impact

Review the definition change and any applicable bargaining agreement and update as appropriate.

Local District Responsibility

If the district has this optional policy in its board policy manual, consider rescinding policy.

Policy(ies) and ARs Impacted by these Revisions

GAA – Personnel Definitions *, Optional, Delete

PUBLIC MEETINGS

Summary

There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. In 2026, the Legislature passed House Bill 4177, but it will not go into effect as it was vetoed by the governor. The policies included in this update include language that matches the new laws.

Collective Bargaining Impact

None

Local District Responsibility

Review the policies listed below. If the policy is marked for deletion, delete that policy and adopt the new version of the policy, if included. If the policy includes updates, consider applying the updates to the district's current policies and adopting the updated policies.

Policy(ies) and ARs Impacted by these Revisions

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CBA – Qualifications and Duties of the Superintendent, Highly Recommended
CBG – Evaluation of the Superintendent, Required

VETERAN OR STATE SERVICEMEMBER PREFERENCE

Summary

Senate Bill 808 (2025) amended ORS 408.225, 408.230 and 408.235, which discusses issuing preferences to veterans and disabled veterans during a hiring or promotion process, and defined and added state servicemembers and former state servicemembers. These are servicemembers who are current servicemembers of the Oregon National Guard or former servicemembers of the Oregon National Guard, and who meet the new provisions.

As a result, board policy GBA – Equal Employment Opportunity and administrative regulation GBA-AR – Veteran and State Servicemember Preference has been updated to reflect SB 808 and to account for the four different employment preferences now allowed under Oregon law effective January 1, 2026.

Additionally, OAR 581-022-2405 requires districts have policies regarding equal employment opportunities and affirmative action. Language has been added to more clearly meet these requirements.

After adoption, notify appropriate staff and other parties in accordance with policy BFD – Board Policy Implementation and/or BFCA – Administrative Regulations.

Collective Bargaining Impact

Review the policy changes to determine whether additional review of an applicable agreement is needed for alignment.

Local District Responsibility

Review the board's policy manual for this policy and administrative regulation (AR). If present, update policy to present for readoption and update the AR to provide as an information to the board for their review.

Policy(ies) and ARs Impacted by these Revisions

GBA – Equal Employment Opportunity, Required

GBA-AR – Veteran and State Servicemember Preference, Highly Recommended

SEXUAL HARASSMENT

Summary

Multiple laws address sexual harassment in Oregon schools. Oregon laws include requirements to provide notice to individuals involved in reports of sexual harassment. This update is to clarify these notice requirements.

Collective Bargaining Impact

None

Local District Responsibility

Review existing policy and update with new language.

Policy(ies) and ARs Impacted by these Revisions

GBN/JBA – Sexual Harassment, Required

JBA/GBN – Sexual Harassment, Required

OREGON LEAVE LAWS

Summary

Many changes have been made to leave laws over the last few years. This update reflects those changes.

Collective Bargaining Impact

None

Local District Responsibility

Review the changes and apply to existing administrative regulations as needed. Administrative regulations (AR) can be issued to the board for review as an information item unless existing board policy provides other procedures for processing ARs.

Policy(ies) and ARs Impacted by these Revisions

GCBDA/GDBDA-AR(1) – Family and Medical Leave *(Version 1 – FMLA/OFLA), Highly Recommended

Or

GCBDA/GDBDA-AR(1) – Family Leave *(Version 2 - OFLA), Highly Recommended

OREGON SICK TIME

Summary

The change from Senate Bill 1108 (2025) added another allowable use for earned sick time: to donate blood in connection with a voluntary program that is approved or accredited by the American Association of Blood Banks or the American Red Cross.

Collective Bargaining Impact

Review an applicable agreement to determine if other language needs to be updated.

Local District Responsibility

Review the district's existing policy and apply the recommended edits, then present to the board for readoption.

Policy(ies) and ARs Impacted by these Revisions

GCBDD/GDBDD – Sick Time *, Highly Recommended

IMMIGRATION ENFORCEMENT

Summary

Three laws regarding immigration enforcement policies were passed by the Oregon Legislature in 2026:

- Senate Bill 1538 (2026, effective July 1, 2026). This law requires the Attorney General's office to publish model policies regarding federal immigration law enforcement and requires school districts to provide all employees applicable model

policies published by the Attorney General. Additionally, this law adds “immigration or citizenship status” to the list of protected classes in ORS 659.850.

- Senate Bill 1594 (2026, relevant portion effective July 1, 2026). This law duplicates portions of Senate Bill 1538, requiring Attorney General model policies be provided to employees.
- House Bill 4079 (effective September 30, 2026). This law requires school district boards to adopt a policy for “providing notice when a federal immigration authority is confirmed to have entered school property for immigration enforcement.” This policy must be consistent with model policies published by the Attorney General and requires the policy be included in the student handbook and on the district’s website.

OSBA will release updated samples prior to the July 1, 2026 effective date, but is waiting for updates to the model policies from the Attorney General’s office. Current versions of the Attorney General’s model policies can be found [here](#).

WEBSITE ACCESSIBILITY

Summary

The American with Disabilities Act prohibits discrimination on the basis of disability. Included in this prohibition is a requirement that websites be accessible to those with disabilities. In order to meet this requirement, district websites must be compliant with Web Content Accessibility Guidelines (WCAG) 2.1, Level AA by April 24, 2026 (districts with a population of 50,000 or more) or April 24, 2027 (districts with a population of less than 50,000).

OSBA has been working on an updated policy hosting site for a few years to meet these requirements and provide additional functionality for districts. OSBA anticipates this will be available for use soon.

Additionally, OSBA is looking at potential updates to various policies to remind districts of this requirement. Edits may be included in the next policy update.

Collective Bargaining Impact

None at this time.

Local District Responsibility

Review website and other materials to ensure compliance.

Policy(ies) and ARs Impacted by these Revisions

None at this time.

ABOUT *POLICY UPDATE*

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

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

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

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

TRY OUR ONLINE POLICY DEMO

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

Go to policy.osba.org and select "Policy Online Demo." The online manual includes a subscription to *Policy Update* and policy manual maintenance service to help keep policies current.

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

2026-2027 SUBCOMMITTEE / REPRESENTATION

Finance Subcommittee (2):

- 1.
- 2.

Bargaining Subcommittee (2):

- 1.
- 2.

Willamette ESD Budget Representation (1):

- 1.

Policy Subcommittee (2):

- 1.
- 2.

Jefferson School District 14J

Code: ACB-AR
Adopted: 1/11/21

Bias Incident Complaint Procedure

The term “bias incident” is defined in policy. Persons impacted by a bias incident shall be defined broadly to include individuals at whom an incident was directed as well as students in the larger school community likely to be impacted by the incident.¹

- Step 1: When a staff member learns of a potential bias incident, the staff member will prioritize the safety and well-being of all persons impacted and immediately report the incident to the building administrator.
- Step 2: The administrator shall acknowledge receipt of the complaint, reduce the complaint to writing, and investigate any complaint of a bias incident. Responding staff will recognize the experience of all persons impacted, acknowledge the impact, commit to taking immediate action, and prevent further harm against those persons impacted from taking place. Redirection procedures, if any, will include:
- Educational components that address the history and impact of hate;
 - Procedural components to ensure the safety, healing, and agency of those impacted by hate;
 - Accountability and transformation for people who cause harm; and
 - Transformation of the conditions that perpetuated the harm.

The administrator must consider whether the behavior implicates other district policies or civil rights laws, and if so, respond accordingly.

The administrator will make a decision within 10 school days of receiving the complaint.

All persons impacted will be provided with information relating to the investigation and the outcome of the investigation. At a minimum, the information provided must include:

- That an investigation has been initiated;
- When the investigation has been completed;
- The findings of the investigation and the final determination based on those findings; and
- Actions taken with the person or persons who committed the harassing behavior to remedy the behavior and prevent reoccurrence when the actions relate directly to a person impacted by the event.

¹ The term “complainant” in this administrative regulation includes persons filing formal complaints and persons reporting bias incidents, regardless of whether the complainant is a victim. Similarly, the term “complaint” includes any report, information or complaint.

If any of the above information cannot be shared, a citation to the law prohibiting release and an explanation of how that law applies to the current situation will be provided.²

Step 3: If complainant or a respondent wishes to appeal the decision of the administrator, the complainant or respondent may submit a written appeal to the superintendent within five school days after receipt of the administrator's response to the complaint.

The superintendent shall acknowledge receipt of the appeal and may meet with all parties involved. The superintendent will review the merits of the complaint and the administrator's decision. The superintendent will respond in writing to the complainant within 10 school days.

The superintendent will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 3, as appropriate.

Step 4: If the complainant or respondent is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five school days of receipt of the superintendent's response to Step 3. The Board will hear the appeal at a Board meeting. The Board may use an executive session if the subject matter qualifies under Oregon law. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing within 10 days of this meeting.

The Board will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 4, as appropriate.

Complaints can be filed with or communicated directly to the administrator, in which case Step 1 will be skipped. Complaints against the administrator can be directed to the superintendent and will begin at Step 3. Complaints against the superintendent or a Board member(s) can be directed to the Board and will begin at Step 4. If complaints begin later than Step 1, the individuals reviewing the complaint will ensure that all requirements are met.

The complainant, if a person who resides in the district, a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal³ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

² Refer to policies GBL - Personnel Records, JOA - Directory Information and JOB - Personally Identifiable Information and district legal counsel for guidance in these situations. Possible laws include, but are not limited to, Title 34 C.F.R. § 99.31 and ORS 342.850.

³ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Complaints may also be filed directly with the U.S. Department of Education Office for Civil Rights.⁴

District administration will develop and implement instructional materials to ensure that all school employees and staff are made aware of this procedure and related practices. The materials will include reporting procedures, educational processes, and possible consequences.

When necessary, timelines may be adjusted by the district by communicating to all parties in writing. This communication must include a new timeline and an explanation of why the timeline must be adjusted.

⁴ Complaints must meet criteria as established by law. For more information, visit <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Jefferson School District 14J

Code: BBAA
Adopted: 2/11/19

~~Individual~~ Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon's Public Meetings Law. ~~legal session only.~~ A Board member has the authority to act in the name of the Board ~~only~~ when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

~~A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as their own.~~

~~Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.~~ When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

Board members may speak on behalf of the Board or district only when specifically authorized to do so. Any other statements do not represent the position of the Board or district. When expressing personal opinions in public, Board members are encouraged to clearly identify the opinions as their own.

All members ~~Members~~ of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for ~~Records~~ ~~Information~~

Any individual Board member who desires a copy of an existing record may ~~written report or survey prepared by the administrative staff will~~ make such a request to the superintendent. ~~A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration.~~ Requests involving confidential records or significant staff time will be referred to the Board for approval.

2. Requests for Legal Opinions ^{1}

Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before. ~~If the legal opinion sought involves the superintendent's employment or performance,~~ the request ~~is~~ ~~should be~~ made to legal counsel. The ~~Board~~ ~~the board~~ chair is authorized to obtain legal advice or opinions if advantageous to do so prior

¹ {Consider how board members obtain legal advice and whether a cost is associated with that. Does the Board want individual board members to be able to contact attorneys at PACE or OSBA (no bill accrued) on their own, or does the Board want them to get Board approval first? Do you want individual Board members to be able to contact attorneys that will bill the district on their own, or do you want them to get board approval first?}

to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to a Board Members

When a Board member receives ~~members receive~~ complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the ~~public appropriate~~ complaint policy, Board policy KL – Public Complaints. Such information will be conveyed to the superintendent. An individual Board member is not authorized to independently act on complaints.

4. Board Member's Communication with ~~Relationship to~~ Administration

~~Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information, and may request information from~~ No individual Board member may direct the superintendent or other staff to action without Board authorization. No Board member ~~members~~ will ~~not~~ intervene in the administration of the district or its schools.

5. Contracts or Agreements

All district ~~contracts of the district~~ must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

6. Visits to Schools

A Board member may visit schools in accordance with Board policy BG – Board–Staff Communications.

7. Public Meetings Law

All Board members will comply with Public Meetings Law², including participating in an approved² training at least once during each term of office^{³}.

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services⁴ or local law enforcement.

9. Oregon Ethics Laws

² Approved by the Oregon Government Ethics Commission.

³ {Training is only required for districts with annual fiscal expenditures of \$1M or more. See ORS 192.700.}

⁴ (855) 503-SAFE (7233)

All Board members will adhere to Oregon Government Ethics laws, including filing the statement of economic interest as required by Oregon Revised Statute (ORS) 244.

10. Confidential Information

All Board members will not disclose confidential information received as part of Board service.

11. Other Laws, Policies, Agreements and Procedures

All Board members will follow all laws, Board policies, working agreements, and any other procedures established by the district.

END OF POLICY

Legal Reference(s):

[ORS 192.311 – 192.478](#)
[ORS 192.610 – 192.705](#)
[ORS Chapter 244](#)

[ORS 332.045](#)
[ORS 332.055](#)
[ORS 332.057](#)

[ORS 332.075](#)
[ORS 332.107](#)
[ORS 419B.010](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass’n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Jefferson School District 14J

Code:
Adopted:

BBE

Vacancies on the Board

(Version 2)

Be sure to resolve bracketed language

Vacancies on the Board will be filled through the following procedures:

1. At a Board meeting, the Board will declare the vacancy¹;
2. The Board or designee will establish an application period of at least 20 days. Applicants will be required to submit an application to the district office by the designated date. Deadlines and instructions will be posted on the district website. The Board can vote to extend or re-open the application period at any time;
3. After the application period has ended, the superintendent or designee will verify applicant eligibility. Applicants must:
 - a. Be an elector of the district.² This requires being registered to vote within the district;
 - b. Have resided in the district for a period of one year immediately preceding the appointment;
 - c. ~~[Be a resident of the zone of the vacant position, if the position is zoned;]~~
 - d.c. Not be an employee of the district or a charter school located within the district³; ~~except as a substitute bus driver in accordance with ORS 332.016].~~
4. The Board will review applicant materials in an open Board meeting;
5. The Board may select applicants to interview. Any interview will be held in an open Board meeting;

¹ In accordance with ORS 332.030, the Board shall declare a vacancy upon any of the following:

1. The death or resignation of any Board member;
2. When a Board member is removed from office or the election of the Board member has been declared void by the judgment of any court;
3. When a Board member ceases to be a resident of district [or zone from which nominated (see exception for board members who move out of the zone, but remain residents of the district in ORS 332.030(2) - (3))];
4. When a Board member ceases to discharge the duties of office for two consecutive months unless prevented by sickness or other unavoidable cause;
5. When a Board member ceases to discharge the duties of office for four consecutive months for any reason; or
6. When a Board member is recalled.

² ORS 254.005(4) provides “‘Elector’ means an individual qualified to vote under section 2, Article II, Oregon Constitution.” District staff may verify this with local elections officials.

³ ~~[Include this bracketed language only if the district has an ADM of 50 or fewer.]~~

6. During an open Board meeting, the Board will vote to appoint one of the applicants. In the event that no applicant receives a majority of votes⁴, the Board may re-vote or vote to re-open the application period;
7. The newly appointed Board member(s) will take an oath of office before assuming the duties of office and will be seated immediately thereafter.

~~[If the vacancy occurs in a zone and an eligible zone resident cannot be found, the Board shall appoint one of the eligible residents from the district to serve in accordance with ORS 332.124.]~~

The appointee will serve until June 30 following the next election. At that election, either the remainder of the term for the position, or a full term for the position will be on the ballot.

If the offices of a majority of Board members are vacant at the same time, the directors of the Willamette Education Service District shall appoint persons to fill the vacancies from qualified individuals.

END OF POLICY

Legal Reference(s):

[ORS 249.865 - 249.877](#)
[ORS 254.005](#)
[ORS 255.245](#)

[ORS 255.335](#)
[ORS 332.030](#)
[ORS 332.122](#)

[ORS 332.124](#)

⁴ ORS 332.055 requires the affirmative vote of a majority of Board members to transact any business. Consequently [three] votes are necessary to appoint a board member, regardless of how many vacancies exist.

Jefferson School District 14J

Code: BBE-AR
Revised/Reviewed:

Board Member Vacancy Application

This is optional to use

When a Board vacancy is declared, the Board will appoint a qualified person in accordance with Board policy BBE – Vacancies on the Board. To be considered for appointment, this form must be submitted to the district office by the deadline communicated by the district. Submitted applications become public records and may be disclosable upon request.

Name: _____

Motivation and Experience

Why do you want to serve on the Board?

Which experiences or perspectives will help you represent and serve all students and families?

How will you help advance the district's mission and goals?

How will you engage respectfully with individuals whose viewpoints differ from your own?

Knowledge, Time Commitment and Governance

Availability: Board meetings, work sessions, and committee service often occur in the evenings and occasionally during the daytime. How will you balance Board obligations with other commitments?

Laws applying to public entities: Briefly share any familiarity you have with Oregon public meetings and public records laws: _____

Policy and Budget: What experience do you have with policy development, budgets, or strategic planning?

P

Student-Centered Decision-Making: How will you ensure decisions reflect student outcomes, safety, and well-being? _____

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This page is intended for internal and verification purposes. It is not intended to be provided to the Board or discussed at a Board meeting. Once submitted, it is a public record and may be subject to disclosure.

Contact and Personal Information

Name (as it appears on voter registration): _____

Preferred name (if different): _____

Position applying for: _____

Note: Your address is used only to verify residency within the district/zone, as required by Oregon law. Verification may be required.

Home street address (as it appears on voter registration): _____

City: _____ State: OR

Primary phone: _____ Alternative phone: _____

Email: _____

Best way to contact you? ☐ Phone ☐ Email ☐ Text

Accessibility and Accommodations

We welcome applicants with disabilities. Do you need an accommodation to participate in interviews or meetings (e.g., ASL interpreter, materials in alternative formats, physical access, assistive technology)?

☐ No ☐ Yes (please describe): _____

Attestations (Required)

- ☐ The information I have provided is true and complete to the best of my knowledge.
- ☐ I meet the statutory eligibility for appointment: registered elector and one-year residency (ORS 332.018).
- ☐ [I reside in the zone corresponding to this vacancy (ORS 332.030 and ORS 332.122).]
- ☐ I am not disqualified by employee status (ORS 332.016).
- ☐ I understand the appointment duration (through June 30 after the next regular district election) (ORS 332.030(4)).

Signature: _____

Date: _____

Jefferson School District 14J

Code:
Adopted:

BCB

Board Officers

(Version 2)

No later than the next regular meeting after July 1, the Board will elect one of its members to serve as chair and one to serve as vice chair. In an election year, this meeting must occur no later than the last day of July. No member of the Board may serve as chair more than four years in succession.

The Board chair will:

1. Prepare the agenda for Board meetings in accordance with Board policy BDDC – Board Meeting Agenda;
2. Call special meetings;
3. Preside at meetings of the Board and enforce the rules of order. The Board chair has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public comment is a part of the meeting, the Board chair may regulate the order and length of appearances and limit appearances to presentations of relevant points in accordance with Board policy BDDH – Public Comment at Board Meetings;
4. Sign official documents that require the signature of the chair;
5. Represent the district and the Board at official functions, unless this duty is delegated by the Board chair to another Board member;
6. Appoint Board members to committees unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote; and
8. Perform such other duties as may be prescribed by law or by action of the Board.

In the absence of the chair, the vice chair will perform the duties of chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board.

If a Board member is unable to continue to serve as an officer, a replacement will be elected. The replacement officer will serve the remainder of the officer's term, until the officer resigns or ceases to remain on the Board, or until the officer is removed or replaced by the Board.

Board Spokesperson

The Board may designate the chair, vice chair or another Board member as the Board's spokesperson. A Board member speaks on behalf of the Board only when specifically authorized by the Board. Official Board statements will be made using official district or Board communication channels, websites or social media accounts, or at official district events. When a Board member expresses personal opinions in public,

the Board member is encouraged to clearly identify the opinions as personal. Comments made by Board members when not authorized by the Board are considered personal comments of the Board member.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.040](#)

[ORS 332.045](#)
[ORS 332.057](#)

[OAR 199-050-0050](#)

Jefferson School District 14J

Code:
Adopted:

BCE

Board Committees

(Version 2)

The Board may establish committees. A Board committee is a group of Board members, staff, students and/or community members tasked by the Board to make a decision on behalf of the Board or make a recommendation to the Board on policy or administration. The district may have additional administrative committees.

Board committees may be classified into two general types based on membership:

1. Board subcommittees are primarily made up of Board members, e.g., superintendent evaluation committee, long-range planning committee, policy committee;
2. Advisory committees are primarily made up of non-Board members, e.g., bond steering committee.

Regardless of classification, the Board can include Board members and non-Board members on committees.

Board committees will not have the power to act for the Board except as the Board has specifically authorized. Committee meetings may be called by the committee in accordance with any direction from the Board and committee procedures. Committee recommendations and reports will be provided to the Board.

All meetings of Board committees will follow the Public Meetings Law¹, including the requirement to record the meetings or take meeting minutes. A committee may sit in an executive session when such meeting is in accordance with the committee's assigned purpose and when such session is permitted by law. Administrative committees, including superintendent committees, are generally not subject to Public Meetings Law.²

When establishing a Board committee, the Board will determine:

1. Committee membership and appointment process;
2. The task of the committee;
3. What resources are needed and will be provided to the committee;

¹ OAR 199-050-0010(1)(b) provides that Public Meetings Law apply to bodies "with authority to make recommendations to a public body on policy or administration."

² OAR 199-050-0010(2)(b) provides that Public Meetings Law does not apply to "bodies appointed by an individual public official with authority to make recommendations only that individual public official who has the authority to act on the body's recommendation and is not required to pass the recommendations on unchanged to a public body."

4. The length of time the committee will exist³;
5. Expectations regarding any actions or recommendations of the committee.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.705](#)
[ORS 332.045](#)

[ORS 332.105](#)

[OAR 199-040](#)
[OAR 199-050](#)

³ The Board can establish a standing committee, which has a continuing existence or a special committee, which goes out of existence as soon as the committee has completed a specified task.

Jefferson School District 14J

Code: BCF
Adopted: 2/11/19
Revised/Readopted: 11/14/22; 11/20/25
Orig. Code(s): BCF

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for community involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall follow the Public Meetings Law. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. When requested and approved by the Board, appointment of staff members, when appropriate, will be made by the superintendent.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive the committee report(s).

Except as specifically provided by the Board, advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chair, but normally such Board members will function as ex-officio members of the committees.

END OF POLICY

Legal Reference(s):

[ORS 192.610](#)

[ORS 294.414](#)

[ORS 332.107](#)

[ORS 192.630](#)

[ORS 329.704](#)

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

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Jefferson School District 14J

Code:
Adopted:

BD

Board Meetings, Notices and Communications (Version 2)

Definitions

“Communication” means the expression or transmission of information from one person to another through verbal, non-verbal, written, or electronic means. Non-verbal means include gestures, such as thumbs-up and thumbs-down, as well as sign language.

“Convening” means gathering in a physical location, using electronic, video or telephonic technology to be able to communicate contemporaneously among participants, using serial electronic written communication among participants, or using an intermediary to communicate among participants.

“Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of the Board¹ is required, at any meeting at which a quorum is present.

“Decision-making process” means the process the Board engages in to make a decision, such as: (a) identifying or selecting the nature of the decision to be made; (b) gathering information related to the decision to be made; (c) identifying and assessing alternatives; (d) weighing information; and (e) making a decision.

“Deliberation” means discussion or communication that is part of a decision-making process.

“Executive session” means any meeting or part of a meeting of the Board that is closed to certain persons for deliberation on certain matters.

“Intermediary” means a person who is used to facilitate communications among members of the Board about a matter subject to deliberation or decision by the Board, by sharing information received from a member of the Board with other members of the Board. The term “intermediary” can include a member of the Board.

“Meeting” means the convening of the Board for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Meeting does not include any on-site inspection of any project or program or the attendance of members of the Board at any national, regional or state association to which the Board or the members belong.

“Public Meetings Law” means Oregon Revised Statutes (ORS) 192.610 – 192.705 and Oregon Administrative Rules (OAR) 199-040 and 199-050.

¹ This policy is written to apply to the Board. Other bodies, including Board committees, may be subject to public meeting laws. This policy may help other bodies understand what is required, but is intended as direction for the Board.

“Quorum” means the minimum number of members of the Board required to legally transact business. For the Board, a quorum is ^{2}three Board members.

“Work session” or “workshop” means meetings held for the purpose of either presenting information to the Board to prepare for a regular or special meeting, or to allow the Board to engage in preliminary discussions or deliberations.

Board Authority at Meetings

The Board has the authority to act only when a quorum is present at a properly noticed regular, special or emergency meeting. The affirmative vote of ^{3}three members of the Board is required to transact any business.

Types of Meetings

The Public Meetings Law applies to all regular, special, emergency, executive session and work session meetings of the Board.

1. Regular Meetings

The regular meeting schedule will be established at the annual organizational meeting each year and may be changed by the Board with public notice. The purpose of each regular meeting will be to conduct the regular Board business.

2. Special Meetings

A special meeting may be scheduled when less than a quorum is present at a regular meeting and therefore no business may be conducted, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district, or other reasons. Special meetings may be convened by the Board chair, upon request of three Board members, or by common consent of the Board.

3. Emergency Meetings

Emergency meetings may be called in the case of an actual emergency upon appropriate notice under the circumstances. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will

² {ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.}

³ {ORS 332.055 provides “the affirmative vote of the majority of members of the board is required to transact any business.” If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.}

be conducted in accordance with Public Meetings Law. The Board may make official decisions during a work session.

5. Executive Sessions

Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC – Executive Sessions).

Communications Outside of a Board Meeting (Serial Meetings Prohibited)

Private meetings where a quorum of the Board engages in discussions or communications that are part of the Board’s decision-making process on matters within the authority of the Board violate Public Meetings Law, except as part of an executive session.

A quorum of Board members shall not, outside of a meeting conducted in compliance with Public Meetings Laws, use a series of communications of any kind, directly or through intermediates, for the purpose of deliberating or deciding on any matter that is within the jurisdiction of the Board. This prohibition applies to using any one or a combination of the following methods of communication:

1. In-person;
2. Telephone calls;
3. Videos, videoconferencing, or electronic video applications;
4. Written communication, including electronic written communications, such as email, texts, and other electronic applications;
5. Use of one or more intermediaries to convey information among members; and
6. Any other means of conveying information.

Communications outside of a Board meeting may contain communications between or among members of the Board, including a quorum, that are:

1. Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board;
2. Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
3. Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.

E-mails sent to other Board members are encouraged to have the following notice:

Important: Please do not reply or forward this communication if this communication could constitute a decision or deliberation toward a decision between and among members of the district board. Board member electronic communications on district business are subject to Public Meetings and Public Records Law.

A quorum of Board members may attend social meetings or gatherings so long as no discussions or deliberations are had.

Meeting Location, Public Accommodations and Logistical Requirements

All meetings will be open to the public except as provided by law.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law⁴. The Board may attend training sessions outside the district boundaries but may not deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced. Meeting locations shall be accessible to persons with disabilities.

Any Board meeting may be held in person, through the use of electronic or telephonic means, or in some combination of in-person, electronic or telephonic means.

Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. For Board meetings (excluding executive session) held by telephone or other electronic means of communication, the district shall make available a place or an electronic means by which the public can listen to or view the meetings in real time. The place provided may be a place where no Board member is present.

For executive sessions where the media are statutorily authorized to be present, if any person, including any Board member, is attending the executive session by telephone, video, or other electronic means, the district shall provide members of the media the same attendance option. The district may establish reasonable security measures to ensure the media's attendance by telephone, video, or other electronic means is conducted through a secure connection or method.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for persons who are deaf or hard of hearing. The request should include the name of the requester, sign language preference and any other relevant information requested. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate aids and services may be provided upon request and appropriate advance notice.

[If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services. ^{5}]

Recordings or minutes will be kept for all meetings in accordance with state law and Board policy BDDG – Recordings or Minutes of Board Meetings.

All meetings shall comply with applicable provisions of the Oregon Indoor Clean Air Act.

⁴ ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

⁵ {Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient.}

[The possession of a firearm, deadly weapon or any other instrument used as a dangerous weapon is prohibited at Board meetings, except as authorized by law.{⁶}]

Public Notice Requirements

The district posts public notice{⁷} of its meetings on the district's website or on a publicly accessible website hosted by a third-party that is linked to the district's website.

The public notice shall identify the following:

1. The time, date, location of the meeting, and, to the extent reasonably possible, will include the electronic link or telephone access information to allow members of the public to attend the meeting by telephone or electronic means;
2. The agenda or list of the principal subjects anticipated to be considered at the meeting and will be specific enough to permit the public to recognize matters in which they are interested. The Board may amend the agenda or may add or remove items from the list of principal subjects prior to or during a meeting. See Board policy BDDC – Board Meeting Agenda for additional meeting agenda information; and
3. The name, telephone number, and email address of a person at the district office to contact to request an interpreter or other communication aids or a statement that the district will provide a sign language interpreter or other communication aids at the meeting.

The district will provide notice to interested persons and news representatives who have requested notice through means reasonably calculated to provide actual notice to interested persons known to the Board.

For all regular meetings, the meeting notice shall be provided with as much advance notice as reasonably possible, but no less than 48 hours' advance notice.

For all special meetings, the meeting notice shall be provided with no less than 24 hours' advance notice.

For an emergency meeting, public notice shall be provided with as much advance notice as reasonably possible given the emergency circumstances. The district shall attempt to contact the media and other interested persons to inform them of the emergency meeting by telephone, email, social media, or other method reasonably calculated to provide actual notice. If reasonably possible under the emergency circumstances, the emergency meeting notice shall be conspicuously displayed on the district's website or on a publicly accessible website hosted by a third-party hosted and linked to the district's website.

⁶ {ORS 166.670(1)(a) prohibits the possession of firearms or "any other instrument used as a dangerous weapon" on school grounds and in facilities occupied by the district, unless an exception applies. ORS 166.370(3)(g) provides an exception for persons "licensed under ORS 166.291 and 166.292 to carry a concealed handgun." ORS 166.377 allows districts to adopt a policy stating that this defense (the exception in ORS 166.670(3)(g)) does not apply "on the grounds of the schools controlled by the board." Some districts have adopted policy KGBB to do so.}

⁷ {The public notice must be displayed conspicuously on the district's website. If the district does not maintain a publicly accessible website, the district shall satisfy the public notice requirements through other means such as posting on the Oregon Transparency Website, community postings, bulletin boards, newspaper notice, or any other means reasonably calculated to provide actual notice to the general public. Modify this sentence to communicate how the district publishes its public notices.}

If a meeting will include an executive session, the notice shall comply with the above notice requirements and the notice shall also identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. Example:

“The Board will meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.”

If an executive session is to be part of an open regular, special, or emergency meeting, the notice shall comply with the above notice requirements and prior to entering the executive session, the Board chair shall make a public announcement and identify in open session the specific statutory provision and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization (See Board policy BDC – Executive Sessions for additional information on executive sessions.)

Complaints

Complaints regarding Public Meetings Laws can be filed in accordance with Public Meetings Law complaint procedures outlined in Board policy KL – Public Complaints. Complaints must be filed within 30 days of the alleged violation.

{⁸}Mandatory Training

Every member of the Board shall attend or view a training on Public Meetings Law as required by ORS 192.700 and Board policy BBAA – Board Member’s Authority and Responsibilities.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)
[ORS 332.040 - 332.061](#)

[ORS 332.107](#)
[ORS 433.835 - 433.875](#)

[OAR 199-050-0005 – 199-050-0085](#)

OR. ATTY. GEN. *Public Records and Meetings Manual*.

⁸ {Training is only required for districts with annual fiscal expenditures of \$1M or more. See ORS 192.700.}

Jefferson School District 14J

Code: BD/BDA
Adopted: 1/09/17
Revised/Readopted: 2/11/19; 4/08/24
Orig. Code: BD/BDA

Board Meetings (Version 1)

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening¹ of a quorum of the Board as the district’s governing body to make a decision² or to deliberate³ toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board, i.e. a work session. “Meeting” does not include any on-site inspection of any project or program the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. For information how to give or submit public comment it is outlined in Board policy BDDH - Public Comment at Board Meetings⁴ and/or posted on the district’s website.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law⁵. The Board may attend training sessions outside the district boundaries but

¹ “Convening” means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

² “Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

³ “Deliberation” means discussion or communication that is part of a decision-making process.

⁴ When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting, at the designated portion of the agenda, by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.

⁵ ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

cannot deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including the news media which have requested notice, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they are not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

If requested to do so at least 72-hours before a meeting held in public, the Board will make a reasonable effort to provide translation services.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the annual organizational meeting and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold the annual organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may be scheduled if less than a quorum is present at a meeting, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district or other reasons. At least 24 hours' notice must be provided to all Board members, the news media which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Communications outside of a Board meeting may contain:

- a. Communications to, between or among members of a governing body that are:
 - (1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);
 - (2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
 - (3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or
- b. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by public meetings law.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by public meetings law.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with state law on public meetings, including notice and minutes. The Board is discouraged from making official decisions during a work session. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

5. Executive Sessions

Executive sessions may be held as an agenda item during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC - Executive Sessions)

Complaints regarding public meetings laws can be filed with the Board in accordance with Board Policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.⁶

Mandatory Training

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGEC) at least once during the Board member's term of office and shall verify attendance in accordance with OGEC procedures.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)

[ORS 255.335](#)

[ORS 433.835 - 433.875](#)

[ORS 332.040 - 332.061](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

OR. ATTY. GEN. Public Records and Meetings Manual.

Cross Reference(s):

ACA - Americans with Disabilities Act

BDC - Executive Sessions

⁶ See House Bill 2805 (2023) Section 5(2) for requirements of the response.

Jefferson School District 14J

Code: BDC
Adopted: 12/12/16
Revised/Readopted: 2/11/19; 4/08/24
Orig. Code: BDC

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 but may not take final action in executive session except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student in accordance with ORS 332.061.

~~An executive session may be included as an agenda item of an existing meeting in accordance with Board policy BDDC – Board Meeting Agenda or held as its own meeting. Proper notice is required.~~

~~If open session is held prior to the executive session, the presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.~~

An executive session may be included as an agenda item of a meeting open to the public in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Public notice is required as outlined in Board policy BD – Board Meetings, Notices and Communications.

If an executive session is held as part of a meeting open to the public, the Board chair will announce the executive session in compliance with Board policy BD – Board Meetings, Notices and Communications and include and identify the appropriate statutory citation, appropriate subsection and the paragraph authorizing the session under ORS 192.660 or ORS 332.061 for holding such session and by noting the general subject of the executive session.

Example:

“The Board will now meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.”

Prior to or at the beginning of the executive session, the Board chair may read the following¹:

“Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.”

The Board may hold an executive session:

¹ This statement should be amended if ORS 192.660 does not require that representatives of the news media be allowed to attend, ORS 332.061 allows the Board to vote in executive session, or the Board will not be returning to open session following the executive session. This statement can also be included on the agenda.

1. To consider the employment of a public officer, employee, staff member or individual agent; may not include a discussion or negotiation of compensation (including salaries and benefits).² (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer³, employee, staff member or individual agent who does not request an open hearing⁴; may not include a discussion or negotiation of compensation (including salaries and benefits). (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection.⁵ (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.⁶ (ORS 192.660(2)(h))

² This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. It also does not apply to the employment of the chief executive officer, other public officers, employees and staff members of the district unless: ~~Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure~~

- a. The vacancy has been advertised;
- b. Regular hiring procedures have been adopted;
- c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
- d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

³ To determine whether the individual involved is considered a public officer, consult with legal counsel.

⁴ Notice must be provided to the public officer, employee, staff member or individual agent in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

- a. Identification of the governing body before which the matter will be considered (the Board);
- b. The time, date and location of the meeting;
- c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
- d. Information on how the public official may make a request for an open hearing.

⁵ Consider including a reference to the law that exempts the information or records from public inspection in the notice.

⁶ Legal counsel must be present in the executive session, either in-person or via electronic or telephonic communications.

7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing⁷; may not include a discussion or negotiation of compensation (including salaries and benefits or a general evaluation of an agency, goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Recordings or minutes ~~Minutes~~ shall be kept for all executive sessions in accordance with state law and Board policy – BDDG – Recordings and Minutes of Board Meetings.

⁷ Notice must be provided to the chief executive officer, public officer, employee or staff member in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

- a. Identification of the governing body before which the matter will be considered (the Board);
- b. The time, date and location of the meeting;
- c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
- d. Information on how the public official may make a request for an open hearing.

Content discussed in executive sessions and recordings or minutes for executive sessions are is confidential except as provided by law. Board members, district employees and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required or allowed by law.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 192.685](#)
[ORS 192.705](#)
[ORS 332.045](#)

[ORS 332.061](#)
[OAR 199-040-0015 - 0060](#)
[OAR 199-050-0015](#)
[OAR 199-050-0040](#)

[OAR 199-050-0050](#)
[OAR 199-050-0060](#)

OR. ATTY. GEN. *Public Records and Meetings Manual*.
OREGON GOVERNMENT ETHICS COMMISSION, [Staff Advisory Opinion](#) No. 22-106S

Cross Reference(s):

BD/BDA - Board Meetings
BDDG - Minutes of Board Meetings
CBG - Evaluation of the Superintendent

Jefferson School District 14J

Code: BDD
Adopted: 2/11/19

Board Meeting Procedures

1. Quorum

A quorum ~~will consist of the majority~~ of the Board is three^{1} Board members.

2. Vote Needed for Exercise of Powers

The affirmative vote of three^{2} ~~a majority of~~ Board members will be necessary for exercising any of the Board's powers. All votes of the Board shall be taken by public vote, except when authorized in executive session under Oregon Revised Statute (ORS) 332.061.

3. Board Member Voting

The results of all votes shall be recorded, including the vote of each member's vote by name, on all votes taken by the Board. A written ballot, if used, shall identify the individual Board member by name and their vote, and shall be announced during the meeting at which the vote occurred. Secret ballots are prohibited.

~~Each member's vote on all motions will be recorded in the minutes.~~

4. Abstaining from Vote

Any conflicts of interest will be handled in accordance with ORS 244.120 and Board policy BBFA – Board Member Ethics and Conflicts of Interest. Board member abstentions will be documented in the meeting minutes or recording.

~~If a Board member chooses to abstain from voting, and the abstention is due to a conflict of interest, the Board member will state the reason for the abstention and such abstention will be recorded.~~

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at properly noticed³ ~~duly called regular or special~~ meetings.

¹ {ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.}

² {ORS 332.055 provides “the affirmative vote of the majority of members of the board is required to transact any business.” If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.}

³ See ORS 192.640, OAR 199-050-0040 and Board policy BD/BDA – Board Meetings for notice requirements. {In the June 2026 policy update, OSBA will be recommending policy BD/BDA be recoded and renamed: BD – Board Meetings, Notices and Communications.}

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards"⁴ as modified by the Board will govern the Board in its deliberation. Modifications ~~will~~ include the following: Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

Failure to follow *Robert's Rules of Order* will not invalidate a lawful Board decision.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)

[ORS 244.120\(2\)](#)

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.107](#)

[OAR 199-050-0005 \(9\)](#)

[OAR 199-050-0055](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)

⁴ See *Robert's Rules of Order*, 12th Edition, § 49:21.

Jefferson School District 14J

Code: BDDC
Adopted: 9/10/07
Revised/Readopted: 2/11/19
Orig. Code: BDDC

Board Meeting Agenda

^{1} The Board chair ~~KEEP and the superintendent~~ will direct the preparation of ~~prepare~~ an agenda for all ~~regular~~ meetings of the Board. The Board chair may seek assistance from the superintendent or another Board member. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the Board chair or superintendent at least ~~five~~ working days prior to the meeting. The agenda will include the principal subjects anticipated to be considered at the meeting and be specific enough to permit the public to recognize the matters in which they are interested. When the agenda includes an executive session, the agenda shall identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. (See Board policy BDC – Executive Sessions for additional information.)

The Board chair may direct an amendment to the agenda until it is posted, including adding or removing items. The Board may also amend the agenda during a meeting by a majority vote of the Board. This includes adding items to the agenda during the meeting.

A consent agenda may be used by the Board ~~for nonecontroversial business~~. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be voted on and approved at the same time. An ~~A Board member may ask that any~~ item on the consent agenda will be removed from the consent agenda upon request of a Board member prior to the consent agenda's consideration. The ~~item~~ removed from the consent agenda ~~item~~ will then be placed on the regular agenda.

~~The agenda will follow a general order established by the Board. Opportunities for the audience to be heard may be included on the agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.~~

~~Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.~~

The agenda, together with supporting materials, will be distributed ~~by the district office~~ to Board members at least ~~three~~ full working days prior to the meeting. A copy of the ~~The~~ agenda will be posted on ~~available to the press and to interested patrons through~~ the district website ~~office~~ at least 48 hours prior to any regular meeting and 24 hours prior to any special meeting. ~~the same time it is available to the Board members.~~

Copies of the agenda for the press and public will not contain any confidential information included in ~~the~~ Board ~~member~~ ~~members'~~ packets.

~~A copy of the agenda will be posted on the district website on the day of the meeting. Members of the public may request a copy of the agenda through the district office.~~

¹ {The Board is encouraged to review current practices for agenda preparation and Public Meetings Law.}

~~The district will ensure equally effective communications are provided to qualified persons with disabilities upon request as required by the Americans with Disabilities Act.~~

~~Appropriate auxiliary aids and services may include, but are not limited to, qualified interpreters, assistive listening devices, note takers, large print, Braille materials, audio recordings and readers. Primary consideration will be given to the request of the person with a disability in the selection of the appropriate auxiliary aid and/or services. Should the Board demonstrate such a request would result in a fundamental alteration in the service, program or activity or an undue financial and administrative burden, an alternate, equally effective communication will be used.~~

~~Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.~~

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 192.640](#)

[OAR 199-050-0040](#)

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Cross Reference(s):

BDDG - Minutes of Board Meetings

BDDH - Public Comment at Board Meetings

Jefferson School District 14J

Code: BDDG
Adopted: 5/14/18
Revised/Readopted: 2/11/19
Orig. Code: BDDG

Recordings and Minutes of Board Meetings

~~1~~ The Board will ensure a ~~2~~ video recording is made of all of its meetings and portions of meetings that are not held in executive session. These recordings will be posted on the district's website or social media site within seven days following the meeting.

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format³. Alternatively, the district may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form⁴.

~~The Board secretary will take minutes of all Board meetings. The minutes will be a true reflection of the matters discussed at the meeting and the views of the participants.~~

~~The minutes will include, but not be limited to,~~ The official record must give a true reflection of the matters discussed at the meeting and the views of the participants, and must include the following information:

1. All members of the Board ~~who were~~ present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name for all actions taken⁵;
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

~~6. Any other information required by law.~~

~~All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of minutes by contacting the superintendent's office. The district will maintain a hard copy⁶ of the meeting minutes. A copy of the minutes of each regular and special Board~~

¹ {ORS 192.655 requires districts with an ADMr of 50 or more to record board meetings, and post the recording within seven days. Districts with fewer than 50 ADMr are exempt from this requirement and do not need to adopt this language.}

² {If the district lacks broadband internet, an audio recording is sufficient. See ORS 192.655.}

³ Oregon Administrator Rule (OAR) 166-017-0045(4) requires moving images or audio recordings be kept in MP2, MP3, MP4, or WAVE formats.

⁴ Oregon Administrator Rule (OAR) 166-017-0045(4) requires textual data or still images be kept in XML, ODT, TXT, PDF, RTF, PREG, JFIF, PNG, or TIFF formats.

⁵ If minutes are kept in a recorded form, all voting will use a roll call vote and if minutes are kept in written form the minutes will identify the vote of each member by name under each board action.

~~⁶ Oregon Administrative Rule 166-400-0010(9)~~

meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under ORS 192.660, the material may be withheld from disclosure.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential medical records and that student's educational program; the discussion; and each Board member's vote on the issue.

If written minutes are created for meetings which do not take place in executive session, those minutes shall be available to the public within a reasonable time⁷ after the meeting. These minutes [will be published to the district website and] may be requested from the district office.

Recordings or minutes⁸ of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure. Executive session minutes of a hearing held under ORS 332.061 shall contain only material not excluded under ORS 332.061(2) and information⁹ will not be disclosed in accordance with ORS 332.061.

Either the recording or minutes of Board meetings will be kept permanently. If written minutes are created for any meetings of the Board, any recordings will be kept for at least one year after the minutes are created.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.705](#)
[ORS 332.061](#)

[OAR 166-017-0005 - 0095](#)
[OAR 166-400-0010\(9\)](#)

[OAR 199-050-0060](#)

Attorney General's PUBLIC RECORDS AND MEETINGS MANUAL.

⁷ {The Oregon Attorney General's *Public Records and Meetings Manual* says, "three weeks arguably is within the reasonable time allowed by statute."}

⁸ "...a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law." ORS 192.650(2)

⁹ORS 332.061 prohibits the disclosure of:

1. The name of the minor student;
2. The issue, including a student's confidential records;
3. The discussion; and
4. The school board member's vote on the issue.

Jefferson School District 14J

Code:
Adopted:

CBA

Qualifications and Duties of the Superintendent (Version 2)

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as superintendent of the district^{1};
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual to qualify for such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

^{1} Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure. }

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;
2. Serve as educational leader to the Board, staff and community;
3. Act as the district's chief administrative officer;
4. Serve as district school clerk, performing such duties as required by law or by the Board;
5. Support the Board with scheduling meeting places, providing for required notices, and ensuring any required recordings or minutes are created for all Board meetings and for all committee meetings authorized by the Board, as appropriate;
6. Attend all regular and special meetings of the Board, except when excused;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. Regularly review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;
13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;

17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;
19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
25. Provide for performance evaluations of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material and supplies;
28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
33. Direct the district in its relationships with federal, state and local government agencies;
34. Cooperate with universities and colleges in their student-teacher training programs;

35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;
36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
38. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.075](#)
[ORS 342.143](#)
[ORS 342.173](#)

[ORS 342.850](#)
[OAR 584-020-0000 - 0035](#)
[OAR 584-046-0003 - 0024](#)

[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)

Jefferson School District 14J

Code: CBG
Adopted: 7/10/17
Revised/Readopted: 5/13/19; 9/09/24
Orig. Code: CBG

Evaluation of the Superintendent

The Board will formally evaluate the superintendent's job performance at least once each year. The evaluation will be based on the superintendent's job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent and their performance will be conducted in an executive session, unless the superintendent requests a session open to the public.¹ Such an executive session will not include a general evaluation of any district goal, objective or operation or of any directive to personnel concerning district goals, objectives, operations or programs. Results of the evaluation will be written and placed in the superintendent's personnel file.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.107](#)
[ORS 332.505](#)

[OAR 199-040-0027](#)
[OAR 199-040-0030](#)

[OAR 581-022-2405](#)

¹ Notice must be provided to the superintendent in accordance with OAR 199-0040-0030. The superintendent must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

- a. Identification of the Board;
- b. The time, date and location of the meeting;
- c. The purpose for which the Board proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the Board will be reviewing and evaluating the performance of the superintendent; and
- d. Information on how the superintendent may make a request for an open hearing.

Hanson v. Culver Sch. Dist. (FDAB 1975).

Cross Reference(s):

BDC - Executive Sessions

CB - Superintendent

CBA - Qualifications and Duties of the Superintendent

Jefferson School District 14J

Code:
Adopted:

CEA

~~Educational Equity~~ Student Success Advisory Committee

The duties of the district's Student Success ~~educational equity~~ advisory committee^{1} shall include:

1. Advising the superintendent about the educational equity impacts of policy decisions; and
2. Informing the superintendent when a situation arises in a district school that negatively impacts underrepresented students and advising the superintendent on how best to handle that situation.

The superintendent may act within the superintendent's authority on any recommendations of the Student Success ~~educational equity~~ advisory committee without approval from the Board. The superintendent does not have the authority to adopt or amend policy.

The Student Success ~~educational equity~~ advisory committee may prepare an annual report that:

1. Contains the following information:
 - a. The successes and challenges the district has experienced in meeting the educational equity needs of students in the district;
 - b. Recommendations the committee made to the superintendent, and the actions that were taken in response to those recommendation; and
 - c. Any other information required by the State Board of Education.
2. Is shared with the Board:
 - a. By the superintendent; and
 - b. If requested by the Board, by the committee as a presentation by the committee at a Board meeting.
3. Is made available by being:
 - a. Distributed to the parents of district students;
 - b. Posted on the district's website; and
 - c. Sent to the State Board of Education.

The Student Success ~~educational equity~~ advisory committee shall be selected and appointed by the superintendent and must be composed of parents, employees, students and community members from the district. For the purposes of selecting members, the superintendent:

1. Shall solicit names of possible members from the community;
2. Must ensure that membership is primarily representative of underserved student groups;

¹ {The district can name this committee something else. If the district chooses to do so, use consistent language throughout.}

3. May not exclude or deny members based on language, immigration status or protected class, including age, disability, national origin, race, color, marital status, religion, sex, sexual orientation, or gender identity;
4. May not appoint a voting member of the Board or the superintendent to the Student Success educational equity advisory committee; and
5. Must ensure that the composition of an educational equity advisory committee elevates underrepresented parent, employee, student, and community member voices.

The district will provide sufficient support to Student Success educational equity advisory committee members to participate in meetings, including, but not limited to access to district-managed emails, translation and interpretation services, and relevant trainings.

A member of the Student Success educational equity advisory committee will also serve on the school district budget committee.²

END OF POLICY

Legal Reference(s):

[ORS 328.542](#)
[ORS 329.711](#)

[ORS 332.107](#)
[OAR 199-050-0010](#)

[OAR 581-022-2307](#)

House Bill 4066 (2026)

² {The district is not required to add an educational equity advisory committee member to the budget committee until there is a non-board member vacancy on the budget committee.} The district is not required to include a member of the educational equity advisory committee on the budget committee if no member of the committee is willing or able to serve on the budget committee.

Jefferson School District 14J

Code: DBEA
Adopted: 9/10/07
Revised/Readopted: 5/13/19; 11/14/22; 11/20/25
Orig. Code(s): DBEA

Budget Committee

By law, the budget committee is charged with making recommendations concerning financial priorities.

The budget committee will have the responsibility for reviewing the financial programs of the district, reviewing the proposed district budget as presented by the superintendent, and recommending an annual or biennial district budget in keeping with the provisions of applicable state laws.

Educational policy decisions are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The following will govern the make-up and process of establishing the district's budget committee:

1. The budget committee consists of five members appointed by the Board plus the elected Board members of the district. To be eligible for appointment, the appointive member must:
 - a. Live and be registered to vote in the district;
 - b. Not be an officer, agent or employee of the district.
2. At least one member of the budget committee must be a member of the district's educational equity advisory committee.¹
3. No budget committee member may receive any type of compensation from the district;
4. At its first meeting in January, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons during the month of February. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate;

¹ The budget committee is not required to include a member of the educational equity advisory committee until when a vacancy on the budget committee occurs by a member who is not also a member of the school district board. The district is not required to include a member of the educational equity Student Success advisory committee on the budget committee if no member of the committee is willing or able to serve on the budget committee.

5. At the first regular Board meeting in March, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At the first regular meeting in March, the Board will appoint persons to fill the vacant positions;
6. The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year.
7. If any appointive member is unable to complete the term for which the member was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.

Budget Committee Responsibilities

The following items explain the budget committee responsibilities:

1. At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee;
2. A majority of the constituted committee is required for passing an action item. Majority for a 10-member budget committee is 6. Therefore, if only 6 members are present, a unanimous vote is needed for passing an action;
3. The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public;
4. The budget committee may request any information used in the preparation of or for revising the budget document from the superintendent or business manager. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the superintendent or as subsequently revised by the committee;
5. After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)
[ORS 192.610 - 192.695](#)
[ORS 294.305 - 294.565](#)

[ORS 328.542](#)
[ORS 329.711](#)

[ORS 433.835 - 433.875](#)
[OAR 581-022-2307](#)

House Bill 4066 (2026)

Jefferson School District 14J

Code: **EBB**
Adopted: 3/09/15
Revised/Readopted: 6/10/19
Orig. Code(s): EBB

Integrated Pest Management

To ensure the health and safety concerns of student, staff and community members, the Board~~district~~ shall adopt an integrated pest management plan (IPM)¹ which emphasizes the least possible risk to students, staff and community members and shall adopt a list² of low-impact pesticides for use with the IPM plan. The IPM plan and list shall be available to the public through the district's website³.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
 - a. Protect the health and safety of students and staff;
 - b. Protect the integrity of district buildings and grounds;
 - c. Maintain a productive learning environment; and
 - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation~~;~~ and maintenance that promote or allow for the establishment, feeding, breeding~~;~~ and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;

¹ See Integrated Pest Management Program for Oregon Schools at <http://blogs.oregonstate.edu/schoolipm/>. The program includes access to Resources & Forms including Model plans for large school districts and small school districts.

² See ORS 634.705(5).

³ Inclusion of the list and IPM in the district's Healthy and Safe Schools Plan satisfies this requirement as long as it is posted on the district's website.

7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;
9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;
10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The ~~district shall designate the~~ groundskeeper and maintenance supervisor are designated as the Integrated Pest Management Plan Coordinators and ~~has give them~~ the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinators shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;
2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;
3. Oversee pest prevention efforts;
4. ~~Ensure~~Ensuring identification and evaluation of pest situation;
5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;
6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;
7. Evaluate pest management results; ~~and~~
8. Keep for at least four years following the application date, records of applied pesticides that include:
 - a. A copy of the label;
 - b. A copy of the Safety Data Sheet (SDS);
 - c. The brand name and U.S. Environmental Protection Agency (USEPA) registration number of the product;
 - d. The pest condition that prompted the application;
 - e. The approximate amount and concentration of pesticide applied;
 - f. The location and description of the area where the pesticide was applied;
 - g. The type of application and whether the application was effective;

- h. The name(s) of the person(s) applying the pesticide;
- i. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
- j. The dates and times for the placement and removal of warning signs; and
- k. Copies of all required notices given, including the dates the IPM Coordinator(s) ~~Coordinators~~ gave the notices.

9. Respond to inquiries about the IPM plan and refer complainants to Board policy KL - Public Complaints; and

10. Conduct outreach to district staff about the district's IPM plan.

At least once every five years, the Board shall review the IPM plan, make any necessary updates and readopt the IPM plan.⁴ The final IPM plan shall include the day, month and year the Board adopted or readopted the plan.

END OF POLICY

Legal Reference(s):

[ORS 634.116](#)
[ORS 634.700 - 634.750](#)

Cross Reference(s):

EB - Safety Program
GBE - Staff Health and Safety

⁴ For IPMs adopted prior to January 1, 2026, the Board shall review, update and readopt the IPM no later than January 1, 2027, or five years from the date of the most recent approval of the plan, whichever is later.

Jefferson School District 14J

Code: EBBA
Adopted: 10/14/24
Orig. Code(s): JHC

Student Health Services**

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will¹:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;
2. Refer to available communicable disease prevention and management plan that includes school-level protocols²;
3. Outline a district-to-school communication plan³;
4. Provide information about health screenings, including immunizations and TB certificate requirements;
5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed⁴;
6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;
7. Describe how hearing, vision and dental screenings are managed and/or verified for required students⁵;

¹ For exact language and complete requirement, see OAR 581-022-2220(1).

² For specific protocol content requirements, see OAR 581-022-2220(1)(b).

³ For requirements of this plan see OAR 581-022-2220(1)(c).

⁴ For more information regarding these requirements see ORS 336.201 and 339.869, OARs 581-021-0037, 581-015-2040, 581-015-2045, 851-045-0040 – 0060, and 851-047-0010 – 0030.

⁵ For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.

8. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more new medical diagnose(s) impacting a student's access to education, and implement a student's individual health plan prior to attending school⁶;
9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids⁷;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law⁸;
11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities⁹; and
12. List the positions in the district which shall be required to obtain and maintain a first-aid/CPR/AED card in accordance with OAR 581-022-2220(3).

Any nurse(s) employed by the district and providing services to students on behalf of the district shall be licensed in Oregon to practice as a registered nurse or nurse practitioner or be a licensed practical nurse (LPN) in alignment with LPN supervision requirements of OAR 851-045-0050 – 0060.

A nurse employed by the district shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of a student prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee.¹⁰

An administrator or other staff who is not a nurse may supervise, evaluate or direct a school nurse or registered nurse for purposes related to the nurse's role as a school employee, including but not limited to assigning the nurse's work hours, locations and workload and other matters addressed through a collective bargaining agreement. An administrator may not direct the school nurse or registered nurse in the practice of nursing.

A nurse employed by the district will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

⁶ For definitions for this policy see ORS 336.201.

⁷ OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

⁸ Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

⁹ For guideline requirements see OAR 581-022-2220(1)(k).

¹⁰ For additional delegation requirements see OAR [851-047-0030](#).

The district provides a menstrual product dispenser with a variety of products in every student bathroom¹¹ which meets the requirements of law.

END OF POLICY

Legal Reference(s):

[ORS 329.025](#)
[ORS 332.107](#)
[ORS 336.201](#)
[ORS 336.204](#)
[ORS 336.211 – 336.214](#)

[ORS 342.458](#)
[OAR 581-021-0017](#)
[OAR 581-021-0031](#)
[OAR 581-021-0587](#)
[OAR 581-021-0590](#)

[OAR 581-022-2050](#)
[OAR 581-022-2220](#)
[OAR 581-022-2515](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2024).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2024).

Cross Reference(s):

GB - General Personnel Policies
GBE - Staff Health and Safety
JHH - Student Suicide Prevention

¹¹ “Student bathroom” means a bathroom that is accessible by students, including a gender-neutral bathroom, a bathroom designated for females, and a bathroom designated for males. (OAR 581-021-0587)

Jefferson School District 14J

Code: ECAA
Adopted:

Access to Buildings

The Board directs the superintendent to control access to district buildings as appropriate and necessary to protect property, students and personnel.

The superintendent or designee will develop procedures to control access to school buildings and provide safeguards against unauthorized access to these buildings. Procedures will include staff members being responsible for district property (e.g., keys, access cards) in their possession.

Staff who fail to obey such procedures may be disciplined up to and including dismissal. Students who fail to obey such procedures may be disciplined.

When reviewing policies and procedures relating to school building security, the Board must consider the installation of a panic alarm system in accordance with ORS 339.408.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.172](#)

[ORS 339.408](#)

Jefferson School District 14J

Code: GBA
Adopted: 4/10/17
Revised/Readopted: 8/12/19
Orig. Code: GBA

Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the district regardless of race¹, color, religion, sex, sexual orientation, gender identity², national origin, marital status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in a uniformed service³, familial status, genetic information, an individual's juvenile record that has been expunged, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The district administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act and ~~of 1990~~, the Americans with Disabilities Act Amendments Act ~~of 2008~~ (ADA), and Section 504 of the Rehabilitation Act ~~of 1973~~. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments ~~of 1972~~. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address, and telephone number of the Title IX coordinator will be communicated ~~provided~~ to all students, parents of students and employees through handbooks and will be published on the district website.

The superintendent will develop other specific recruitment, interview ~~recruiting, interviewing,~~ and evaluation procedures ~~as are~~ necessary to implement this policy. These procedures will seek to provide an equal employment opportunity and eliminate the effects of past and present discrimination[, intended or unintended, on the basis of race, religion, national origin, age, sex, marital status or physical or mental disabilities].

END OF POLICY

Legal Reference(s):

¹ Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001.

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

³ ~~The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.~~

[ORS 174.100](#)
[ORS 243.305](#)
[ORS 326.051](#)
[ORS 332.505](#)
[ORS 408.225 – 408.237](#)
[ORS 652.210 - 652.220](#)
[ORS 659.850](#)

[ORS 659A.003](#)
[ORS 659A.006](#)
[ORS 659A.009](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.082](#)
[ORS 659A.109](#)

[ORS 659A.112](#)
[ORS 659A.147](#)
[ORS 659A.820](#)

[OAR 581-021-0045](#)
[OAR 581-022-2405](#)
[OAR 839-006-0435 - 0480](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2024).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (2024).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2024); 29 C.F.R Part 1626 (2025).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2024).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2024).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (2024); 34 C.F.R. Part 104 (2025).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2024); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2024); 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35 (2025).
The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2024).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2024).
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303, 4311 (2024).

Cross Reference(s):

AC - Nondiscrimination
ACA - Americans with Disabilities Act

Jefferson School District 14J

Code: GBA-AR
Revised/Reviewed:

Veteran and State Servicemember Preference (Version 2)

Oregon law requires the district to grant a preference to qualified and eligible veterans, disabled veterans, state servicemembers and former state servicemembers at each stage during the hiring or promotion process who claim a preference. To be **qualified** for preference, an applicant must meet the minimum qualifications and any other special qualifications required for the position sought. To be **eligible** for preference¹ an applicant must provide certification they are a veteran, disabled veteran, state servicemember or former state servicemember as defined by Oregon law².

The district is not obligated to hire or promote a qualified and eligible veteran, disabled veteran, state servicemember or former state servicemember. The district is obligated to interview all minimally qualified veterans or disabled veterans, and is also obligated to hire or promote a qualified or eligible veteran, disabled veteran, state servicemember or former state servicemember if the individual is equal to or better than the top candidate after the preference has been applied.

Recruitment Procedures

All job postings or announcements will include a concise list of minimum qualifications and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide a preference as required by Oregon law and the job posting will require applicants to provide certification³ of eligibility for preference, in addition to other requested materials.

Selection Procedures^{4}

¹ See Oregon Revised Statute (ORS) 408.235.

² See Oregon Revised Statute (ORS) 408.225 for definitions of veteran, disabled veteran, state servicemember and former state servicemember.

³ An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the U.S. Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification. (OAR 839-006-0465) An applicant claiming to be a former state servicemember must meet the definition of "former state servicemember." An applicant is treated as a former state servicemember if they meet the definition, except for the requirement that the applicant was discharged or released under honorable conditions and submits certification that the individual is expected to be discharged or released from Oregon National Guard under honorable conditions no later than 120 days after the submission of the certification. (ORS 408.235)

⁴ {If the district chooses not to use a scored system the law requires that the district give special consideration in the district's hiring decision to veterans, disabled veterans, state servicemembers and former state servicemembers and the district will need to be able to demonstrate the method used for providing special consideration. ORS 408.230(2)(c).}

- Step 1: Before the review of any applications the superintendent or designee ~~[human resources director]~~ will establish an evaluation scoring guide based on the minimum qualifications and any special qualifications listed in the job posting.
- Step 2: The superintendent or designee ~~[human resources director]~~ will review the application materials using the evaluation scoring guide to determine which applicants meet the minimum and any special qualifications listed in the job posting. In assessing the applicant materials of a veteran or disabled veteran the superintendent or designee ~~[human resources director]~~ shall evaluate whether the skill experience obtained in service are transferable skills to the posted position. Any applicants that do not meet the minimum and any special qualifications shall be removed from the applicant pool.
- Step 3: Based on Step 2, the superintendent or designee ~~[human resources director]~~ determines who will be interviewed. All qualified and eligible veterans or disabled veterans shall be given an opportunity to interview.
- Step 4: Interview questions and scoring sheets will be developed and each scoring sheet must be completed after each interview by the interviewers.
- Step 5: Following completion of the interviews, the superintendent or designee ~~[human resources director]~~ shall complete the selection matrix and score the applicants based on the scoring sheets completed during interviews. Preference shall be applied by adding 5 percentage points to an eligible veteran, state servicemember or former state servicemember and 10 percentage points to an eligible disabled veteran.
- Step 6: The district will appoint an otherwise qualified applicant claiming preference to the position if the applicant's results of their application examination, when combined with the preference, are equal to or better than the results for the top candidate.

The district may base a decision not to appoint the applicant claiming preference solely on the applicant's merits or qualifications with respect to the position.

In the event the district chooses not to appoint an applicant covered by this administrative regulation, the district shall provide the reasons it chose not to appoint the applicant for the position upon a written request from the applicant.

Filing a Complaint

A veteran, disabled veteran, state servicemember or former state servicemember is encouraged to contact the superintendent or designee ~~[human resources office]~~ if there are any concerns or questions concerning the application of or the process used for preference.

An applicant claiming to be aggrieved by a violation of Board policy GBA - Equal Employment Opportunity or this administrative regulation, may file a written complaint with the Civil Rights Division of the Bureau of Labor and Industries (BOLI) in accordance with Oregon Revised Statute (ORS) 659A.820.

Jefferson School District 14J

Code: GBN/JBA
Adopted: 12/14/20
Revised/Readopted: 1/11/21; 10/14/24; 11/12/24
Orig. Code(s): GBN/JBA

Sexual Harassment

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* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-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 procedures¹.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties² 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.

¹ ~~Common complaint procedures that may also be involved include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence—Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNA/JHFF)~~

² "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) ~~at~~ ^{at} a school-sponsored activity or program; or 3) ~~off~~ ^{off} school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

3. Assault when sexual contact occurs without consent³.

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 actions, 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(s):

Name	Position	Phone	Email
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Dawn Moorefield,	Superintendent	at 541-327-3337 x1050	or dawn.moorefield@jefferson.k12.or.us
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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* GBN/JBA-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 nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile 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.

³ "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

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 supervision, 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.

Notices

When a person⁴ 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 include⁵:

1. Name and contact information for all ~~persons~~ **person** 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 student, student's parents, staff member, person or person's parent 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;

⁴ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

⁵ Remember confidentiality laws when providing any information.

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 member of the public at each office, at the district office and on the website of the school or district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

FEDERAL DEFINITION AND PROCEDURES

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 activity⁶;
3. "Sexual assault": an offense classified as a forcible or nonforcible 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~~ **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 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* GBN/JBA-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 (*see* page 1 for contact information). The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this policy. 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.⁷ The district shall

⁶ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

⁷ (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

treat complainants and respondents equitably by providing supportive measures⁸ to the complainant and by following a grievance procedure⁹ 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.¹⁰

If after an individualized 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.¹¹ 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
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary¹², or both.

No Retaliation

⁸ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.⁸ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

⁹ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹⁰ The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

¹¹ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

¹² Of the United States Department of Education.

Neither the district or any person may retaliate¹³ 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 district's 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.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

¹³ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Jefferson School District 14J

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed: 7/10/17; 8/12/19; 1/11/21;
12/11/23; 2/10/25
Orig. Code: GCBDA/GDBDA-AR(1)

Family and Medical Leave

Employee Eligibility

FMLA benefits are available to employees who have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 district employees within 75 miles of the worksite.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year. ~~In such instances, the employee may not need to requalify as an eligible employee.~~

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days¹ immediately prior to the first day of the start of the requested leave.² In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.

In determining average workweek, under FMLA and OFLA, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

An employee is eligible to take leave for any purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who has worked for the district for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

~~An employee of the district is eligible to take leave for purposes of OFLA if the employee:~~

~~1. Separates from employment with the district, irrespective of any reason:~~

~~a. Is eligible to take leave OFLA at the time the employee separates; and~~

~~b. Is reemployed by the district within 180 days of separation from employment; or~~

~~2. Is eligible to take OFLA leave:~~

~~a. At the beginning of a temporary cessation of scheduled hours of 180 days or less; and~~

¹ ~~Thirty days during a declared public health emergency.~~

² ~~The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.~~

~~b. — Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.~~

An employee of the district who has separated and is reemployed within 180 days, or experiences a temporary cessation of schedule hours may be eligible for OFLA in accordance with ORS 659A.156.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for the district prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the district within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

When an employee requests OFLA leave, or when the district acquires knowledge that an employee's leave may be for a purpose that constitutes OFLA leave, the district will notify the employee of the employee's eligibility to take OFLA leave within five business days, absent extenuating circumstances. Whether an employee is an "eligible employee" as defined in OAR 839-009-0210 is determined, a notice must be provided, at the commencement of the first instance of each purpose for leave listed in OAR 839-009-0240 during the OFLA leave year. If an employee is an "eligible employee" as defined in OAR 839-009-0210 for the purpose listed in OAR 839-009-0240, the employee's eligibility for that purpose does not change during the applicable 12-month period. In addition:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify each time the employee takes OFLA leave within the same leave year;
- ~~2. — An employee who has taken 2 weeks of OFLA child placement leave need not requalify for up to an additional 12 weeks of leave within the same leave year when used for the purposes of OFLA sick child leave;~~
- ~~3.2.~~ 3.2. An employee unable to work because of a disabling compensable injury³ need not requalify under OAR 839-009-0210 in order to use OFLA leave following a period the employee is off work due to the compensable injury.

~~In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.~~

Leave under the Oregon Military Family Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

~~In determining average workweek, under FMLA and OFLA, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.~~

Qualifying Reason

Eligible employees may access FMLA leave entitlements for the following reasons:

³ As defined in ORS 656.005.

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 care⁴ or continuing treatment by a health care provider⁵.
2. Parental leave⁶ (separate from eligible leave as a result of a child's serious health condition):
 - a. Bonding with and caring for the employee's newborn child (within 12 months following birth);
 - b. Bonding with and caring for a newly adopted child or newly placed child in foster care under the age of 18 (within 12 months of placement);
 - c. Caring for a newly adopted child or newly placed child in foster care 18 years of age or older who is incapable of self-care because of a mental or physical disability (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 a covered servicemember if the eligible employee is the spouse, child or next-of-kin of the ~~who is a covered~~ servicemember with a serious injury or illness;
4. Qualifying exigency leave: leave arising out of deployment to a foreign country of the employee's spouse, child or parent who is a military member on active duty or call to covered active duty status.

Eligible employees may access OFLA leave entitlements for the following reasons:

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.
2. Sick child leave: leave taken to care for an employee's child ~~who is~~ suffering from an illness, injury, or condition that requires home care; ~~or, Under OFLA, sick child leave taken includes leave~~ to care for an employee's child whose school or child care provider has been closed⁷ in conjunction with a statewide public health emergency declared by a public health official.⁸

⁴ "Inpatient care" means an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. See 29 CFR § 825.114.

⁵ "Continuing treatment" includes incapacity and treatment, pregnancy or prenatal care, chronic conditions, permanent or long-term conditions, conditions requiring multiple treatments, and absences attributable to incapacity. See 29 CFR § 815.115.

⁶ Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

⁷ "Closure" (OAR 839-009-0210(5)) for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider as defined in OAR 839-009-0210(4).

⁸ The district may request verification of the need for sick child leave under OFLA due to a closure during a statewide public health emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and

3. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.⁹ 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.

Definitions

1. Family member:

- a. For the purposes of FMLA, “family member” means:

- (1) Spouse¹⁰;
- (2) Parent¹¹; **or**
- (3) Child¹²; **or**
- ~~(4) Persons who are “in loco parentis.”~~

- b. For the purposes of OFLA, “family member” means an eligible employee’s:

- (1) Spouse or domestic partner;
- (2) Child or the child’s spouse or domestic partner;
- (3) Parent or the parent’s spouse or domestic partner;
- (4) Sibling or stepsibling, or the sibling’s or stepsibling’s spouse or domestic partner;
- (5) Grandparent or the grandparent’s spouse or domestic partner;
- (6) Grandchild or the grandchild’s spouse or domestic partner; or
- (7) Any individual related by blood or affinity whose close association with an eligible employee is the equivalent of a family relationship.¹³

-
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

⁹ Bereavement leave under OFLA must be completed within 60 days of the date the employee received notice of the death. The notice of the death of a family member may be by any means and from any source.

¹⁰ “Spouse” means individuals in a marriage, including “common law” marriage and same-sex marriage.

¹¹ “Parent” means a biological, adoptive, step or foster parent, or any other individual who stood “in loco parentis” to the employee when the employee was a child as defined herein. This does not include parents “in law.”

¹² “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

¹³ “Affinity” means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

1. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
2. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;

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2. Child:

- a. For the purposes of FMLA, “child” means the eligible employee’s biological or adopted child, a child the employee is fostering, a stepchild, a legal ward or a child of a person standing “in loco parentis”, who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental disability.
- b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, “child” means the employee’s child on covered active duty regardless of that child’s age.
- c. For the purposes of OFLA, “child” means the eligible employee’s biological or adopted child, a child the employee is fostering, a stepchild, the child of the employee’s spouse or domestic partner, or a child with whom the employee is or was in a relationship of “in loco parentis.”
- d. For the purposes of ~~child placement leave and sick child leave~~ ~~only~~ under OFLA, the child must be under the age of 18 or ~~an adult dependent child~~ substantially limited by a physical or mental impairment as described in ORS 659A.104.

3. In loco parentis:

- a. For the purposes of FMLA, “in loco parentis” means persons with day-to-day responsibility to care for or financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
- b. For the purposes of OFLA, “in loco parentis” means person in the place of ~~a~~ the parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

For the purposes of FMLA , “next of kin” means the nearest blood relative other than the covered servicemember’s spouse, parent or child in the following order of priority (unless otherwise designated in writing by the servicemember):

- a. Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions;
- b. Siblings;
- c. Grandparents;
- d. Siblings of parents and their spouses; and
- e. First cousins.

5. Covered servicemembers:

For the purposes of FMLA, “covered servicemember” means:

- a. ~~A~~ ~~a~~ current member of the Armed Forces, including a member of the National Guard or Reserves, who:

(1) ~~Is~~ ~~is~~ undergoing medical treatment, recuperation or therapy;

3. The expectation to provide care because of the relationship or the prior provision of care;
4. Cohabitation and its duration and purpose;
5. Geographic proximity; and
6. Any other factor that demonstrates the existence of a family-like relationship.

(2) Is ~~is~~ otherwise in outpatient status¹⁴; or

(3) Is ~~is~~ otherwise on the temporary disability retired list for a serious injury or illness; or

- b. ~~A~~ covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

For the purposes of FMLA, “covered veteran” means an individual who was:

- a. A member of the Armed Forces (including a member of the National Guard or Reserves);
- b. Discharged or released under conditions other than dishonorable; and
- c. Discharged within the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

7. Public health emergency:

For OFLA a “public health emergency” means;

- a. A public health emergency declared under ORS 433.441.
- b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

Leave Period

For the purposes of calculating an employee’s leave period for FMLA, the district will use 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 will use a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences.

~~The methods for calculating the leave period for FMLA or OFLA leave entitlement shall be used for all employees.~~

The leave period for the purposes of Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district’s designated leave period described above.

Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district’s designated leave period (12-month period)¹⁴. Spouses who work for the district and are eligible for FMLA leave may be limited to a combined total of 12 weeks of FMLA leave during the district’s designated leave period when the purpose of the leave is for:

- 1. Birth of a child or to care for a child after birth;

¹⁴ An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district’s leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee’s 26-week entitlement under Military Caregiver Leave under FMLA.

1. Placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement; or
2. Care of the employee's parent with a serious medical condition.

Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of up to 12 weeks of OFLA leave, for sick child leave and bereavement leave, during the designated leave period. An eligible employee is entitled to a total of two weeks of bereavement leave upon the death of each family member of the employee within a leave year, except that the eligible employee may not take more than four weeks of bereavement leave within a leave year.

An employee may also be entitled to take a total of 12 weeks of OFLA pregnancy disability leave within the same leave year.

Under OFLA, the employee may use all or part of the 12 weeks of sick child or bereavement leave and all or part of the 12 weeks of pregnancy disability leave in any order.

Unlike FMLA, OFLA does not combine the leave entitlement when two or more family members work for the district. Under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.¹⁵

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the designated leave period.

Qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the designated leave period if for the same qualifying reason. Qualified leave under FMLA will run concurrently with other qualified leave covered under Paid Family and Medical Leave Insurance (PFMLI) and/or available sick leave under ORS 653.601 - 653.661 for eligible employees. Qualified leave under OFLA may also run concurrently with leave taken under the sick ~~time~~leave law in ORS 653.601 - 653.661 if for the same qualifying reason, but not concurrent with PFMLI.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12¹⁶. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek¹⁷. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

¹⁵ Exceptions to the ability to require family members to take OFLA qualified leave at different times are when one employee needs to care for a child for a purpose described in ORS 659A.159 (1)(a) while another employee is taking pregnancy disability leave or, one or more of the employees is taking bereavement leave.

¹⁶ For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

¹⁷ For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

Holidays which occur within the week taken as FMLA may be counted against FMLA entitlement.¹⁸ However, for leave taken in increments of less than one week, holidays in which employees generally are not expected to report do not count against the employees FMLA leave entitlement.

Under OFLA, days in which the district is not in operation, are not counted toward intermittent or reduced work schedule OFLA leave.

Intermittent Leave

With the exception of parental leave under FMLA which must be taken in one continuous block of time, an eligible employee is permitted under FMLA or OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in separate periods of time (i.e., hours, days, weeks, etc.), rather than in one continuous period of time, and/or requiring an altered or reduced work schedule. For OFLA this includes but is not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for both OFLA and FMLA leave, and the employee takes intermittent leave in blocks of less than one day, if done in accordance with 29 CFR § 825.206, the district may reduce the employee's salary for the part-day absence without the loss of the employee's exempt status in accordance with OAR 839-020-0004(32).

When an exempt employee is eligible for OFLA leave but is not covered by FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the part-day absence.

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Alternate Work Assignment

Under FMLA, the district may transfer an employee taking intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment to an alternate position for which the employee is qualified and which better accommodates an employee's recovery from a serious health condition, a serious health condition of a spouse, parent, son, or child daughter, or a serious injury of illness of a covered servicemember. However, the district may not transfer the employee to an alternative position in order to discourage the employee from taking leave or otherwise work a hardship on the employee.

Under FMLA, when an employee who is taking leave intermittently or on a reduced leave schedule and has been transferred to an alternative position no longer needs to continue on leave and is able to return to full-time work, the employee will be placed in the same or equivalent job as the job they left when the leave commenced. An employee may not be required to take more leave than necessary to address the circumstance that precipitated the need for leave.

Under OFLA, the district may transfer an employee on intermittent OFLA leave or reduced work schedule into an alternate position with the same or different duties to accommodate leave, provided:

1. The employee accepts the position voluntarily and without coercion;

¹⁸ See 29 CFR § 825.200(h).

2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement, as well as with state and federal law;
4. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
5. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

Under OFLA, an employee transferred to an alternate position for the purpose of a reduced work schedule must be returned to the employee's former position when the employee notifies the employer that the employee is ready to return to the former position at the end of the alternate duty leave.

The district may transfer an eligible employee to an alternate position that accommodates OFLA pregnancy disability leave provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements, as well as with state and federal law;
4. The transfer is not used to discourage the employee from taking OFLA leave or to create a hardship for the employee.

Under OFLA, if an eligible employee is transferred to an alternative position and as a result the employee works fewer hours than the employee worked in the original position, the employee's OFLA leave time is determined by calculating the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternative position.

An employee is not on OFLA leave if the employee has been transferred – as provided for in OAR 839-009-0245 (5) – to an alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's pregnancy disability, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's original position at any time during the employee's OFLA leave. This does not impair the right of an employee to a reasonable accommodation or the application of any other state or federal law.

Special Rules for School Employees

For the purposes of FMLA, "instructional employee" means those whose principal function is to teach and instruct students in a class, a small group or an individual setting. Athletic coaches, driving instructors and special education assistants, such as signers¹⁹ and interpreters¹⁹ for the hearing impaired, are included in this definition. This definition does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

¹⁹ 29 CFR 825.600(e) uses "signers."

FMLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA leave entitlement. In any such situation, the eligible instructional employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible instructional employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a covered servicemember or for the employee's own serious medical condition, the district may require the eligible instructional employee to choose either to:

- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer to an available alternate position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the employee's regular position.

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the district may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the district may require the employee to delay the taking of leave until the notice provision is met.

2. Limitation on Leave Near the End of the Term²⁰

When an eligible instructional employee requests leave near the end of the term, the district may require the following:

- a. When the qualified leave begins more than five weeks before the end of the term, the district may require the employee to continue taking leave until the end of the term if:
 - (1) The leave will last at least three weeks; and
 - (2) The employee would return to work during the three-week period before the end of the term.
- b. When the qualified leave begins during a five-week period before the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required by the district to remain on leave until the end of the term if:
 - (1) The leave will last more than two weeks; and
 - (2) The employee would return to work during the two-week period before the end of the term.

²⁰ "Academic term" means the school semester, which typically ends near the end of the calendar year and the end of spring each school year. In no case may a school have more than two academic terms or semesters each year for purposes of FMLA. 29 CFR § 825.602(b)

- c. When the qualified leave begins within three weeks of the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required to remain on leave until the end of the term if the length of the leave will last more than five working days.

If the district requires an eligible instructional employee to remain on leave until the end of the term as described above, additional leave required by the district until the end of the school term shall not count against the eligible instructional employee's leave entitlement.

For the purposes of OFLA leave, if an employee²¹ begins a period of bereavement leave during the three-week period before the end of the term and the duration of the leave is greater than five working days, the district may require the employee continue on family leave until the end of the term.

Paid/Unpaid Leave

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with FMLA and leave available under ORS 653.601 - 653.661 when taken for the same purpose. An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period. The total combined amount received by using accrued leave and PFMLI may exceed the employee's full wage replacement during the period of leave. The district will notify the eligible employee when the requested leave has been designated as FMLA or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees taking OMFLA leave are entitled to use available accrued paid time off during the OMFLA leave period.

Benefits and Insurance

When an eligible employee returns to work following a FMLA-, OFLA- or OMFLA-qualified leave, the employee 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.²² The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

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

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

²¹ Applies only to an employee who is employed principally in an instructional capacity by the district.

²² See also ORS 342.934(4)(d) in reduction force situations.

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

Fitness-for-Duty Verification

For purposes of FMLA, prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. If the district is going to require a Fitness-for-Duty Certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA leave and that failure to provide the certification may result in a delay or denial of reinstatement. Any costs associated with obtaining the certification shall be borne by the employee.

Application

For purposes of FMLA, an eligible employee requesting FMLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district. ~~An eligible employee able to give advance notice of the need to take FMLA leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.~~

For purposes of OFLA, an eligible employee shall provide at least 30 days' written notice of the need for foreseeable leave before starting family leave. An employee may commence family leave without prior notice in the event of: an unexpected illness, injury or condition of a child of the employee that requires home care; the death of a family member; the closure of the school or child care provider of the employee's child due to a public health emergency unless the declaration of the emergency was issued by the Governor at least 30 days before commencement of the leave; or an illness, injury or condition related to the employee's own pregnancy or childbirth that disables the employee from performing any available job duties offered by the district. If an employee commences leave without prior notice as allowed above, the employee must give oral notice²³ to the employer within 24 hours of the commencement of the leave and must provide the written notice within three days after returning to work. Failure of an employee to provide the required notice for leave may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

The district may request additional information²⁴ to determine the requested leave qualifies as FMLA or OFLA leave as provided by law. The district may designate the employee as provisionally on FMLA or OFLA leave until sufficient information is received to properly make a determination. An eligible employee able to give advance notice of the need to take leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.²⁵

²³ Oral notice may be given by any other person on behalf of the employee taking the leave.

²⁴ See OAR 839-009-0260 for OFLA and 29 CFR § 825.305 et. al. for FMLA. ~~Except in cases to verify OFLA bereavement leave unless the district requires the use of an attestation form for purposes of determining affinity.~~

²⁵ See 29 CFR § 825.304.

For the purposes of OFLA, if an eligible employee is taking leave in an unforeseeable situation, an employee must give oral or written notice²⁶ within 24 hours before or after commencement of the leave. In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

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

Verification

Under FMLA, the district may require an eligible employee to provide medical certification, when appropriate²⁷, to support the stated reason for such leave. In most cases, the district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. The employee is required to submit such medical certification no later than 15 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 applicable law.

Under OFLA, the district may require an eligible employee to provide medical verification, when appropriate²⁸, to support the stated reason for qualifying OFLA leave. The district will provide written notification to an employee of this requirement and state the consequences for failure to provide the requested medical verification. If the employee gives advance written notice of foreseeable leave, the district may require the employee to provide medical verification for OFLA leave before the leave starts. If the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such medical verification within 15 calendar days after receipt of the district's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.

For the purposes of OFLA qualified leave, costs associated with obtaining the medical verification shall be borne by the district, or be paid as otherwise allowed by law. The district will not delay the use of qualifying OFLA leave when medical verification is not received before the commencement of unforeseeable leave. The district may not require an employee to obtain a second opinion.

Under OFLA, the district may request verification for the need for leave to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. A request for verification may include a request for:

1. The name of the child requiring home care;
2. The name of the school or child care provider that is subject to the closure;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. A statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

²⁶ Notice may be given by any other person on behalf of the employee taking the leave.

²⁷ Medical verification is not allowed in every situation. Review current laws and guidance for more information.

²⁸ Medical verification is not allowed in every situation. Review current laws and guidance for more information. (OAR 839-009-0260)

Posted Notice

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite in an area that is accessible to and regularly frequented by employees.²⁹ The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.³⁰

Record Keeping

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

Federal vs. State Law

Both federal and state law contain provisions for family and medical leave. Federal regulations state an employer must comply with all leave laws; that the federal law does not supersede any provision of state law that provides greater family or medical leave rights than those established pursuant to federal law; and if leave qualifies for FMLA and OFLA leave, the leave used counts against the employee's entitlement under both laws. State law requires that FMLA and ~~OFLA or other~~ state leave entitlements run concurrently when for the same purpose.

²⁹ https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf {Electronic posting is not sufficient to satisfy this requirement but may be used to supplement the physical posting.}

³⁰ <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf> {Electronic posting is sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.}

Jefferson School District 14J

Code: GCBDD/GDBDD
Adopted: 2/13/17
Revised/Readopted: 8/12/19; 7/14/25
Orig. Code: GCBDD/GDBDD

Sick Time

Oregon Senate Bill 454 mandating paid sick time went into effect on January 1, 2016. This law is independent from sick leave under ORS 332.507. Nothing in this policy impacts the district's sick leave obligation under ORS 332.507, the district's collective bargaining agreements, or non-represented contract terms except where those agreements are silent or not in effect regarding sick time requirements. Licensed, classified, and non-represented employee groups should refer to their appropriate bargaining agreement for all applicable leave.

"Employee" means an individual who renders personal services at a fixed rate to the district if the district either pays or agrees to pay for personal services or permits the individual to perform personal services. The definition does not include volunteers, ~~or~~ independent contractors or others excluded by law.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district and are eligible to use sick time beginning on the 91st calendar day of employment with the district and may use sick time as it is accrued. The district shall allow an eligible employee to access up to 40 hours of paid sick time per year.

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.

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.

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.

The 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.

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's¹ 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 and Medical Leave (FMLA), Paid Family and Medical Leave

¹ "Family member" is defined in OAR 839-007-0000.

Insurance (PFMLI) or Oregon Family Leave (OFLA). Sick time earned by an employee may also be used for the following reasons:

1. In the event of a public health emergency compliant with Oregon Revised Statute (ORS) 653.616;
2. ~~{²}~~To donate accrued sick time to another employee if the other employee uses the donated sick time for a purpose consistent with ORS 653.616;
3. To donate blood in connection with a voluntary program for the donation of blood that is approved or accredited by the American Association of Blood Banks or the American Red Cross; or
4. ~~For~~ ~~or~~ ~~for~~ leave to address domestic violence, harassment, sexual assault, bias, or stalking under ORS 659A.272 (safe leave).

When sick time is used to care for, or to deal with the death of, an individual related by blood or affinity whose close association with the district employee is the equivalent of a family relationship, the district requires an attestation form signed and submitted by the employee.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right, after an employee uses sick time for more than three consecutive scheduled workdays, to require verification or certification in accordance with law of the need for the sick time, including a medical verification or certification³ paid for by the district. If an employee fails to provide verification or certification or fails to provide other evidence as required by the district, the employee shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA, PFMLI or OFLA leave, sick time leave and qualifying FMLA, PFMLI or OFLA leave may run concurrently.

When the reason for sick time is consistent with sick leave per ORS 332.507, ~~the~~ sick time leave and sick leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the district requires an employee to provide advance notice of the intention to use sick time 10 days prior to when the requested sick time is to begin or as soon as otherwise practicable. When an employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, inservice training, mandatory meetings). The district may discipline an employee if the employee fails to make a reasonable effort to schedule leave in a manner that does not unduly disrupt the operations of the district.

² ~~{The district must first have a policy that allows an employee to donate sick time to a coworker for this purpose. Do not keep this language if there is no policy authorizing this process.}~~

³ In the case of need for leave under ORS 659A.272, the district may not require the verification or certification to explain the nature of the illness or details related to the domestic violence, sexual assault, harassment, bias, or stalking, which necessitates the use of sick time.

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district consistent with the reporting time established by the district or when circumstances prevent the employee from providing notice as required, as soon as practicable.

The district may discipline an employee for violating workplace policies and procedures if the employee fails to provide notice as required.

The district shall establish a standard process to track the eligibility for sick time of a substitute. Substitutes must complete a written request to use paid sick time within five days of their absence.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)
[ORS 342.545](#)

[ORS 342.610](#)
[ORS 653.601 - 653.661](#)

[ORS 659A.150 - 659A.186](#)
[OAR 839-007-0020 – 007-0065](#)

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2024); 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35 (2025).
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2024); Family and Medical Leave Act, 29 C.F.R. Part 825 (2025).

Cross Reference(s):

ACA - Americans with Disabilities Act
GBDA - Mother Friendly Workplace
GCBDA/GDBDA - Family Medical Leave
GCBD/GDBD - Leaves and Absences

Jefferson School District 14J

Code: JBA/GBN
Adopted: 12/14/20
Revised/Readopted: 1/11/21; 10/14/24
Orig. Code(s): JBA/GBN

Sexual Harassment

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 AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties² 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.

⁺~~Common complaint procedures that may also be involved include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence—Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy JHFF/GBNAA).~~

² "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) ~~at~~^{at} a school-sponsored activity or program; or 3) ~~off~~^{off} school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

3. Assault when sexual contact occurs without consent³.

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 actions, 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(s):

Dawn Moorefield, Superintendent at 541-327-3337 x1050 or dawn.moorefield@jefferson.k12.or.us

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 nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile 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.

³ "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

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 supervision, 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.

Notices

When a person⁴ 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 include⁵:

1. Name and contact information for all ~~persons~~ **person** 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 student, student's parents, staff member, person or person's parent 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;

⁴ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

⁵ Remember confidentiality laws when providing any information.

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 member of the public at each office, at the district office and on the website of the school or district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

FEDERAL DEFINITION AND PROCEDURES

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 activity⁶;
3. "Sexual assault": an offense classified as a forcible or nonforcible 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~~ **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 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 (*see* page 1 for contact information). The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this policy. 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.⁷ The district shall

⁶ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

⁷ (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

treat complainants and respondents equitably by providing supportive measures⁸ to the complainant and by following a grievance procedure⁹ 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.¹⁰

If after an individualized 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.¹¹ 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
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary¹², or both.

No Retaliation

⁸ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.⁸ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

⁹ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹⁰ The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

¹¹ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

¹² Of the United States Department of Education.

Neither the district or any person may retaliate¹³ 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 district's 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.

END OF POLICY

Legal Reference(s):

ORS 243.706	ORS 342.850	ORS 659A.030
ORS 332.107	ORS 342.865	
ORS 342.700	ORS 659.850	OAR 581-021-0038
ORS 342.704	ORS 659A.006	OAR 584-020-0040
ORS 342.708	ORS 659A.029	OAR 584-020-0041

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

Cross Reference(s):

GBN/JBA - Sexual Harassment

GBNA - Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff

JFCF - Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence – Student

JHFE - Reporting of Suspected Abuse of a Child

JHFF/GBNAA - Reporting Requirements for Suspected Sexual Conduct with Students

¹³ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

OSBA Model Sample Policy

Code: JE
Adopted:

Attendance**

Attendance requirements are to:

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 336.010](#)
[ORS 339.020](#)
[ORS 339.030](#)
[ORS 339.055](#)
[ORS 339.065](#)
[ORS 339.071](#)
[OAR 581-021-0050](#)
[OAR 581-022-2000](#)

2026-2027 SUBCOMMITTEE / REPRESENTATION

Finance Subcommittee (2):

- 1.
- 2.

Bargaining Subcommittee (2):

- 1.
- 2.

Willamette ESD Budget Representation (1):

- 1.

Policy Subcommittee (2):

- 1.
- 2.



2024-2025 Board/Superintendent Operating Agreement

Board's expectations of the Superintendent

- Work toward becoming a team with board members.
- Work with the Board to establish a clear vision for the school district and provide data to the Board so that data-driven decisions can be made.
- Possess a working knowledge of all legal and local policies.
- Communicate with Board members promptly and effectively by informing the Board of all critical and relevant information, anticipated adverse media coverage, or critical external/internal change within a reasonable timeframe.
- Represent the school district by being visible in the community.

Superintendent's expectations of the Board:

- Recognition of the Superintendent as the educational leader of the school district.
- Assistance in gaining acceptance and support in the community.
- Willingness to acknowledge and follow the chain of command of the school district.
- An effort to foster unity, harmony, and open communications within the Board.
- Practice of avoiding surprises at Board meetings.



JEFFERSON SCHOOL DISTRICT
STUDENT/PARENT HANDBOOK

**1328 North 2nd St.
Jefferson, OR 97352
PH: 541-327-3337**

website: jefferson14j.com

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JEFFERSON SCHOOLS



Jefferson Elementary

615 N. 2nd Street.
Jefferson, OR 97352

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.

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, immigration or citizenship status, mental or physical disability, marital status, sex, sexual orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status, state service member 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.

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

Americans with Disabilities Act (ADA) and Section 504

The following staff have been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Katrina Womack, Special Services Director
Jefferson School District Office, 1328 North 2nd St., Jefferson, OR 97352
Katrina.womack@jefferson.k12.or.us
541-327-3337 x 2000

The procedure for filing a complaint can be found on the district's home page at www.jefferson14j.com and in Board policy ACA - Americans with Disabilities Act.

Nondiscrimination and Civil Rights

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

Katrina Womack, Special Services Director
Jefferson School District Office, 1328 North 2nd St., Jefferson, OR 97352
Katrina.womack@jefferson.k12.or.us
541-327-3337 x 2000

The procedure for filing a complaint can be found on the district's home page at www.jefferson14j.com and in Board policy AC – Nondiscrimination and Civil Rights.

Title IX of the Education Amendments

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

Dawn Moorefield, Superintendent
Jefferson School District Office, 1328 North 2nd St., Jefferson, OR 97392
dawn.moorefield@jefferson.k12.or.us

The procedure for filing a complaint can be found on the district's home page at www.jefferson14j.com or in the district's Board policy GBN/JBA – Sexual Harassment.

The district prohibits sex discrimination (including sexual harassment) 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.

ADMINISTRATION

Building Administration

Kymberlee Rhodes	Jefferson Elementary School Principal
Eric Cledenin	Jefferson Middle School Principal
Laura Pierce-Cummings	Jefferson High School Principal
Jordan Johnson	Jefferson High School Vice Principal
Doug Naugle	Jefferson High School Athletic Director

District Directors/Supervisors

Katrina Womack	Student Services Director/Civil Rights Coord./Homeless Liaison
Kyle DeMartino	Technology Director
Hattie Truett	Business Manager
Richard Crane	Maintenance Director
Sharon Short	Child Nutrition Services Director

Bell Schedules

Jefferson Elementary

8:00am - 2:50pm (Mondays, Tuesdays, Thursdays and Fridays)
8:00am - 1:20pm (Early Release Wednesdays)

Jefferson Middle School

7:55am - 3:10pm (Mondays, Tuesdays, Thursdays and Fridays)
7:55am - 1:40pm (Early Release Wednesdays)

Jefferson High School

7:55am - 3:10pm (Mondays, Tuesdays, Thursdays and Fridays)
7:55am - 1:40pm (Early Release Wednesdays)

Calendar

The district's school calendar is updated each school year. The current adopted school calendar may be accessed here: www.jefferson14j.com

Complaints

Procedures for filing a complaint can be found on the district's home page at www.jefferson14j.com.

Definition of Parent

The term "parent," as used in this handbook, generally includes legal guardian or person in a parental relationship.

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

Schedule of Contests, Events, and Performances

Information about scheduled contents, events, performances, and other school- or district-sponsored activities is published using online calendars to the school or district websites and are communicated about regularly using Parent Square.

SCHOOL BOARD

Board Meetings

Regular board meetings are held on the third Thursday of each month at the Jefferson School District Office in the Board Room. Meetings begin at 5:30pm. All regular, special, and emergency meetings of the Board are open to the public unless otherwise provided by law. Additional board meeting procedures are published in Board policy BD – Board Meetings. Information regarding participation in board meetings and submission of public comment is published in Board policy BDDH – Public Comment. 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.

School Board Members

- Teri Mitchell Board Chair
- Terry Kamlade Board Vice Chair
- Tracy Roe Board Member
- Carole Vickery Board Member
- Kevin Smith Board Member

Vision Statement

To prepare our students today for their full potential tomorrow.

Mission Statement

Cultivating a safe environment where academic growth, accountability, and well-being thrive.

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.

Specific rules for the independent use of generative artificial intelligence for assigned student work may be developed by the teacher and communicated to students. Rules will be developed in accordance with Board policy IKJ - Artificial Intelligence (AI).

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; when necessary to meet a student's educational needs and interests; to assist students in

achieving district and state 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;
- 2. Small group instruction;
- 3. Professional technical programs;
- 4. Work experience;
- 5. Instructional activities provided by other accredited institutions;
- 6. Community service;
- 7. Independent study;
- 8. Expanded Options Program;
- 9. Others as approved by the district.

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:

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|-----------------------------|------------------------------------|
| 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 12th 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

Please do not drop off students any earlier than 7:45am as there is no supervision available.

Elementary School Policy

Students in grades K-5 are counted tardy if they arrive at school after 8:01 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.

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 designees.
- 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 or designees.

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 first semester 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 first semester 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. In addition to GPA, a student must attend Jefferson High School in person at least two semesters (during their senior year), have 21 credits or more from the National Honor Society's list of classes (page 13), and be eligible to obtain a Jefferson High School Honors Diploma. Honors Diploma information is found on page 4.

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

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 or behavior directed at or about any of the preceding demographic groups.

"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 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 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 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 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 a 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;
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 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)].

CONCUSSIONS AND TRAUMATIC BRAIN INJURIES

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

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

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

For information related to concussions and participation in sports, see School Sports Participation.

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.

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

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted. Please see the high school and middle school handbooks for additional information.

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

1st 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.

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alternations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, and early dismissal of students.

The district will update the website www.jefferson14j.com if there is an emergency school closure or delay and parents will be notified via Parent Square. 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.**

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.

HIGH SCHOOL FEES

ASB Card / Class Dues	\$15.00 (\$4.00 goes to the student's graduating class)
Locker and Towel	\$5.00 (One time fee. <i>Non-refundable</i>)
Book and Incidental Security Fee	\$10.00 (One time fee. <i>Non-refundable</i>)
Electronic Device Use Fee	\$20.00 (one time fee. <i>Non-refundable</i>)
Agriculture, Welding, Woods, Band, Art	\$15.00 per semester
Spanish and 3D Printing	\$5.00 per semester
Food for Life	\$15.00 per semester, \$10 for Food Handler Certification
Athletic Registration Fee	\$125.00 per sport (\$250.00 maximum per year per student) Scholarships are available.
Senior Parking Space Painting	\$10.00

MIDDLE SCHOOL FEES

Elective Fee (each semester)	\$10.00
Band Instrument Fee (school year)	\$65.00
Summer Instrument Fee	\$20.00
Yearbook	\$15.00 (optional)
Athletic Registration Fee	Fees are collected through Jefferson Parks and Rec

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), salutatorians(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 an 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 four 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 Katrina Womack, the district’s liaison for homeless students.

HOMEWORK

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 school hours are from 8:00am to 2:50pm except on Wednesdays when students are released at 1:20pm. Breakfast and supervision begin at 7:45am.

The middle school’s first bell is at 7:50 and students are released at 3:10pm except on Wednesdays when students are released at 1:40pm. Supervision begins at 7:30am.

The high school’s first bell is at 7:50am and students are released at 3:10pm except on Wednesdays when students are released at 1:40pm. Supervision begins at 7:30am. Middle and high school students may enter their buildings at 7:30am.

Children walking or arriving by bus will be supervised when they arrive at school (after 7:30am for middle and high school and 7:45am for elementary). 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 to 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, one hot breakfast and one lunch per day are available to students at no charge. Additional food/meals are at an additional cost to the student.

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 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 a personal electronic device 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**. Personal electronic devices are not to be kept on the student’s person or in the student’s clothing.

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

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.

REPORTS TO STUDENTS AND PARENTS

Written reports of student grades/progress 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 may be distributed to parents at parent/teacher conferences, sent home with children, or sent digitally through Parent Square unless a parent requests they be mailed. 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 from DHS regarding an investigation of an incident of restraint or seclusion as suspected child abuse, shall disclose any records preserved to DHS or its designee which are deemed relevant to the subject investigation, in its original format and without any alteration.

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

The elementary school playground is not open to the public before or after school hours.

SCENT-FREE CAMPUS

Jefferson 14J is a scent-free campus. Students shall refrain from wearing and using colognes, perfumes, body sprays, etc.

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 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 as directed.

A student who is subsequently diagnosed with a significant illness or has had 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 following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion will not be allowed to participate in any athletic event or training on that day, unless an athletic trainer licensed by the Board of Athletic Trainers or a physician licensed pursuant to ORS 677.100 - 677.228 has determined the student has not suffered a concussion.

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 7 through 12 shall be required to complete a sports examination once every two years, thereafter.

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 of Students

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 meal 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

The district publishes the required Student Suicide Prevention plan in accordance with law. The minimum requirements for the plan are published in Board policy JHH - Student Suicide Prevention. The plan is available upon request from the district office, from any school office, and is published on the district website: www.jefferson.14j.com.

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 be 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 AND/OR SERVICES (TAG)

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.

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; and
- 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 may not sit in their car during school hours. This includes seniors who have off campus lunch. Seniors with off campus lunch must leave campus.
- 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.

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.

PARENT ACKNOWLEDGMENT

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies.

I understand and consent to the responsibilities outlined in the *Student Code of Conduct* as outlined in the Jefferson School District Student/Parent Handbook 2026-27. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation, including while traveling to and from school or at bus stops. I understand that should my student violate the Student Code of Conduct they shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

I understand that certain information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. This information can be released without parental consent, unless the student has been opted out.

“Directory information,” as defined by Oregon law, includes the student's name, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

I also understand that the district is required by law to release secondary students' names, addresses, and telephone numbers to military recruiters and institutions of higher education unless parents or eligible students request that the district withhold this information.

I also understand that certain student information is considered personally identifiable information and 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 my prior written, dated, and signed consent, unless otherwise permitted by law.

“Personally identifiable information,” as defined by law, includes, but is not limited to: the student's name or the name of the student's parents or other family member; the address of the student or student's family; personal identifiers such as the student's social security number, student identification number, or biometric record; a list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth, and parent's maiden name; information requested by a person who the district reasonably believes knows the identity of the student to whom the educational records relates; or other such information that would make the student's identity easily traceable.

I understand that unless a parent or eligible student objects to the release of any or all directory information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media, and for such other purposes as deemed appropriate by the principal, and my secondary student's name, address, and telephone number will be released upon a request made by military recruiters or institutions of higher education¹.

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, identifier, institutional email address in a class in which the student is enrolled, or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in policy JOA - Directory Information.

I have checked the types of directory information the district designates, and which are listed below, that I wish the district to withhold:

☐ Student's name

¹ In accordance with 20 U.S.C. § 7908 (a)(1), districts are required to disclose the names, addresses, school-issued electronic mail addresses and telephone listing to military recruiters and institutions of higher education even if not included in directory information, unless the student or parent submitted a request to the district that the student's information not be released.

- ☐ Student's photograph
- ☐ Student's major field of study
- ☐ Participation in officially recognized activities and sports
- ☐ Weight and height of members of athletic teams
- ☐ Student's dates of attendance
- ☐ Student's degrees and awards received

_____ (initial) I do not authorize my secondary student's name, address, and telephone number be released to military recruiters.

_____ (initial) I do not authorize my secondary student's name, address, and telephone number be released to institutions of higher education.

By signing below, I acknowledge receipt and agree to abide by the *[insert the title of the student and parent handbook]*.

Parent Signature Date

Student Signature Date

The rest of this page is intentionally left blank.

Jefferson School District 14J

Employee Handbook

2026-27



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PREFACE

The material covered within the staff handbook (available on the District Website - 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. 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.

This handbook is effective on August 1, 2026, and supersedes all previous statements, memos, and practices that are in conflict with its provisions.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The district is an equal employment opportunity employer and 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, parental status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in a uniformed service, familial status, genetic information political affiliation, an individual's juvenile record that has been expunged, economic status, citizenship or immigration status, or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

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

The district administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember.

AMERICANS WITH DISABILITIES ACT AND SECTION 504

The following staff member has been designated to coordinate compliance with 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; 541-327-3337

The procedure for filing a complaint can be found on the district's home page at jefferson14j.com and in Board policy ACA – Americans with Disabilities Act.

NONDISCRIMINATION AND CIVIL RIGHTS

The following staff member has 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; 541-327-3337

The procedure for filing a complaint can be found on the district's home page at jefferson14j.com and in Board policy AC – Nondiscrimination and Civil Rights.

TITLE IX OF THE EDUCATION AMENDMENTS

The following staff member has 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; 541-327-3337

The procedure for filing a complaint can be found on the district's home page at jefferson14j.com or in the district's Board policy GBN/JBA – Sexual Harassment.

MISSION STATEMENT

Cultivating a safe environment where academic growth, accountability, and well-being thrive.

SCHOOL CALENDAR

The district's school calendar is updated each school year. The current adopted school calendar: jefferson14j.com

USE OF THE TERM “PARENT”

**The term “parent,” as used in this handbook, generally includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in Oregon Revised Statute (ORS) 125.005(4) and 125.300 – 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, may depend on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes may depend on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For students with disabilities, parent also includes a surrogate parent, an adult student to whom rights have transferred, and foster parent as defined in Oregon Administrative Rule (OAR) 581-015-2000

STAFF ORGANIZATION

SCHOOL BUILDING ADMINISTRATION

Kymberlee Rhodes, Principal, Jefferson Elementary School
Eric Clendenin, Principal, Jefferson Middle School
Laura Pierce-Cummings, Principal, Jefferson High School
Jordan Johnson, Vice Principal, Jefferson High School
Doug Naugle, Athletic Director, Jefferson High School

DISTRICT OFFICE

Dawn Moorefield, Superintendent
Katrina Womack, Special Services Director
Hattie Truett, Business Manager
Kyle DeMartino, Technology Director
Richard Crane, Facilities Director

GENERAL INFORMATION

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.

BOARD MEETINGS AND COMMUNICATION

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

Regular board meetings are held on the third Thursday at the Jefferson School District Office Board Room. Meetings begin at 5:30p.m. All regular, special, and emergency meetings of the Board are open to the public unless otherwise provided by law. Additional board meeting procedures are published in Board policy BD – Board Meetings. Information on how to participate in or submit public comment is published in Board policy BDDH – Public Comment. Meeting notices and related Board information are published on the district's website, on dedicated board web pages.

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. See Board policy BG – Board-Staff Communications.

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

BOARD MEMBERS

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

BUILDING HOURS

The building is accessible to staff weekdays, during the course of the school year, between the hours of 7:00am – 4:00pm. Staff members requiring access at other times, including weekends, may do so by contacting the principal for procedures.

During summer when school is not in session, the building may be open for staff to access. Staff members should contact the principal for procedures.

COMMUNITY USE OF BUILDINGS

REFERENCE BOARD POLICY [KG](#)

Some buildings are open to community groups during the week and weekends for approved use when such use does not interfere with district programs.

As classrooms may be scheduled for use outside of regular building hours, all staff are encouraged to leave their rooms in order, and to secure personal items. The district is not responsible for personal items left on district property.

Additional information on community use of district buildings and access is located on our website jefferson14.com and is published in Board policy KG – Community Use of District Facilities and any accompanying administrative regulation.

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 as designated by OSAA.

The high school participates in OSAA-recognized activities that include football, soccer, volleyball, cross country, wrestling, basketball, track and field, baseball, softball, cheerleading, and band.

DISTRICT OFFICE HOURS

The district office is open weekdays, between the hours of 8:00am – 4:00pm during the school year. Hours may vary during the summer months and other times when school is not in session.

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, 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 be provided within 15 calendar days before coverage is to cease.

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

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, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by district administration that are part of an approved district curriculum or cocurricular activity are allowed in district facilities. Companion and comfort animals are not considered service animals.

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 between 2 hours and 1 minute to 5 hours and 59 minutes are entitled to one 15-minute break. Those working more than 6 hours and 1 minute 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 (may include some confidential) employees are expected to adhere to the break schedule established by the district. Deviation from the regularly scheduled break period requires prior supervisor approval.

Licensed employees receive a 30-minute continuous duty-free lunch period.

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

Certain district-owned equipment, including but not limited to, laptops, cell devices, or iPads, may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain or avoidance of personal financial loss. 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 loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

CASH IN DISTRICT BUILDINGS

REFERENCE: BOARD POLICY [DM](#)

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, lockers or other unsecured areas..

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.

A staff member or student may not attend work or school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that the staff member or student has or has been exposed to any disease for which exclusion is required, in accordance with law and per Board policy GBEB – Communicable Diseases in Schools.

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 to the district’s formal complaint procedure in Board policy KL – Public Complaints.

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 in accordance with Board policy KL – Public Complaints.

All staff members should familiarize themselves with Board policy KL – Public Complaints and applicable provisions of administrative regulations and collective bargaining 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

Contracts will be issued for all licensed district employees. Renewal or nonrenewal notices will be issued in accordance with the law.

Contract teachers are employed pursuant to two-year employment contracts (ORS 342.895 (1)).

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.

The superintendent may recommend that a contract teacher's contract not be renewed for a new two-year term. Following a recommendation from the superintendent, if the Board decides to nonrenew, the Board shall provide written notice to the teacher prior to March 15 of the first year of the contract.

For any teacher who is not a contract teacher, the superintendent may recommend that the teacher not be renewed for the following school year. If the board decides to nonrenew, the Board shall give written notice of nonrenewal by March 15. The material reason for nonrenewal therefor shall, at the request of the teacher, be included in the records of the district, and the Board shall furnish a statement of the reason for nonrenewal to the teacher. If the Board fails to give notice by March 15, the contract shall be considered renewed for the following school year in accordance with law.

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.

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](#)

The district will maintain a comprehensive safety program for all employees and students. 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: OEBCB

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 [EBC](#)

Each school in the district shall have, at a minimum, at least one staff member with a current first-aid/CPR/AED card for every 60 students enrolled. 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 must be submitted to the District Office within 24 hours or the next scheduled district workday, as appropriate. The Workers Comp 801 Form must also be submitted within 24 hours 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.

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

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 BARGAINING 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 AND/OR ACCESS CARDS

Keys and/or access cards are issued to staff by the building principal or the district office. 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 or access cards are prohibited;
2. Keys or access cards are not to be left unattended. Avoid leaving keys or access cards on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys or access cards 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 or access cards ***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 or access cards before any charges are assessed;
5. Upon completion of a lost or stolen key or access card report form, presentation of any broken or damaged key or access card and submission of any fees, replacement keys or access cards will be issued within 72 hours;
6. Charges for lost or stolen keys or access cards will be made to the staff member to whom the key or access card has been issued, in the following amounts:
 - a. Room or other keys or access cards - \$10.00
 - b. Master key or access card - \$100.00
 - c. Maximum charge - \$500.00
7. 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.
8. 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 so there is no 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 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 off/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.
 - c. 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 of 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 of 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 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 AND STUDENT 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 for its students.

The district's plan is expected to be reviewed by all staff. A copy of the plan is available upon request from a school office or may be accessed through the district's website.

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 GBNAB/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](#)

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 on the District website and emailed to all employees 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](#)

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

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.

The superintendent may authorize persons to possess weapons for courses, programs and activities approved by the district and conducted on district property.

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 [IIABB](#)

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 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.

HOMEWORK

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the students.

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home.

Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

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

MAKE-UP WORK

When a student has had an absence (excused or unexcused), a teacher will allow a student to make up work missed by the student. The work is to be made up within a reasonable period of time following the return to school, with a minimum of one day allowed per day absent. Schools must work with students to determine what is reasonable based upon the students' needs, academic situation, and amount of make-up work to be completed.

For a planned absence, teachers should provide homework prior to the absence. Evaluation of student work received within the allowable time following return to school shall not incur a penalty or grade reduction related to being late.

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule (OAR) 581-021-0065 (suspension), to make up schoolwork upon return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm, and unit examinations without an academic penalty. A student will be allowed to make up daily assignments, but not laboratory experiments, class discussions, or presentations missed while under suspension.

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](#)

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

REFERENCE BOARD POLICY [IGDK](#)

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](#), [ICB](#)

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. The request shall include the reason(s) for the request and a proposed alternative.

Staff are to refer parents to the procedure for submitting requests that are published in Board policy IGBHD – Program Exemptions.

The district also considers other factors in scheduling and planning school and classroom activities and/or calendars in accordance with Board policy ICB – Religious and Cultural Holidays.

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 misconduct 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](#)

Visitors may be allowed at schools, and their attendance is subject to conditions published in Board policy KK – Visitors to District Facilities.

Students are not permitted to bring visitors to school without prior approval of the building administrator.

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 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 [EBBA](#)

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.

STUDENT SUICIDE PREVENTION PLAN

REFERENCE: BOARD POLICY [JHH](#)

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. The plan is published on the district's website and is available upon request at the district office.

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.

A complaint procedure has been developed for a parent of a student attending school in the district to resolve a dispute regarding the identification process or placement of their student or the appropriateness of programs and services provided to talented and gifted students. Parents should be referred to the building administrator.

Staff should refer parents with questions to the building administrator.

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.



2026 - 2031 STRATEGIC PLAN



JEFFERSON SCHOOL DISTRICT 14J

Jefferson, Oregon²⁶⁰ | August 2026

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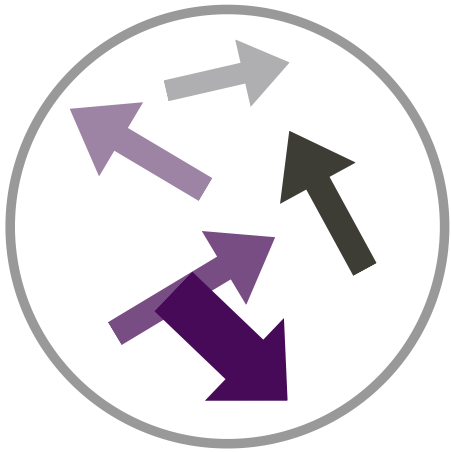
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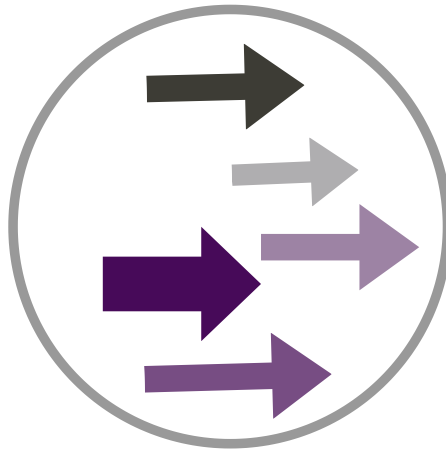


The Power of Alignment

Misalignment



Alignment



A primary aim of

planning

is unity of purpose, or

alignment

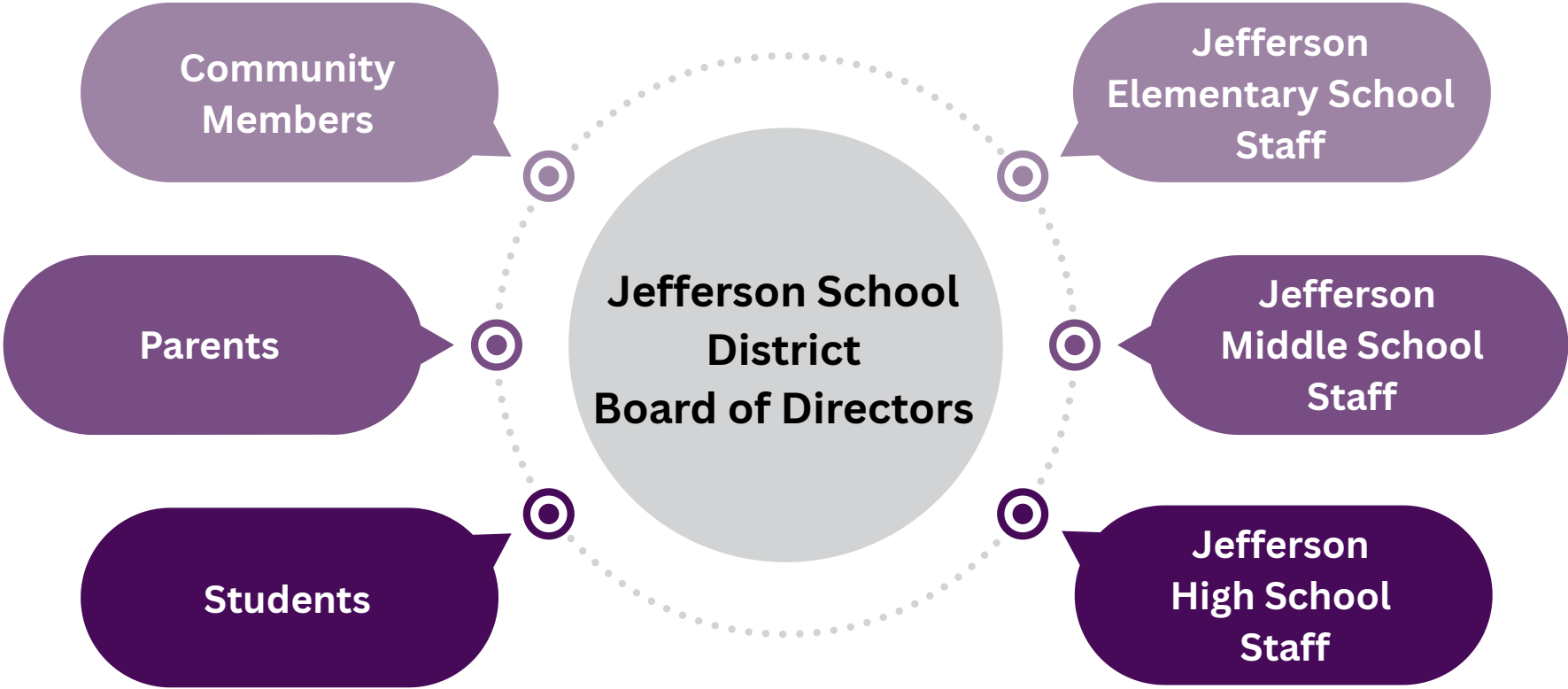
Alignment: getting people, process, program and structure on the same page, going in the same direction.

Participants & Engagements



Surveys and planning activities:

- JHS Leadership Class activity
- Survey opportunities shared at the following community meetings:
 - Jefferson City Council
 - Jefferson Chamber of Commerce
 - Jefferson Service Integration Team



- Building Level Strategic Planning Activities
- Strategic Planning Activities at JSD School Board Work Sessions
- Parent surveys during parent/teacher conferences in March
- Student surveys during PRIDE classes in April
- Staff surveys after strategic planning activities

Embracing Diverse Voices & Perspectives

Meaningful engagement
helps strengthen
understanding,
appreciation and
commitment.



Over the last 4 months. . .



**8 planning sessions, with
over 100 participants**

Almost 400

STUDENTS, STAFF, FAMILY & COMMUNITY MEMBERS



contributed their VOICE!

JSD Board of Directors

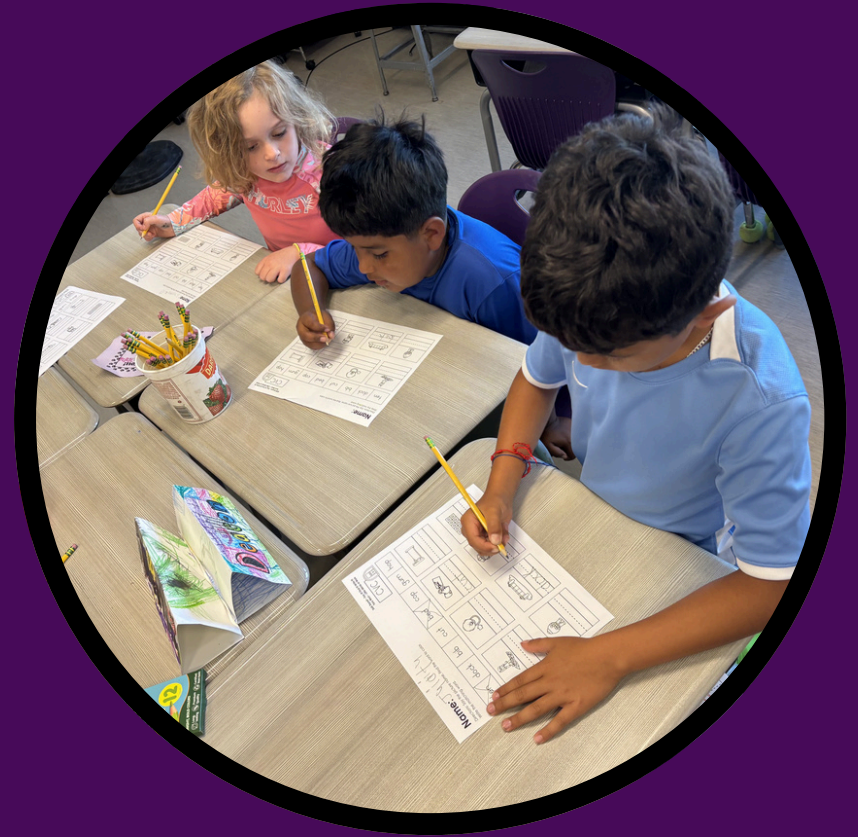
Teri Mitchell	Board Chair
Terry Kamlade	Vice Chair
Tracy Roe	Board Member
Kevin Smith	Board Member
Carole Vickery	Board Member

Superintendent's Administrator Leadership Team

Katrina Womack	Special Services Director
Laura Pierce-Cummings	JHS Principal
Eric Clendenin	JMS Pricipal
Kymberlee Rhodes	JES Principal
Dawn Moorefield	Superintendent



High-Priority Strengths & Areas for Growth



High Priority Student Learning Strengths and Areas for Growth

Themes from Data Analysis	BASELINE DATA	STRENGTH	GROWTH
Attendance	Regular attender rate has remained stable over the past 3 years, but is below state average. Kindergarten and 1 st grade rates have decreased; 9 th grade and 12 th grade have shown increases.	X	X
Graduation Rates	4-year cohort rate is above state average for SY24-25: 84.5% 5-year completer rate is above state average for SY24-25: 86%	X	X
ELA Achievement	OSAS ELA Performance SY 24-25 - Elementary: 3rd grade: 7% proficient; 4th grade: 20.9% proficient; 5th grade: 20% proficient - Middle: 6th grade: 35.7% proficient; 7th grade: 22% proficient; 8th grade: 20.8% proficient 11th grade: 42.6%		X
Math Achievement	OSAS Math Performance SY 24-25 - Elementary: 3rd grade: <5% proficient; 4th grade: 11.6% proficient; 5th grade: <5% proficient - Middle: 6th grade: 17.9% proficient; 7th grade: 8% proficient; 8th grade: <5% proficient 11th grade: 8,7% proficient		X
Peer Relationships & Bullying	73% of students at the secondary level feel like they “belong” sometimes/all of the time, but do report issues with bullying, judgment, and harassment from other students	X	X
Supportive Relationships with Teachers	57.4% of students at the secondary level reported that there was at least one adult at their school they could talk to if they were having a really bad day		X 10

Strategic Planning Framework



JEFFERSON SCHOOL DISTRICT STRATEGIC PRIORITIES 2026-31

VISION:
TO PREPARE OUR STUDENTS TODAY FOR THEIR FULL POTENTIAL TOMORROW

**PRIORITY 1:
ACADEMIC
GROWTH,
ACHIEVEMENT
& LIFELONG
LEARNING**

Rigorous
Curriculum

Critical
Thinking Skills

Personalized
Learning

Continuous
Academic
Growth

Post-Secondary
Readiness

**PRIORITY 2:
SAFE,
SUPPORTED,
CONNECTED,
PRESENT**

Positive School
Climate

Social-
Emotional
Learning (SEL)

Sense of
Belonging

High
Attendance

Engaging
Environments

**PRIORITY 3:
COMMUNITY
ENGAGEMENT
&
RELATIONSHIPS**

Family
Partnerships

Transparent
Communication

Trust & Shared
Responsibility

Feedback Loops

Authentic
Collaboration

MISSION:

CULTIVATING A SAFE ENVIRONMENT WHERE ACADEMIC GROWTH, ACCOUNTABILITY, AND WELL-BEING THRIVE.

The Plan





Priority 1

Academic Growth, Achievement & Lifelong Learning

- Portrait of a Jefferson High School Graduate
- Goal Statement for Priority 1
- Measures of Student Progress
- Key Actions



PORTRAIT OF A JEFFERSON 14J GRADUATE



Independent Life Skills

Leverages time management skills, organizational techniques, work ethic, and financial literacy to live independently and accomplish goals.



Communication & Collaboration

Articulates thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of forms and context. Honors and leverages others' strengths to build collective commitment and action.



Empathy

Demonstrates awareness, sensitivity, concern, and respect to connect with others' feelings, opinions, experiences, and culture.



Learner's Mindset

Embraces curiosity to experience new ideas and possesses the desire to learn, unlearn, and relearn.



Critical/Analytical Thinking

Applies discipline thinking that is clear, rational, open-minded, and informed by evidence.



Global Citizens

Values and embraces diverse cultures and unique perspectives through mutual respect, open dialogue, and civic responsibility.





PRIORITY 1

**Academic Growth,
Achievement, & Lifelong
Learning**

Goal Statement

Our students will demonstrate continuous academic growth, achieve at high levels, and develop the skills, knowledge and habits necessary for lifelong learning and future success.



PRIORITY 1

**Academic Growth,
Achievement, & Lifelong
Learning**

Measures of Student Progress:

1. Students making continuous academic growth toward district and state performance targets.
2. Students meeting proficiency standards on district and state assessments.
3. Students' readiness for successful post-secondary transition during senior exit interviews (e.g., enrollment in a 2-year/4-year college, secure employment, enlistment in the military, engagement in vocational training).



PRIORITY 1

Academic Growth, Achievement, & Lifelong Learning

Key Actions

1. Evaluate current systems of support in numeracy and literacy across K-12 in order to prioritize and implement intervention supports.
2. Ensure consistent implementation of curriculum and assessment, monitoring of student progress, and making adjustments to instruction based on student needs.
3. Conduct observation walkthroughs to provide ongoing feedback, and provide professional learning in targeted areas for all staff that are aligned to the Strategic Plan Goals and School Improvement Plan priorities.



Priority 2

Safe, Supported, Connected, Present

- Goal Statement for Priority 2
- Measures of Student Progress
- Key Actions





PRIORITY 2

**Safe, Supported,
Connected, Present**

Goal Statement:

Our students will experience a safe, nurturing environment that builds positive relationships, promotes regular attendance, participation, and supports their growth and development.



PRIORITY 2

**Safe, Supported,
Connected, Present**

Measures of Student Progress:

1. Students' perceptions of a strong school climate (including: safety, inclusion, student-staff relationships).
2. Students' attendance/absenteeism
3. Discipline data (e.g., bullying, harassment, inappropriate language).



PRIORITY 2

**Safe, Supported,
Connected, Present**

Key Actions

1. Strengthen current systems of support to improve student attendance, which includes universal, group, and individualized supports.
2. Train and support staff to improve student behavior with an emphasis on reducing negative peer-to-peer interactions and bullying.
3. Align district-wide social emotional learning practices including shared language, protocols, and process to promote positive student behavior expectations and support programs.



Priority 3

Community Engagement & Partnerships

- Goal Statement for Priority 3
- Measures of Student Progress
- Key Actions



PRIORITY 3

Community Engagement & Partnerships

Goal Statement:

Jefferson School District will partner with and actively engage families and local stakeholders to support student success and strengthen trust, collaboration, and shared responsibility.



PRIORITY 3

Community Engagement & Partnerships

Measures of Progress:

1. Data of participation at school events.
2. List of community partnerships.
3. Parent Square data.
4. District survey and report on school culture and climate.



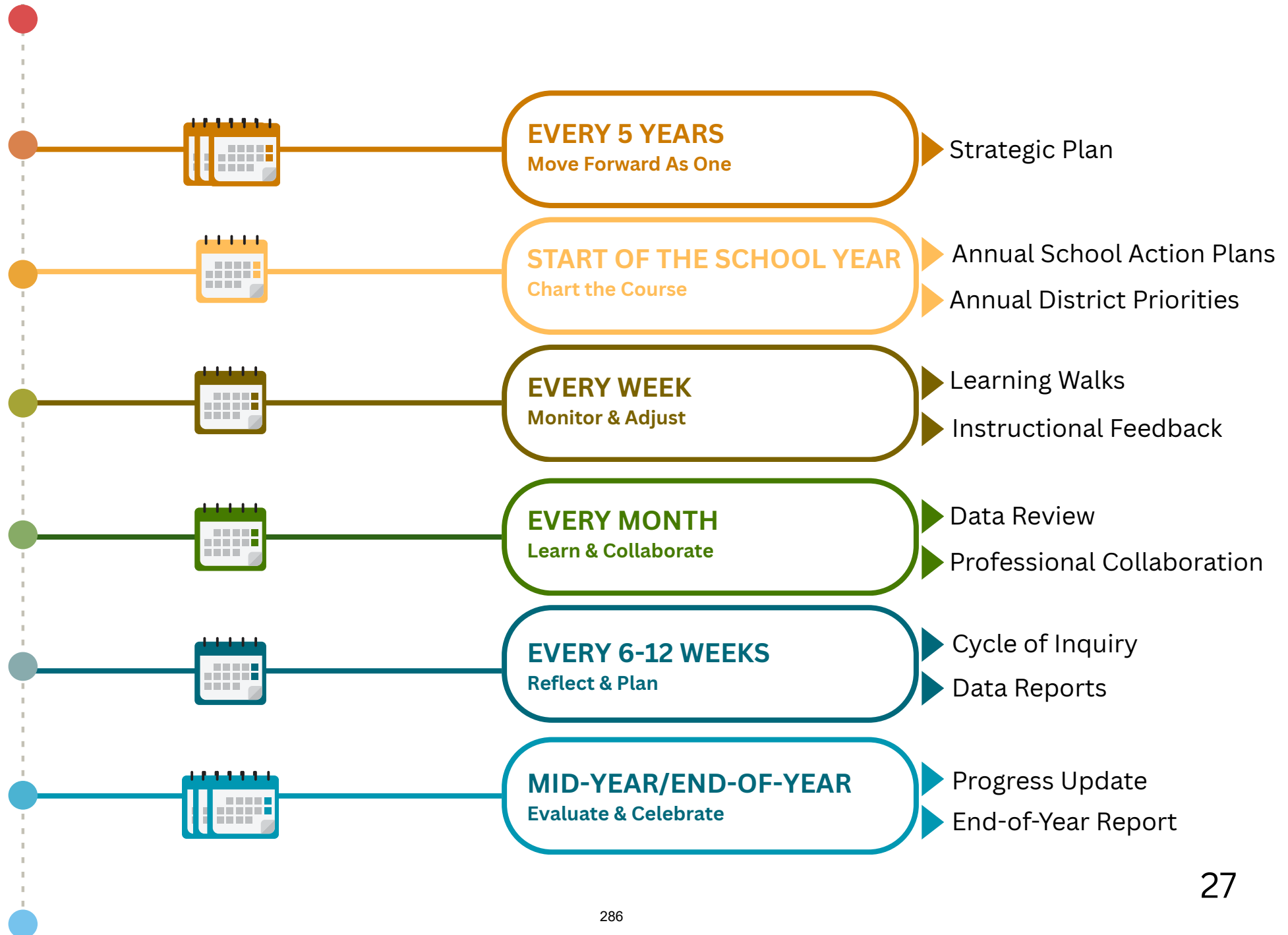
PRIORITY 3

Community Engagement & Partnerships

Key Actions

1. Develop and implement district and school family engagement plans to create community connections, provide access to school resources, and help families understand school structures and expectations.
2. Provide training and support to school staff to utilize common communication programs to strengthen two-way communication with families in their home language.
3. Build transparency and trust with families, students, and community through regular review and reporting on school culture and climate data.

Timeline for Successful Implementation





THANK YOU!



Add tag line here

JEFFERSON SCHOOL DISTRICT 14J

2026-2031 FIVE-YEAR STRATEGIC PLAN

PORTRAIT OF A JEFFERSON SCHOOL DISTRICT GRADUATE



Independent Life Skills

Leverages time management skills, organizational techniques, work ethic, and financial literacy to live independently and accomplish goals.



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Communication

Trust & Shared
Responsibility

Feedback Loops

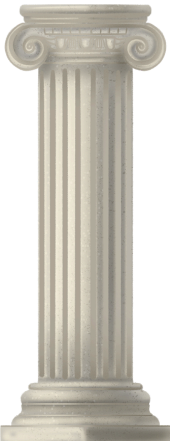
Authentic
Collaboration

MISSION:

CULTIVATING A SAFE ENVIRONMENT WHERE ACADEMIC GROWTH, ACCOUNTABILITY, AND WELL-BEING THRIVE.



Priorities, Goals, and Measures of Progress



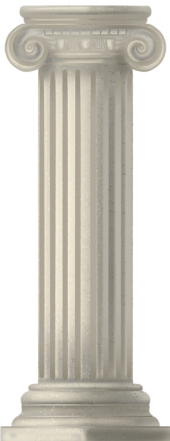
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Our students will demonstrate continuous academic growth, achieve at high levels, and develop the skills, knowledge and habits necessary for lifelong learning and future success.

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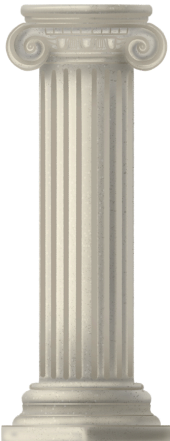
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- 1.Data of participation at school events.
- 2.List of community partnerships.
- 3.Parent Square data.
- 4.District survey and report on school culture and climate.



Add Tag Line Here

Board of Directors

Teri Mitchell
Chair

Terry Kamlade
Vice Chair

Tracy Roe
Director

Carole Vickery
Director

Kevin Smith
Director

A MESSAGE FROM THE SUPERINTENDENT

Dear Jefferson School District Community,

I'm pleased to share our district's 2026-2031 Strategic Plan*, which was developed over a period of several months with input from staff, parents, students, and members of the community.

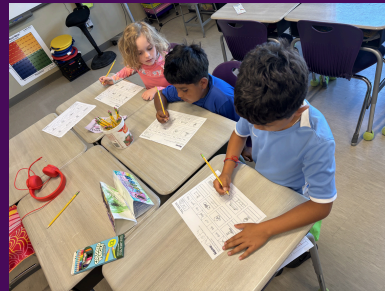
The success of our students is our focus and our "Portrait of a Graduate" outlines the characteristics we want every Jefferson High School graduate to possess as they move into the next phase of their life. All of the goals and strategies represented are designed to make the "Portrait of a Graduate" a reality.

Family and community support is vital to our success, so I encourage you to join us as we strive to fulfill our vision that Jefferson School District will "prepare our students today for their full potential tomorrow".

Dawn Moorefield
Superintendent

Jefferson School District 14J

**The full version of the strategic plan is available on our website at jefferson14j.com*



Our Schools

Jefferson Elementary
Jefferson Middle School
Jefferson High School

679 Students Enrolled

2024-25 School Year

2%	American Indian/Alaska Native	5%	Multi-Racial
1%	Asian	34%	Hispanic/Latino
1%	Black/African American	58%	White

X  @School14j

jefferson14j.com

Oregon's New Accountability System

Understanding SB 141 & Performance Growth Targets

Dawn Moorefield*
Superintendent
Jefferson 14J School District

*Used with permission from Dr. Alisha McBride, Superintendent, Vale School District

From LPGTs to PGTs: What Changed?

Previous SIA Accountability Model

Longitudinal Performance Growth Targets (LPGTs) included:



Four-Year
Graduation

Five-Year
Completion

Third
Grade
Reading

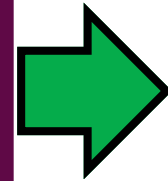
Ninth
Grade
On-Track

K-12
Regular
Attendees



Districts could also select a
Local Optional Metric (LOM).

After 2025-2026, previously established LPGTs will no longer apply as the state transitions to the new accountability model in 2026-2027.



New SB 141 Accountability Model

Senate Bill 141 – the Education Accountability Act – maintained the original SIA metrics, added K-2 Regular Attenders and 8th Grade Math, and rebranded the metrics as **Performance Growth Targets (PGTs)**.



Four-Year
Graduation

Five-Year
Completion

Third
Grade
Reading

Ninth
Grade
On-Track

K-12
Regular
Attendees

K-2
Regular
Attendees

8th Grade
Math

Districts must also select one
Local Performance Growth Target from:



5th Grade
Science
Achievement



Academic
Growth



Career
Workforce
Readiness



Multilingual
Proficiency



Postsecondary
Readiness

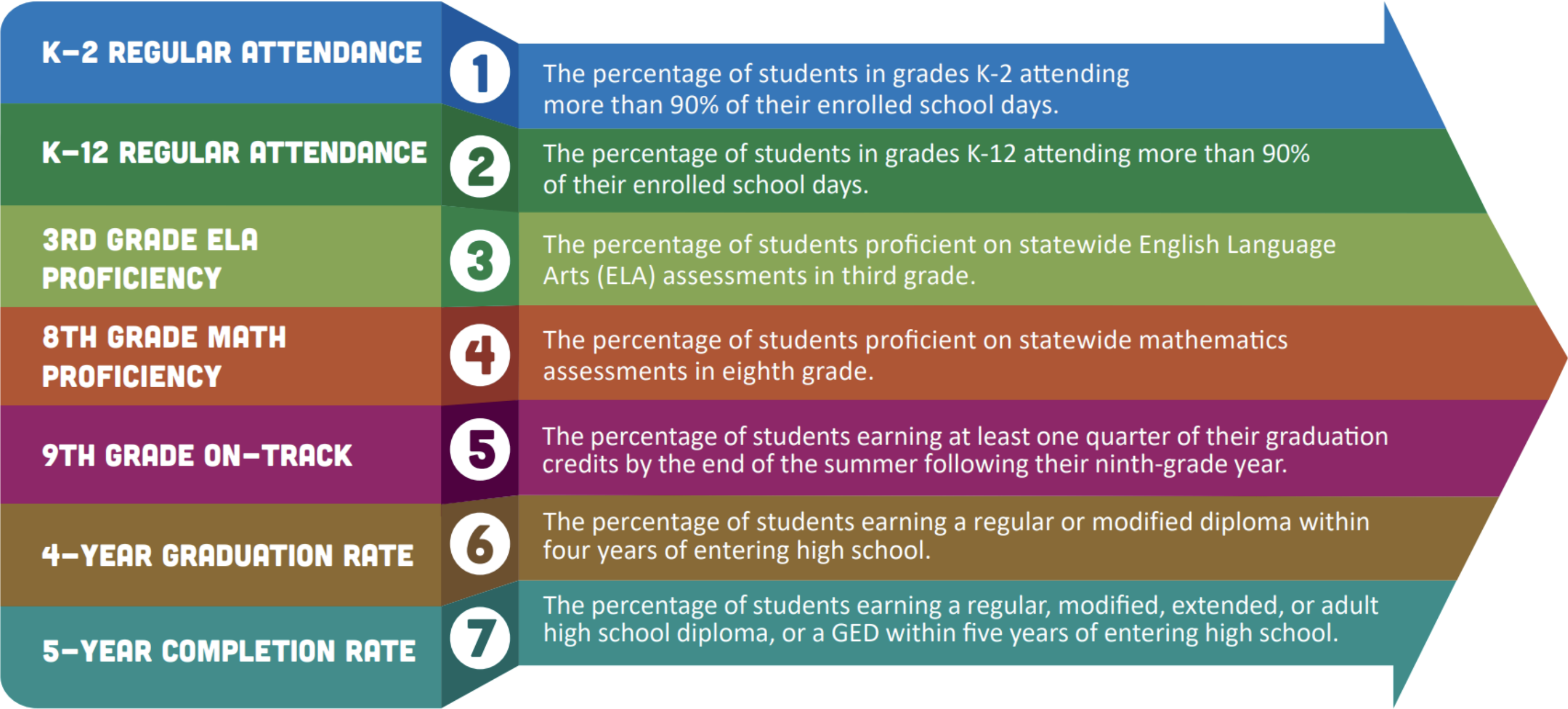


Sources:

- [Integrated Guidance Appendix P: Detailed Guidance on Longitudinal Performance Growth Targets \(LPGT\)](#)
- [Statewide Performance Growth Targets Under the Education Accountability Act](#)

Defining SB 141 Common Metrics

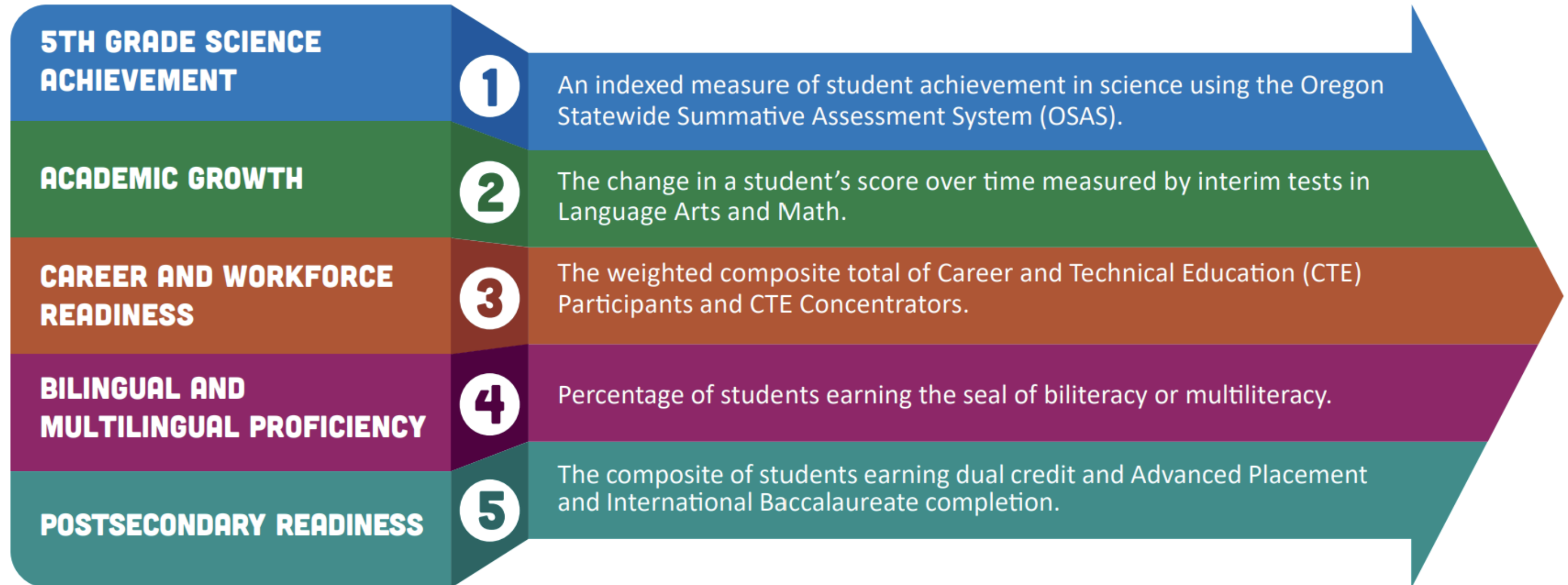
COMMON METRICS



Source:
• The Education Accountability Act's Performance Growth Targets 2026

Defining SB 141 Local Metrics

LOCAL METRICS



Source:

- [The Education Accountability Act's Performance Growth Targets 2026](#)

Types of Performance Growth Targets (PGTs)

Statewide Performance Growth Targets

“Ambitious and attainable goals to improve student outcomes across Oregon. These are developed by ODE and adopted by the State Board of Education.”



Similar District Performance Growth Targets

“Used as an input to help school districts and charter schools set their local targets, these are a set of targets provided by the state that show what progress looks like among districts with similar characteristics.”



Local Performance Growth Targets

“School districts and charter schools co-develop with ODE in order to ensure each district or charter school will contribute to statewide progress.”



Source:

- [Statewide Performance Growth Targets Under the Education Accountability Act](#)

Statewide Targets

The State Board of Education adopted statewide targets for the common metrics on April 28, 2026:

Metric	2024-25 Statewide Actual Rate	2029-30 Statewide PGT
K-2 Attendance	70.7%	82.0%
K-12 Attendance	66.5%	78.3%
3rd Grade English Language Arts	40.3%	52.6%
8th Grade Math	28.9%	52.0%
9th Grade On-Track	86.6%	94.9%
4-year Graduation	83.0%	92.3%
5-year Completion	87.4%	95.4%

ODE developed the following following statewide targets for local metrics to support development of PGTs:

Metric	2024-25 Statewide Actual Rate	2029-30 Statewide PGT
5th Grade Science Achievement (Index 0-150) ¹	50.2	68.1
Academic Growth	N/A	TBD*
Career and Workforce Readiness (Index 0-400) ²	120.7	167.2
Multilingual Proficiency	7.4%	14.4%
Postsecondary Readiness	45.6%	58.1%



Source:

- [Statewide Performance Growth Targets Under the Education Accountability Act](#)

Similar District Performance Growth Targets

“The 2025 Education Accountability Act (Senate Bill 141) requires the Oregon Department of Education (ODE) to set metric targets for ‘similar school districts’ and requires school districts to use these metric targets when setting performance growth targets for:

- K-2 Regular Attenders
- K-12 Regular Attenders
- 3rd Grade ELA
- 8th Grade Math
- 9th Grade On Track
- Four-year Graduation
- Five-year Completion
- Local Metrics-We selected Academic Growth using Interim Assessments



Source:

- [Determining Similar Districts \(SB 141\)](#)

Similar District Performance Growth Targets

Assigning Similar District Groups and Clusters

- ODE engaged district leaders in the development of similar districts.
- Preliminary groupings were released in December of 2025 and districts had an opportunity to appeal their group assignment. Cluster assignment was not appealable.
- Methodology has been published for the processes that were utilized to assign districts to groups and clusters.

Setting Similar District Performance Growth Targets

- ODE announced the release of the Similar District Performance Growth Targets on May 27, 2026.
- Performance growth targets and growth expectations vary greatly between groups and clusters.
- Methodology used to establish targets for groups and clusters has been requested from ODE.

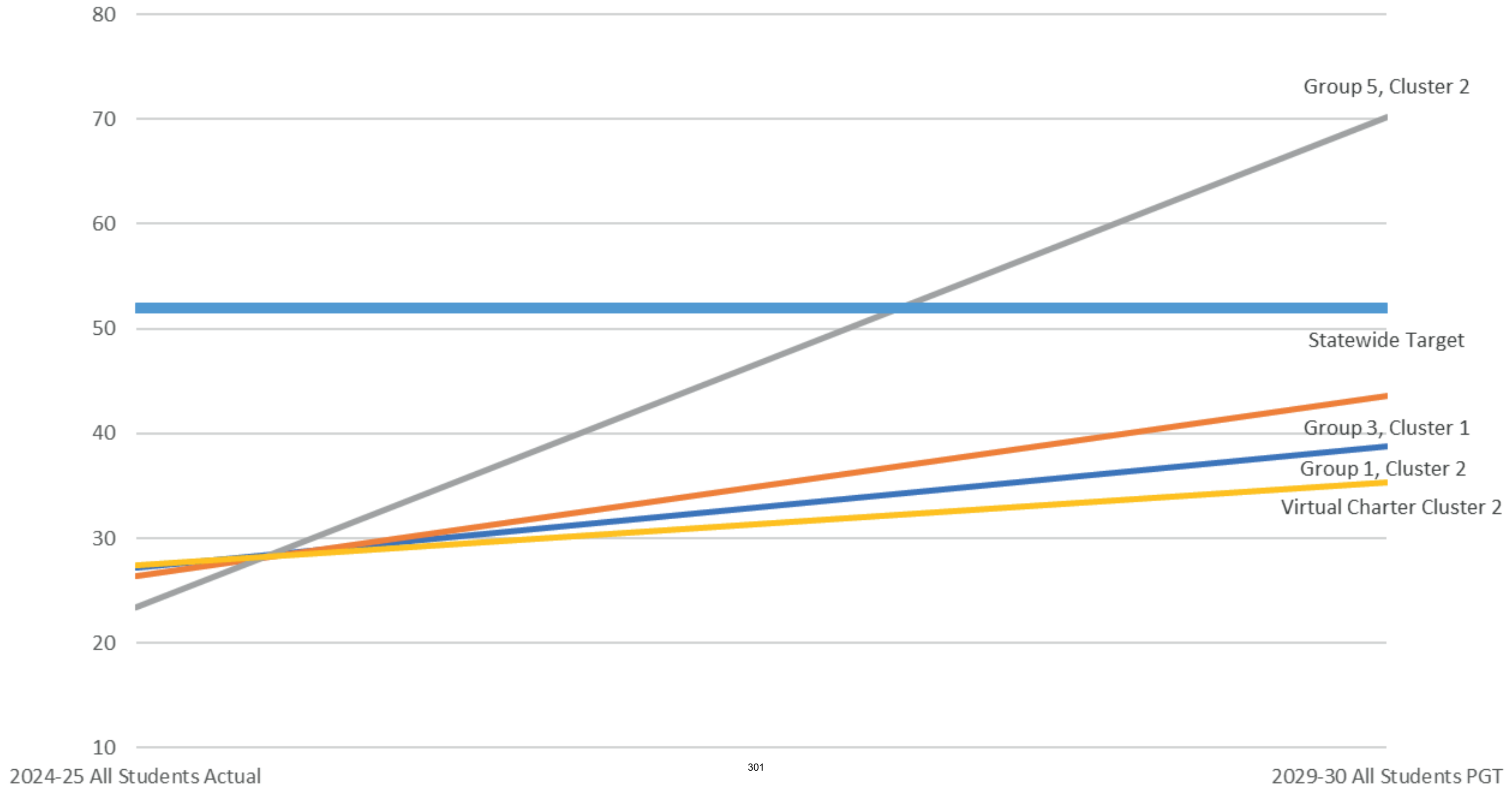


Sources:

- Determining Similar Districts (SB 141)
- Education Accountability Act (SB 141) Similar Districts Technical Manual

8th Grade Math Similar District Performance Growth Targets						
Group and Cluster	2024-25 All Students Actual	2029-30 All Students PGT*	Difference Between 2024-25 Actual and 2029-30 PGT	Statewide Target	Difference Between 2029-30 PGT and Statewide Target	School Districts in Cluster
Group 1, Cluster 1	38.7	45.7	7	52	-6.3	Bend-LaPine Administrative SD 1; Eugene 4J; Gre
Group 1, Cluster 2	27.2	38.8	11.6	52	-13.2	Beaverton SD 48J; David Douglas SD 40; Gresham
Group 2, Cluster 1	45.9	84	38.1	52	32	Ashland SD 5; Corvallis SD 509J; Grants Pass SD 7
Group 2, Cluster 2	18	28.1	10.1	52	-23.9	Bethel SD 52; Centennial SD 28J; Central Point SD
Group 3, Cluster 1	26.4	43.6	17.2	52	-8.4	Astoria SD 1; Canby SD 86; Cascade SD 5; Central
Group 3, Cluster 2	14.5	24.8	10.3	52	-27.2	Hermiston SD 8; Jefferson County SD 509J; Milton
Group 4, Cluster 1	19.7	34.4	14.7	52	-17.6	Corbett SD 39; Creswell SD 40; Dayton SD 8; Junc
Group 4, Cluster 2	18.3	40.3	22	52	-11.7	Baker SD 5J; Bandon SD 54; Brookings-Harbor SD
Group 5, Cluster 1	20.1	73.5	53.4	52	21.5	Alsea SD 7J; Arlington SD 3; Blachly SD 90; Butte
Group 5, Cluster 2	23.4	70.2	46.8	52	18.2	Adrian SD 61; Amity SD 4J; Annex SD 29; Athena-
Group 6, Cluster 1	12.9	94.5	81.6	52	42.5	Black Butte SD 41; Burnt River SD 30J; Dayville SD
Group 6, Cluster 2	NA	NA	NA	52	NA	Adel SD 21; Arock SD 81; Diamond SD 7; Double
Charter Cluster 1	33.5	69.6	36.1	52	17.6	Baker Early College; Powell Butte Community Cha
Charter Cluster 2	18.4	95	76.6	52	43	Arco Iris Spanish Immersion School; Hope Chines
Charter Cluster 3	44.2	76.2	32	52	24.2	Desert Sky Montessori; Bend International Schoo
Charter Cluster 4	5	9.4	4.4	52	-42.6	Resource Link Charter School; Network Charter S
Virtual Charter Cluster 1	27.6	49.4	21.8	52	-2.6	Baker Web Academy; Summit Learning Charter; I
Virtual Charter Cluster 2	27.4	35.3	7.9	52	-16.7	West Lane Charter School; Metro East Web Acad
*Values at >95 have been rounded to 95 for ease of data analysis.						
*Values at <5 have been rounded to 5 for ease of data analysis.						
Similar District Performance Growth Target is below Statewide Target.			Similar District Performance Growth Target is more than 10 percent above Statewide Target.			

8th Grade Math



Setting Local Performance Growth Targets

Guidance regarding the role that Similar District Performance Growth Targets play in the Local Performance Growth Target development process and drastically different outcome expectations for groups/clusters has led to confusion.

“The 2025 Education Accountability Act (Senate Bill 141) requires the Oregon Department of Education (ODE) to set metric targets for “similar school districts” and **requires school districts to use these metric targets when setting performance growth targets...**” -

Determining Similar Districts (SB 141, ODE)

“Districts and charter schools will set their targets based on local context and historical data, **informed by Similar District Targets set by ODE.**” - Education Accountability Act: State and Local Performance Growth Targets

“Do baseline targets have to reach their similar district target?

No. School districts and charter schools must show progress toward the Similar District Performance Growth Targets for their Similar District Cluster.” -

Performance Growth Targets (PGTs) FAQs

“Districts and charter schools, especially those with rates below their Similar District Performance Growth Targets, should **strive towards matching or exceeding the progress of their Similar District Cluster.**” -

The Education Accountability Act's Performance Growth Targets 2026

“...ODE will check that the submitted targets demonstrate the following:...Progress toward Similar District Performance Growth Targets, such that **by 2029-30 the targets meet or are near meeting the Similar District Performance Growth Targets**, taking into account how far below the starting point is relative to those targets.” -

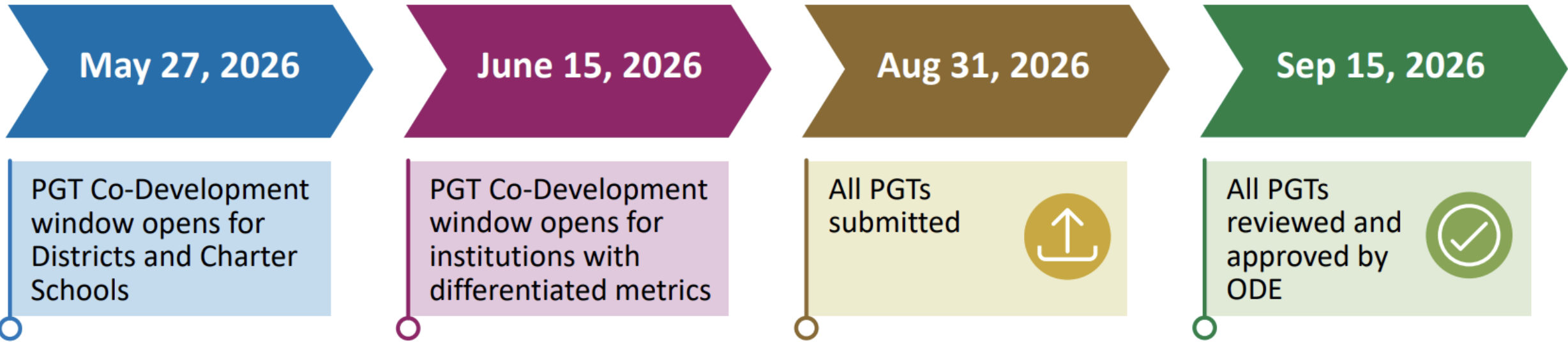
The Education Accountability Act's Performance Growth Targets 2026

Setting Local Performance Growth Targets

“As part of this review, ODE will check that the submitted targets demonstrate the following:

- Growth for both the All Student group and the Combined Focal Student Group in each of the four years of the target period;
- A reduction in the gap between the All Students group and the Combined Focal Student Group each year ; and
- Progress toward Similar District Performance Growth Targets, such that by 2029-30 the targets meet or are near meeting the Similar District Performance Growth targets, taking into account how far below the starting point is relative to those targets.

If submitted targets do not meet one or more of these criteria, ODE staff will follow up to discuss specific metrics and resolve questions or concerns.”

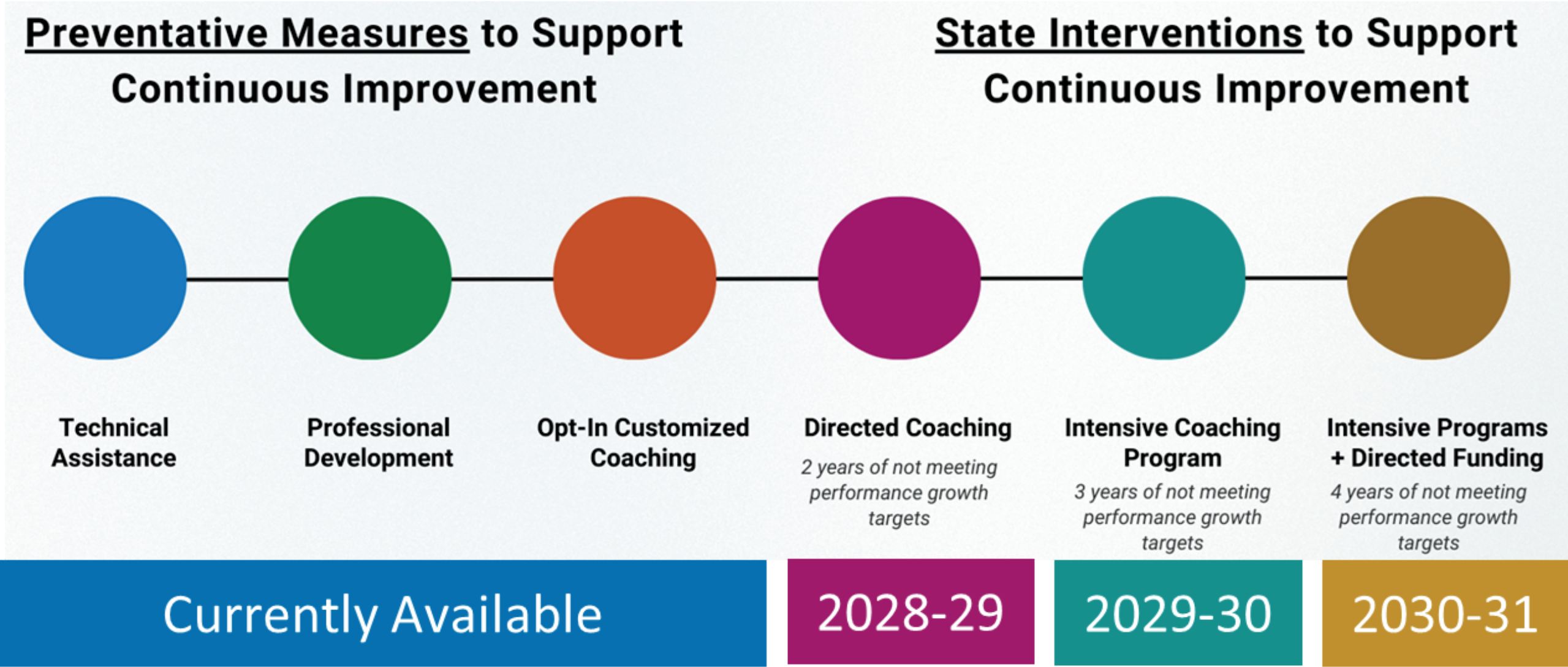


Sources:

- The Education Accountability Act’s Performance Growth Targets 2026

Why Local Performance Growth Targets Matter

“ODE will conduct annual performance reviews of each school district’s outcome data, based on seven Performance Growth Targets and locally defined metrics.”



Sources:
• [District Performance & Continuum of Supports](#)

When is a Local Performance Growth Target Considered Met?

A district will be considered to have met a single metric when any **ONE** of the following is true:

Pathway 1



Baseline target is met **AND**
gap-closing target is met.

Pathway 2



Baseline target is met **AND**
progress toward the gap-
closing target has been made.

Pathway 3



Gap-closing target is met **AND**
progress toward the baseline
target has been made.



If none of these conditions are met, the metric is considered **NOT MET**.



Source:

- [OAR 581-003-0040](#)

Directed Coaching

Metric	2026-2027	2027-2028
K-2 Regular Attenders	Met	Met
K-12 Regular Attenders	Met	Met
3 rd Grade Reading	Met	Met
8 th Grade Math	Met	Met
9 th Grade On-Track	Met	Met
4-Year Graduation	Not Met	Not Met
5-Year Completion	Met	Met
Local Metric	Met	Met

Directed Coaching

“Districts must accept directed coaching when the department has determined that the school district has not met performance growth targets for the same metric for two consecutive years.”

“Districts must accept directed coaching for a minimum of two years.”



Source:

- [OAR 581-003-0045](#)

Intensive Coaching

School districts will be required to participate in the Intensive Coaching Program when:

Pathway 1

The district has not met performance growth targets for two or more metrics for three or more consecutive years.

Pathway 2

The school district has participated in Directed Coaching and did not meet performance growth targets.

If EITHER of the above are true, the district will be required to participate in Intensive Coaching.

Districts must participate in the Intensive Coaching Program for a minimum of two years.



Source:

- [OAR 581-003-0050](#)

Direct State School Fund and SIA Funds



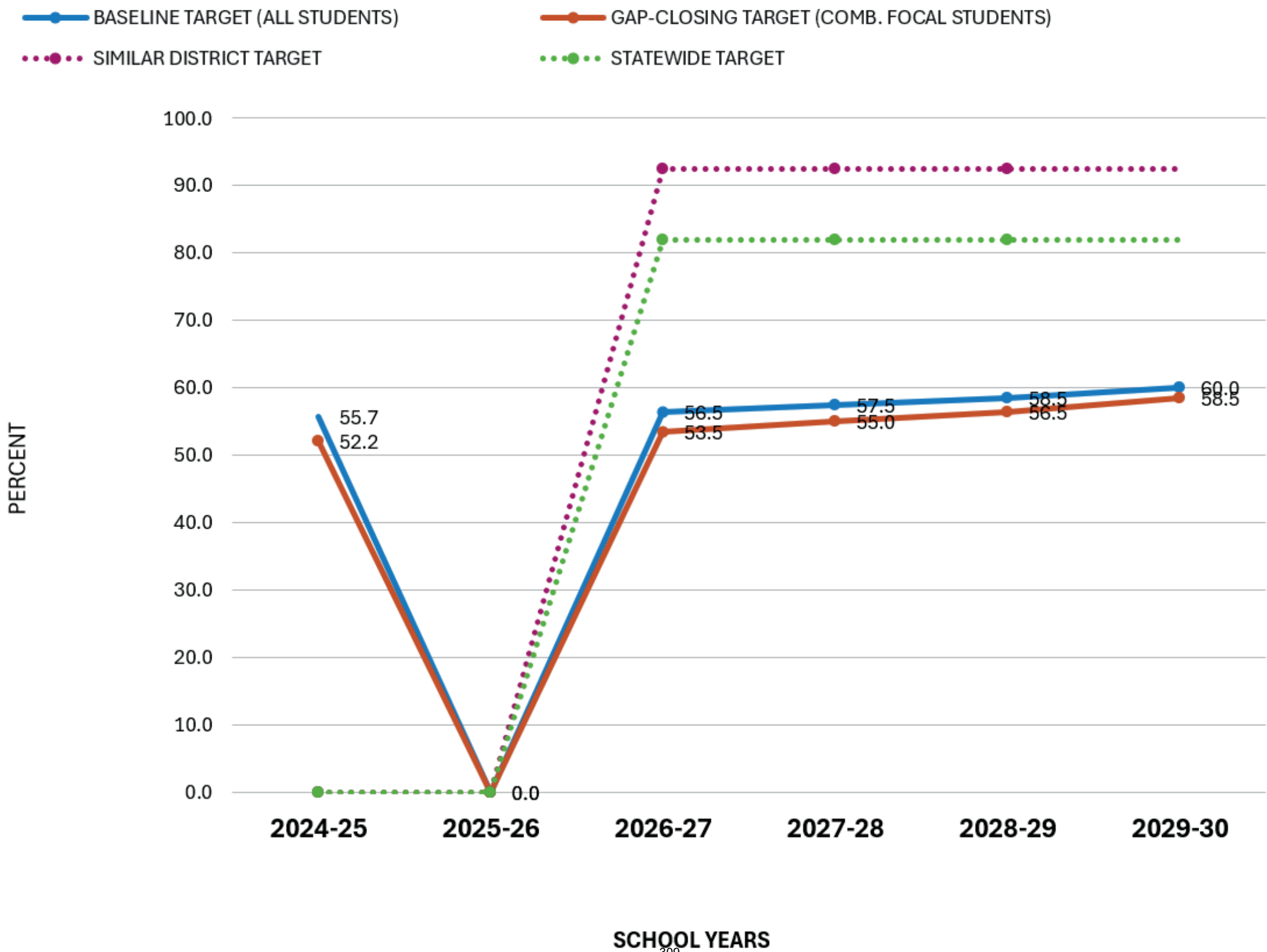
After four or more years of a school district not meeting the performance growth targets, the department shall require the school district to authorize the department to prescribe the uses of up to 25% of the district's State School Funds and Student Investment Account Funds.



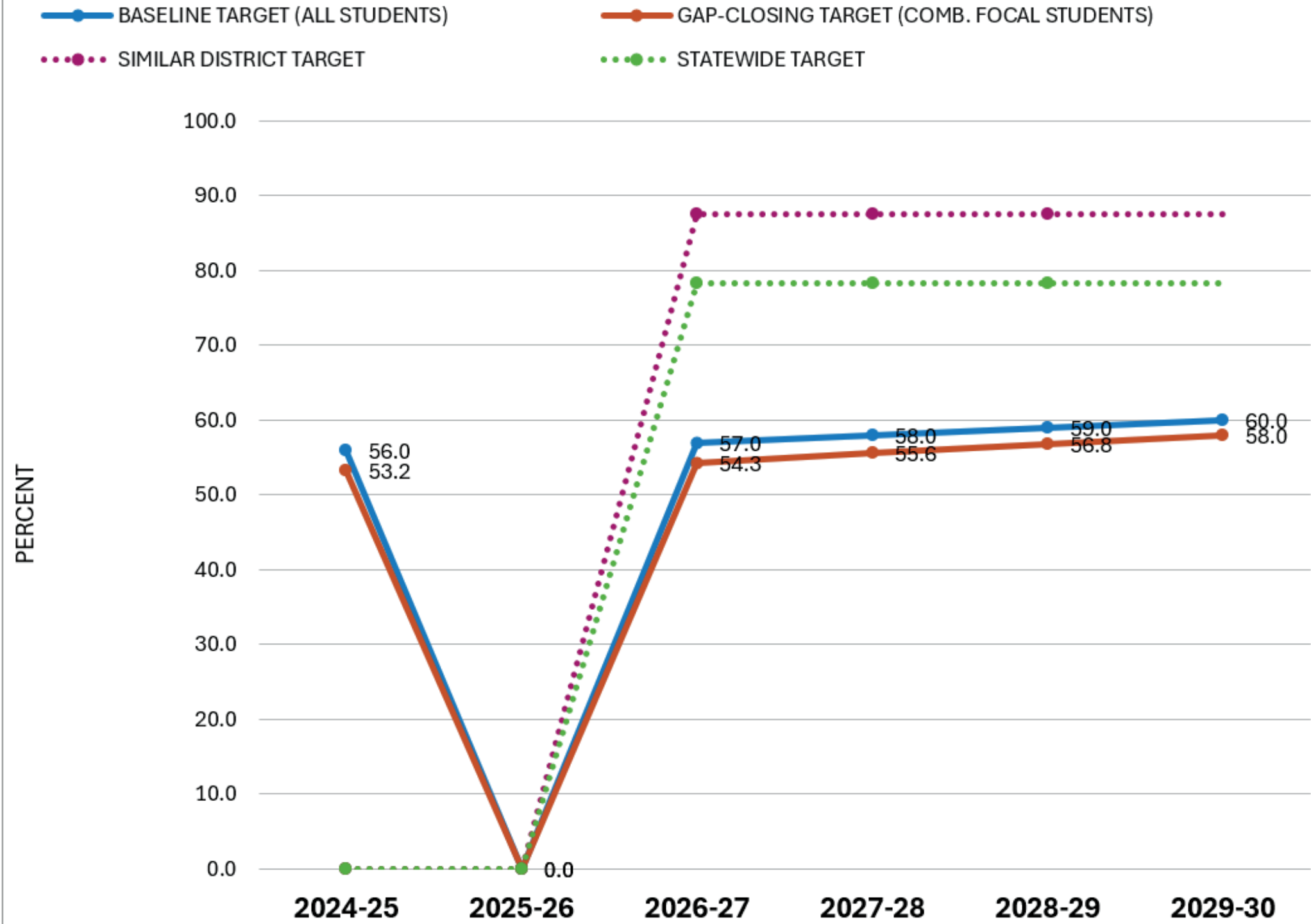
Source:

- OAR 581-003-0055

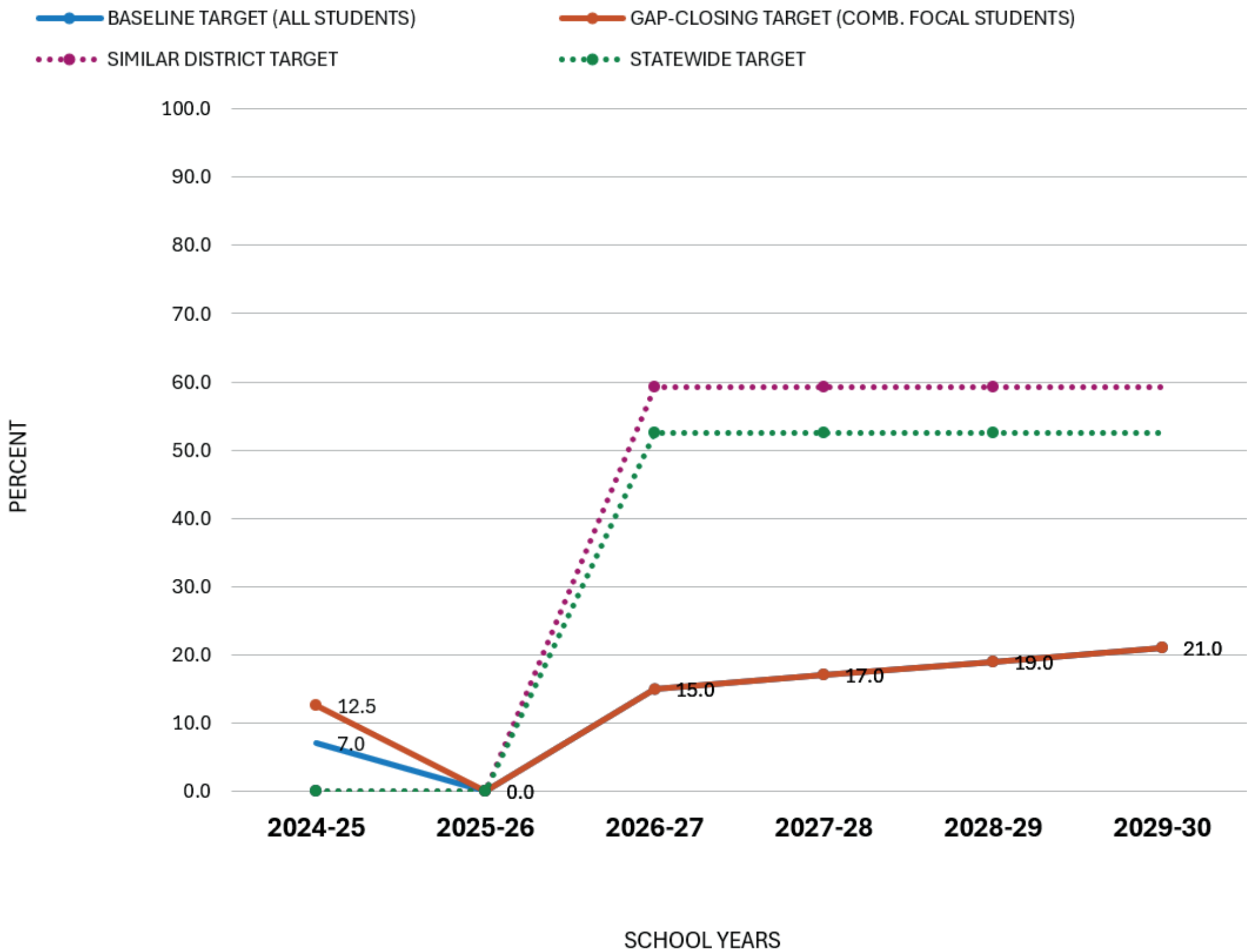
K-2 Regular Attendance: Targets



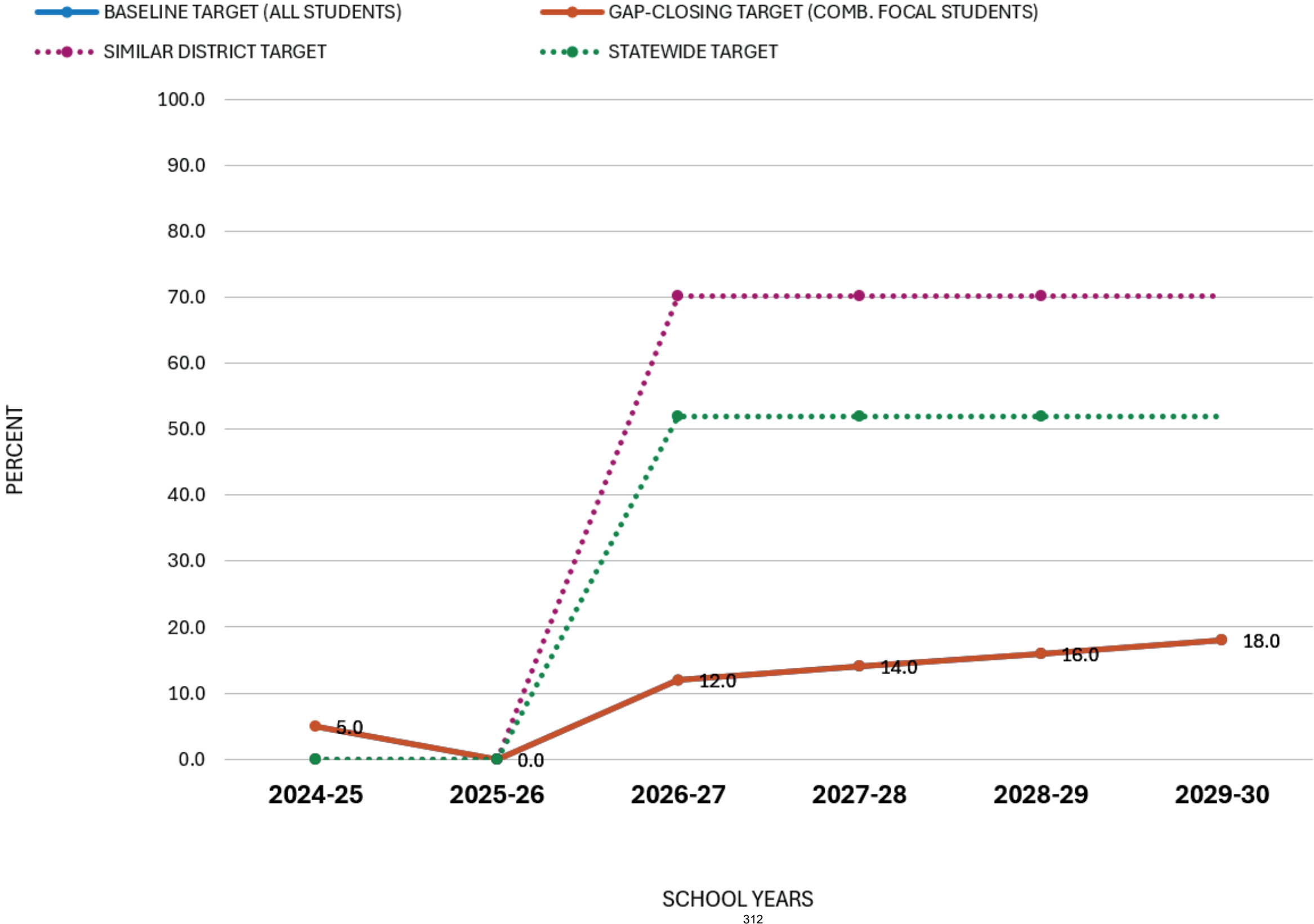
K-12 Regular Attendance: Targets



Third Grade English Language Arts: Targets



Eighth Grade Math: Targets



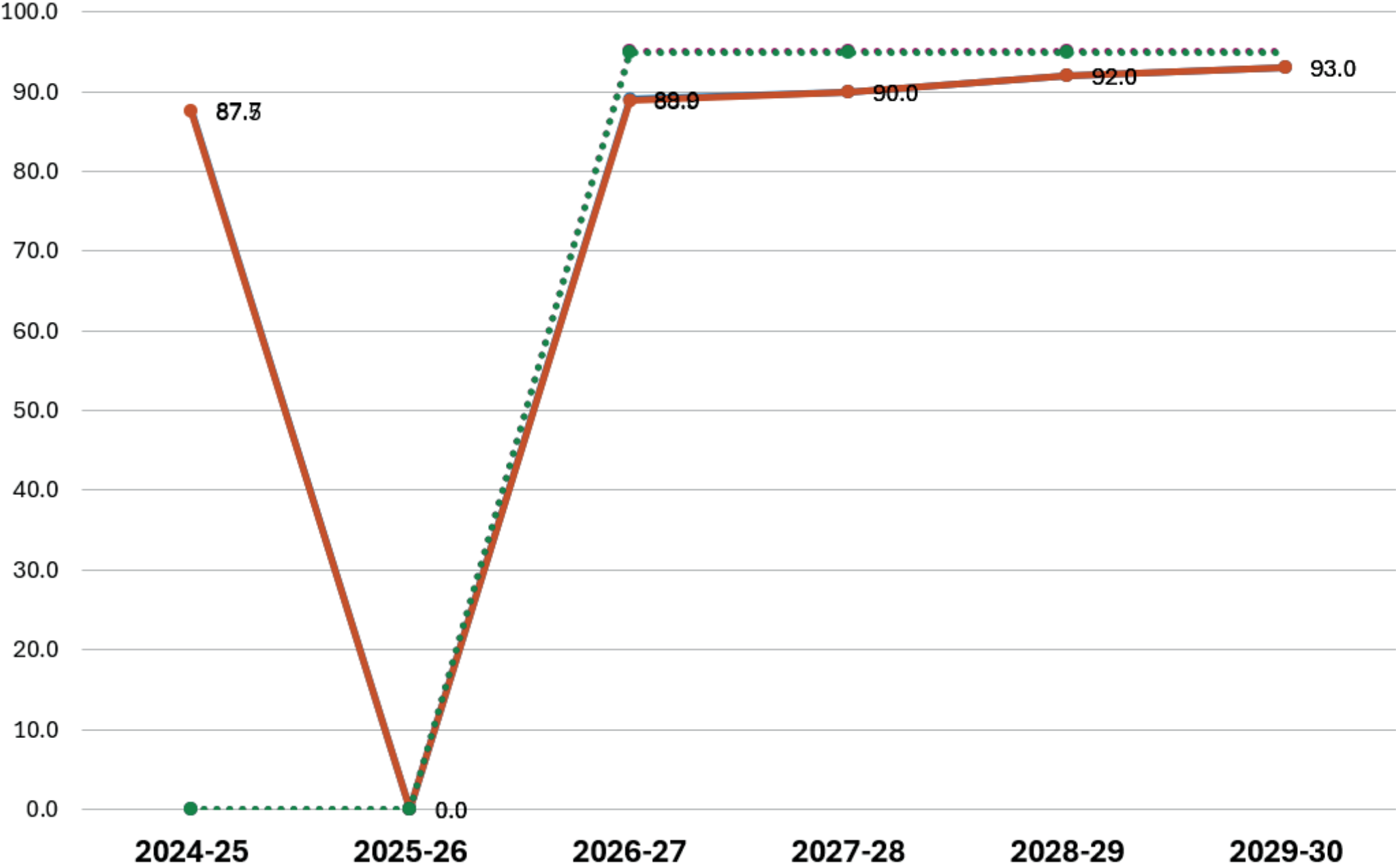
Ninth Grade On-Track: Targets

- BASELINE TARGET (ALL STUDENTS)
- GAP-CLOSING TARGET (COMB. FOCAL STUDENTS)
- ...●...

SIMILAR DISTRICT TARGET
- ...●...

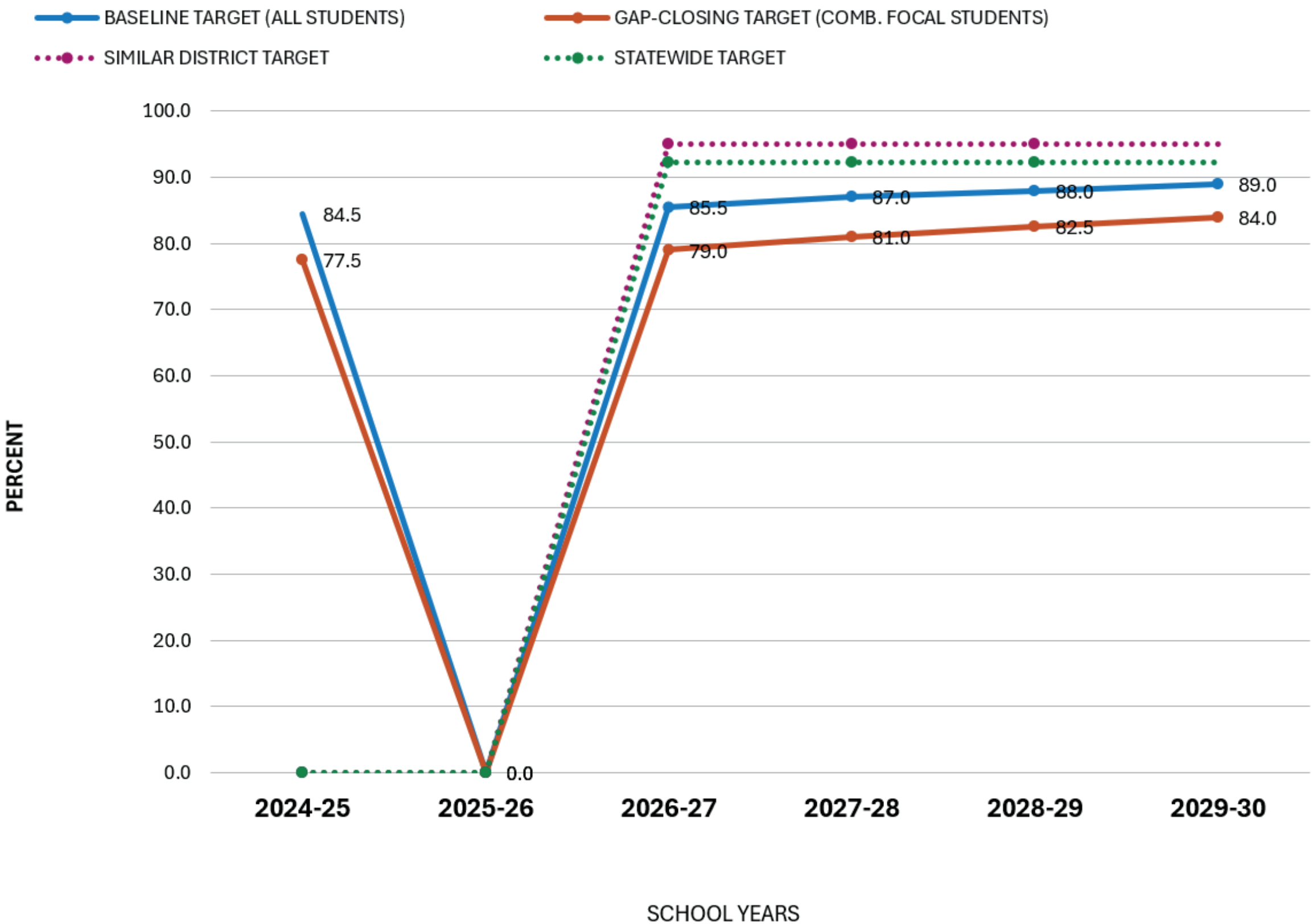
STATEWIDE TARGET

PERCENT

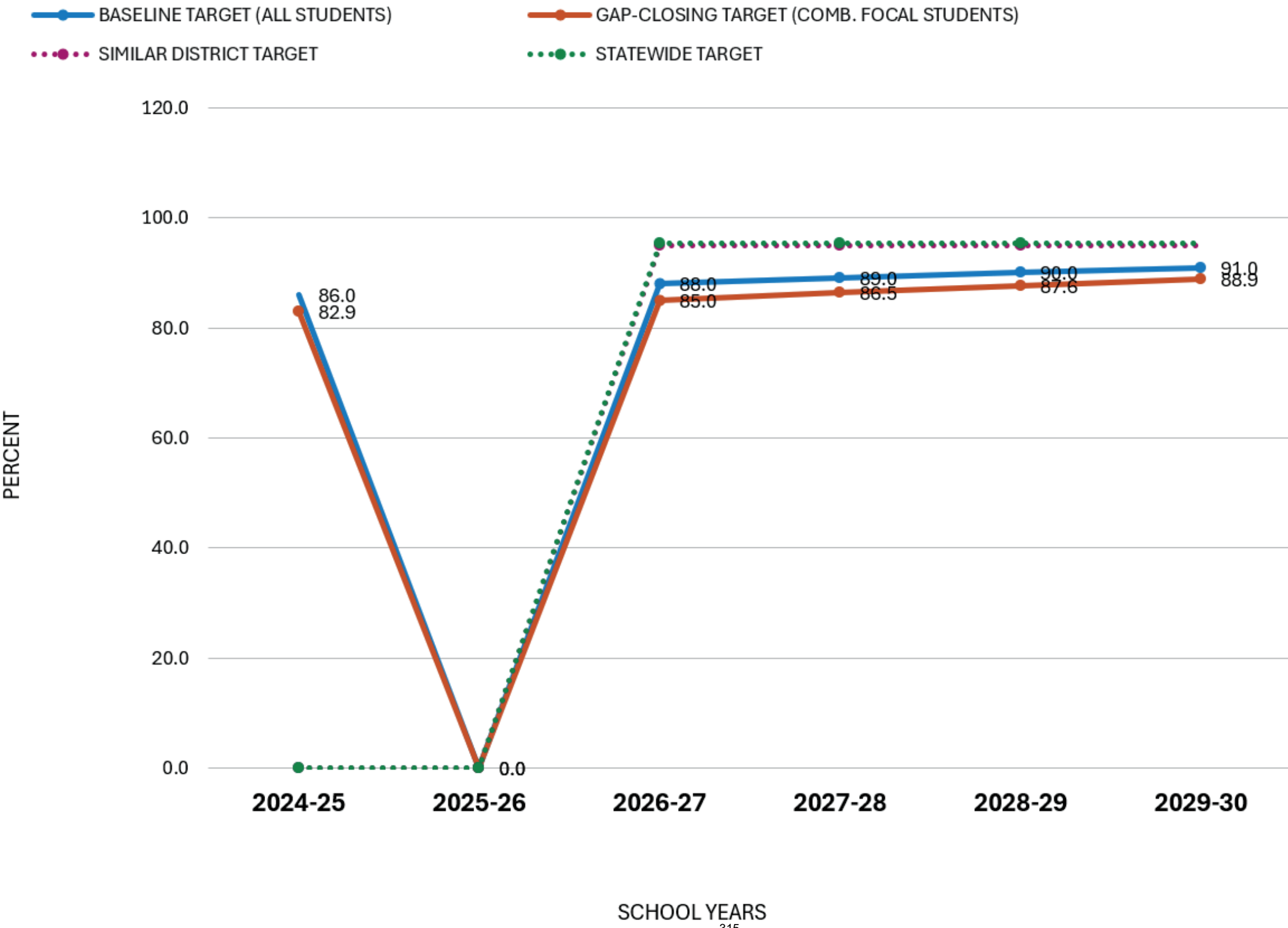


SCHOOL YEARS

Four-Year Graduation: Targets



Five-Year Completion: Targets



Academic Growth Targets

Since this is the first year of implementation of Interim Assessments, we will not set Academic Growth Performance Targets until next fall.

QUESTIONS?



OSBA Elections - Nomination reminder

Nominations for the 2026 OSBA elections open on August 1, 2026. Candidates for the OSBA Board of Directors must be nominated by official action of a member board within their region. Nominations close on September 30, 2026. All odd-numbered board positions will be up for election in 2026. Position 11- Marion is currently up for nominations by the Jefferson School District School Board.

Nominations:

School Board members interested in running for a position on the OSBA Board need to be nominated by a member board within their region. Nominations require official board action.

Action for individual school board members:

If you want to run for a seat on the OSBA Board, ask your local board or another member board in your region to nominate you and send a completed questionnaire and resume packet to OSBA.

Materials:

Candidate nomination materials and candidate questionnaire and resume, linked below, are due in the OSBA offices by **5 p.m. on Wednesday, September 30, 2026**, by email elections@osba.org, or mail to Oregon School Boards Association, Attention: Executive Assistant, 1201 Court Street NE STE 400, Salem, OR 97301.

NOMINATION FORM

OSBA BOARD OF DIRECTORS

REGIONAL MEMBER

Date: _____

TO:
José Gamero-Georgeson
OSBA President-Elect
Oregon School Boards Association
1201 Court St NE, #400
Salem, OR 97301
Fax: 503-588-2813
E-mail: elections@osba.org

**Nominations are due by 5 pm,
September 30, 2026**

Return this form and all candidate information
forms to the OSBA office by email at
elections@osba.org, or mail to Oregon School
Boards Association, 1201 Court St. NE, #400,
Salem, OR 97301

Dear José Gamero-Georgeson:

With this letter, our board nominates the candidate named below to a position on the OSBA Board of Directors for the
Marion Region, Position # 11.

BOARD CANDIDATE INFORMATION

Name: _____

District/ESD/Community College: _____

Address: _____

City: _____ Oregon ZIP: _____

E-mail: _____ Phone: _____

This nomination was approved by official action of our board of directors at a duly called meeting on

(date)

(Board Chair signature)

Board Chair name: _____

District: _____

Address: _____

City, State, Zip: _____

OSBA Board of Directors CANDIDATE QUESTIONNAIRE

Name: _____

Date: _____

Address: _____

City/Zip: _____

Business phone: _____

Residence phone: _____

Cell phone: _____

E-mail: _____

District/ESD/CC: _____

Term expires: _____ Years on board: _____

Region: Marion

Insert your high-resolution
digital photo (head shot):
1) Open this PDF in Adobe
2) Click on Tools tab
3) Click Edit PDF
4) Click on Add Image
5) Navigate to where photo is
6) Position photo in this frame

Position #: 11

I certify that if elected I will faithfully serve as a member of the OSBA Board of Directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Name

Date

Be brief; please limit your responses to 50 words per question.

1. Describe in your own words the mission and goals of OSBA.

2. What do you want to accomplish by serving on the OSBA board of directors?

3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.

OSBA Board of Directors

4. What do you see as the two most challenging issues faced by OSBA?

5. What do you see as the two most challenging issues faced by your region?

6. What is your plan for communicating with boards in your region?

Please continue to the next section.

OSBA Board of Directors

CANDIDATE PERSONAL/PROFESSIONAL RESUME

Work or service performed for OSBA or local district (include committee name and if you were chair):

Other education board positions held/dates:

Occupation (Include at least the past five years):

Employers:

Dates:

Schools attended (Include official name of school, where and when):

High school:

College:

Degrees earned:

Education honors and/or awards:

Other applicable training or education:

Activities, other state and local community services:

Hobbies/special interests:

Business/professional/civic group memberships; offices held and dates:

Additional comments:

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: 2026-2027

Criteria: From Check Date: 07/01/2026 To: 07/31/2026 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 999

☐ Page Break

☐ Exclude Invoice Description

Check Number	Vendor	Description	Amount
100 - General Fund			
1068	Active Internet Technologies	Finalsite Website	\$5,323.00
0	Amazon Capital Services, Inc	Repairs and Maintenance District Wide	\$21.59
1069	Arbiter Sports LLC	JSD Facilities Scheduler	\$1,725.00
1102	Canon Financial Services	DO Printing	\$2,354.50
1103	Century Link	Voice Over IP portion for phone service - remaining on Century Link	\$26.62
1104	Century Link	Voice Over IP portion for phone service - remaining on Century Link	\$482.48
1105	CitiBank	Food for meetings	\$131.95
1070	Clima Tech Corporation	OTHER CONTRACTED SERVICES	\$6,653.00
1092	COSA	Superintendent - AASA Dues; COSA+OASE Active Dues	\$1,330.00
1092	COSA	Sped Director COSA+OACOA Active Dues	\$695.00
1092	COSA	MS Principal; COSA+OASSA Active Dues	\$730.00
1092	COSA	HS VP - COSA+ Active Dues	\$695.00
1092	COSA	HS Principal, COSA+OASSA Active Dues	\$945.00
1092	COSA	ES Principal Membership, COSA+ OESPA Active Dues	\$695.00
0	Frontline Education	Time and Attendance 26/27	\$6,489.06
1071	Frontline Education	Employee Evaluation Management Program - yearly subscription	\$7,237.13
0	Hemmer, Barbara L	Mileage out of town for the year	\$187.72
1072	Hollmeyer HVAC Inc.	Repairs and Maintenance District Wide	\$488.91
1073	Hungerford Law Firm, L.L.P.	Law Webinar: Sept 26-June 27 - Administrators	\$1,028.00
1073	Hungerford Law Firm, L.L.P.	Law Webinar: Sept 26-June 27 - D. Moorefield	\$172.00
1074	Lawrence Company	Quarterly Unemployment Services	\$100.00
0	Moorefield, Dawn R	Mileage reimbursement for travel - Superintendent Moorefield	\$83.60
1106	NW Natural Gas	DO-Old MS / Oil and Gas	\$131.06
1106	NW Natural Gas	MS Oil and Gas	\$160.50
1106	NW Natural Gas	HS Oil and Gas	\$93.73
1106	NW Natural Gas	ES Oil and Gas	\$111.57

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2026-2027

Criteria: From Check Date: 07/01/2026 To: 07/31/2026 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 999 ☐ Page Break

☐ Exclude Invoice Description

Check Number	Vendor	Description	Amount
100 - General Fund			
1095	OETC	Google Workspace Licenses	\$5,065.20
1107	Oregon School Personnel Assn	Yearly dues Moorefield/Oertel	\$298.00
1075	OSBA	OSBA Policy Plus subscription	\$1,500.00
1075	OSBA	JSD Policy Web Hosting	\$1,620.00
1097	OSBA	2026 OSBA District Member Dues	\$1,878.61
1076	Pace	Property Insurance	\$156,860.00
1077	Pauly, Rogers and Co., PC	Audit	\$20,400.00
1078	Renaissance Learning Inc	Interim Assessment ES	\$5,859.90
1078	Renaissance Learning Inc	Interim Assessments MS	\$2,642.70
1078	Renaissance Learning Inc	Interim Assessments HS	\$3,561.90
1079	SAIF Corporation	Workers' Compensation Payment	\$36,582.10
1098	Security Alarm Corp	OTHER CONTRACTED SERVICES	\$1,196.49
1109	Top Tier Tree Care LLC	Rep & Maint-Grounds	\$1,450.00
0	Truett, Hattie M	Mileage out of town for the year	\$164.16
0	Truett, Hattie M	Dinner	\$21.10
1101	Valley Athletic Field Solutions, Inc	Grounds Supplies	\$794.88
1111	Verizon Wireless	JHS Principal Cell 503.509.8302	\$39.59
1111	Verizon Wireless	Superintendent Cell Phone 541.971.7973	\$39.59
1080	WHA Insurance Agency, Inc	Insurance and Risk Management Fees	\$13,680.00
Total for 100 - General Fund			\$291,745.64
210 - Title 2A - Quality Teacher			
1078	Renaissance Learning Inc	Core Professional Learning	\$4,025.00
Total for 210 - Title 2A - Quality Teacher			\$4,025.00
235 - High School Success			
1111	Verizon Wireless	JHS - VP 541.971.7978	\$39.59
Total for 235 - High School Success			\$39.59

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2026-2027

Criteria: From Check Date: 07/01/2026 To: 07/31/2026 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 999

☐ Page Break

☐ Exclude Invoice Description

Check Number	Vendor	Description	Amount
236 - Summer Learning			
0	Amazon Capital Services, Inc	Consumable Supplies and Materials	\$1,060.29
0	Amazon Capital Services, Inc	Consumable Supplies and Materials	\$189.24
0	Amazon Capital Services, Inc	Consumable Supplies and Materials	\$57.43
0	Amazon Capital Services, Inc	Taking 100 from leftover 460 account, and 124 from SEL account to purchase incentives/prizes (Summer School)from	\$223.36
0	Amazon Capital Services, Inc	Snack-Ice Maker, cleaning tabs, ziplock baggies (Hattie please change to summer school acct)	\$56.91
0	Amazon Capital Services, Inc	Snacks- snow cone syrup, snow cone cups, snack baggies, gold choco coins, water bottles w/ logos	\$185.68
0	Amazon Capital Services, Inc	Snacks- snow cone syrup, snow cone cups, snack baggies, gold choco coins, water bottles w/ logos	\$192.84
0	Amazon Capital Services, Inc	Incentives-PAX incentives, celebration at end, field striping, etc.	\$123.19
0	Amazon Capital Services, Inc	Incentives-PAX incentives, celebration at end, field striping, etc.	(126.58)
0	Amazon Capital Services, Inc	Incentives-PAX incentives, celebration at end, field striping, etc.	\$434.85
0	Amazon Capital Services, Inc	Incentives-PAX incentives, celebration at end, field striping, etc.	\$452.37
0	Amazon Capital Services, Inc	Book/Using remaining balance of book budget. (Hattie please change to summer school acct.)	\$11.28
0	Amazon Capital Services, Inc	(Hattie please change for summer school supplies) Classroom materials. Using up remaining 40\$ from previous PO	\$39.53
0	Amazon Capital Services, Inc	Snack-Ice Maker, cleaning tabs, ziplock baggies (Hattie please change to summer school acct)	\$78.94
0	Amazon Capital Services, Inc	SEL supplies- headphones, wiggle chairs, chair bands, PAX bucks store items	\$250.43
0	Amazon Capital Services, Inc	Consumable Supplies and Materials	\$151.80
0	Amazon Capital Services, Inc	Consumable Supplies and Materials	\$69.49
0	Amazon Capital Services, Inc	Consumable Supplies and Materials	\$170.53
0	Amazon Capital Services, Inc	Summer School Incentives/prizes	\$400.84
Total for 236 - Summer Learning			\$4,022.42
250 - Child Nutrition Programs			
1093	Marion County Environmental Health	Health Inspections-MCH	\$1,565.00
1093	Marion County Environmental Health	SFSP 2026 Health Inspections	\$583.00

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2026-2027

Criteria: From Check Date: 07/01/2026 To: 07/31/2026 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 999

☐ Page Break

☐ Exclude Invoice Description

Check Number	Vendor	Description	Amount
250 - Child Nutrition Programs			
1094	Meal Time	Mealtime License/Software Support	\$2,775.00
1096	Oregon Child Nutrition Coalition, Inc.	FDP and other Fees OCNC	\$825.00
0	Sysco	Food SYSCO SFSP	\$315.47
0	Sysco	Food Sysco SY26 27	\$1,251.78
1100	Umpqua Dairy Products Co.	Food SFSP UMPQUA	\$170.72
1110	Umpqua Dairy Products Co.	Food Milk	\$356.09
Total for 250 - Child Nutrition Programs			\$7,842.06
252 - Student Success Act - SIA			
1108	Riverside Assessments, LLC	Move the World Package	\$1,230.00
Total for 252 - Student Success Act - SIA			\$1,230.00
255 - Athletics			
1092	COSA	Athletic Director COSA+OASSA Active Dues	\$695.00
Total for 255 - Athletics			\$695.00
300 - OR Department of Energy Loan			
0	Oregon Department of Energy	SELP Loan Principal	\$5,610.71
0	Oregon Department of Energy	SELP Loan Interest	\$139.29
Total for 300 - OR Department of Energy Loan			\$5,750.00
407 - Construction Excise Tax			
1099	TOLLGATE PROPERTY OWNERS ASSOC	3 Fire Proof file cabinets - HR	\$450.00
Total for 407 - Construction Excise Tax			\$450.00
Grand Total:			\$315,799.71
End of Report			

Jefferson School District 14J
General Fund: Statement of Revenues Budget Vs. Actual
For the Fiscal Year 2025-2026 As of 6/30/2026

Source	2025-26 Budget	Actual YTD Rev. 6/30/2026	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	2,729,279	-	2,729,279	(99,408)	2,504,536	2,598,698
1111 Current Year Property Taxes- Linn	201,874	209,574	-	209,574	(7,700)	191,874	197,843
1112 Prior Year's Property Taxes- Marion	65,178	63,258	-	63,258	1,920	65,178	61,233
1112 Prior Year's Property Taxes- Linn	3,970	3,712	-	3,712	258	3,970	3,729
1114 Payment in Lieu of Property Taxes- Marion	8,000	1,966	-	1,966	6,034	7,523	2,401
1114 Payment in Lieu of Property Taxes- Linn	-	-	-	-	-	-	-
2101 County School Funds- Marion	23,000	2,486	-	2,486	20,514	23,000	8,145
2101 County School Funds- Linn	3,000	2,330	-	2,330	670	3,000	-
2199 Other Intermediate Sources	-	-	-	-	-	-	-
2800 Revenue in Lieu of Taxes	6,000	3,157	-	3,157	2,843	-	3,041
3101 State School Support Funds	7,812,666	7,747,888	-	7,747,888	64,778	7,650,525	7,517,664
3101 SSF May Payback	-	-	-	-	-	-	109,326
3103 Common School Fund- Marion	96,531	101,402	-	101,402	(4,871)	108,000	152,485
3103 Common School Fund- Linn	-	-	-	-	-	-	-
3104 State Timber- Marion	750	-	-	-	750	750	-
3104 State Timber- Linn	250	-	-	-	250	250	281
3150 Small HS Grant	50,000	50,393	-	50,393	(393)	50,000	41,437
4801 Federal Forest Fees- Marion	-	-	-	-	-	-	-
4801 Federal Forest Fees- Linn	-	256	-	256	(256)	-	204
Total SSF Funding	10,901,090	10,915,701	-	10,915,701	(14,611)	10,608,606	10,696,488
Total SSF Revenue	\$ 10,901,090	\$ 10,915,701	\$ -	\$ 10,915,701	\$ (14,611)	\$ 10,608,606	\$ 10,696,488
Non State School Support Formula Sources							
Local Sources							
1510 Earnings on Investments	120,000	106,195	-	106,195	13,805	120,000	109,050
1512 Local Tax Interest	1,000	863	-	863	137	1,000	846
1910 Rentals	7,000	1,875	-	1,875	5,125	7,000	2,217
1920 Donations from Private Sources/SB1149	-	-	-	-	-	-	-
1941 Other LEA Services	-	-	-	-	-	-	-
1960 Recovery of Prior Year	-	7,370	-	7,370	(7,370)	-	3,294
1980 Indirect from Grants	-	-	-	-	-	-	-
1990 Miscellaneous Local Revenue	15,000	10,795	-	10,795	4,205	15,000	7,365
1991 Medicaid	-	-	-	-	-	-	-
Total Non Formula Local Sources	143,000	127,097	-	127,097	15,903	143,000	122,772
Intermediate Sources							
2900 WESD Transit Funds	-	-	-	-	-	-	-
State/Federal Sources							
3190 High Cost Disability	120,000	100,825	-	100,825	19,175	90,000	135,781
Total State/Federal Sources	120,000	100,825	-	100,825	19,175	90,000	135,781
Other Sources							
5200 Interfund Transfers	-	-	-	-	-	-	-
5400 Beginning Fund Balance*	1,000,000	1,276,843	-	1,276,843	(276,843)	575,000	675,929
Total Other Sources	1,000,000	1,276,843	-	1,276,843	(276,843)	575,000	675,929
	-	-	-	-	-	-	-
Total Non SSF Revenue	\$ 1,263,000	\$ 1,504,765	\$ -	\$ 1,504,765	\$ (241,765)	\$ 808,000	\$ 934,481
Total Resources	\$ 12,164,090	\$ 12,420,466	\$ -	\$ 12,420,466	\$ (256,376)	\$ 11,416,606	\$ 11,630,969
		Less Estimated Requirements		\$ (11,226,995)		Less Estimated Requirement	
		Estimated Ending Fund Balance	328	\$ 1,193,471		Estimated Ending Fund Balance	

Jefferson School District 14J
General Fund: Statement of Expenditure Budget Vs. Actual
For the Fiscal Year 2025-2026
As of 6/30/2026

Function	2025-26 Budget	Actual YTD Exp. 6/30/2026	Projected Through 6/30/2026	Total Estimated 2025-26	(Over)/ Under Budget	% Committed	2024-25 Budget	Actual* YTD Exp. 6/30/2025
Instruction								
1111 Elementary, K-5 or K-6	1,839,995	1,814,460	-	1,814,460	25,535	98.61%	1,658,088	1,481,803
1113 Elementary/Extracurricular	6,092	5,872	-	5,872	220	96.38%	5,332	5,390
1121 Middle/Junior High Programs	1,001,298	933,570	-	933,570	67,728	93.24%	1,003,159	976,208
1122 Middle/Junior High School Extracurricular	62,803	62,381	-	62,381	422	99.38%	53,041	56,897
1131 High School Programs	1,603,788	1,557,791	-	1,557,791	45,997	97.13%	1,561,040	1,493,616
1132 High School Extracurricular	115,441	115,385	-	115,385	56	99.95%	112,826	113,566
1210 Programs for the Talented and Gifted	5,402	4,630	-	4,630	772	85.72%	5,521	4,686
1220 Restrictive Pgms for Students w/Disabilities	639,404	582,172	-	582,172	57,232	91.05%	605,275	492,764
1221 Learning Centers	-	-	-	-	-	0.00%	-	-
1227 Early School Year Program	13,271	7,630	-	7,630	5,641	57.49%	-	11,408
1229 Other Pgms for Students w/Disabilities	-	-	-	-	-	0.00%	-	100
1250 Programs for Students w/Severe Disabilities	884,357	715,407	-	715,407	168,950	80.90%	713,703	677,943
1281 Public Alternative Programs	3,750	-	-	-	3,750	0.00%	4,000	-
1283 District Alternative Programs	-	-	-	-	-	0.00%	10,000	-
1284 JCA	-	-	-	-	-	0.00%	-	-
1291 English Second Language Programs	282,789	264,020	-	264,020	18,769	93.36%	260,958	249,550
1292 Teen Parenting	400	-	-	-	400	0.00%	-	-
Total Instruction	\$ 6,458,790	\$ 6,063,318	\$ -	\$ 6,063,318	\$ 395,472		\$ 5,993,143	\$ 5,563,932
Support Services								
2112 Attendance Services	-	-	-	-	-	0.00%	-	-
2115 Student Safety	7,335	553	-	553	6,782	7.53%	3,500	2,718
2122 Counseling Services	260,350	255,326	-	255,326	5,024	98.07%	237,107	228,694
2134 Nurse Services	76,528	76,528	-	76,528	1	100.00%	141,062	141,062
2140 Behavior Consultant	73,120	73,120	-	73,120	1	0.00%	-	-
2148 Psychological Services	59,900	59,900	-	59,900	-	100.00%	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	140,815	-	140,815	5,137	0.00%	116,382	83,411
2213 Curriculum - Health	50,000	17,480	-	17,480	32,520	0.00%	-	687
2219 Improvement of Instruction Services	-	-	-	-	-	0.00%	-	-
2222 Library/Media Center	6,809	-	-	-	6,809	0.00%	34,466	7,417
2223 Multimedia Services	-	-	-	-	-	0.00%	-	-
2230 Assessment and Testing	-	-	-	-	-	0.00%	5,080	-
2240 Staff Development	20,000	10,729	-	10,729	9,271	0.00%	20,000	14,633
2310 Board of Education	140,938	131,051	-	131,051	9,887	0.00%	128,640	107,895
2320 Executive Administration	244,498	226,317	-	226,317	18,181	0.00%	201,131	214,206
2410 Office of the Principal Services	1,022,095	978,154	-	978,154	43,941	95.70%	998,984	894,833
2510 Direction of Business Services	167,653	168,436	-	168,436	(783)	100.47%	157,031	152,860
2520 Fiscal Services	185,456	184,689	-	184,689	767	99.59%	164,716	172,696
2528 Other General Professional and Technological Servi	1,500	2,564	-	2,564	(1,064)	170.94%	1,500	2,190
2540 Operation & Maintenance of Plant Services	166,500	160,643	-	160,643	5,857	96.48%	154,000	148,918
2542 Care and Upkeep of Building Services	958,440	855,760	-	855,760	102,680	89.29%	877,950	844,920
2543 Care and Upkeep of Grounds Services	137,093	131,446	-	131,446	5,647	95.88%	129,454	110,321
2544 Maintenance	199,367	153,944	-	153,944	45,423	77.22%	184,978	138,688
2546 Security Services	6,000	3,236	-	3,236	2,764	53.94%	10,000	3,445
2550 Student Transportation Services	-	-	-	-	-	0.00%	-	-
2552 Vehicle Operation Services	823,500	848,091	-	848,091	(24,591)	102.99%	705,500	802,426
2558 Transportation/Special Educationb	60,000	95,331	-	95,331	(35,331)	158.89%	105,000	41,494
2573 Warehouse & Distribution Services	30,350	19,228	-	19,228	11,122	63.35%	39,800	21,967
2574 Printing, Publishing and Duplicating Services	40,000	33,088	-	33,088	6,912	82.72%	45,000	38,950
2643 Human Resources	2,000	12,432	-	12,432	(10,432)	621.58%	68,987	133,943
2649 Other Staff Services	-	-	-	-	-	0.00%	-	-
2662 Technology- Systems Analysis Services	248,076	233,936	-	233,936	14,140	94.30%	246,682	220,804
2663 Technology- Programming Services	92,667	20,215	-	20,215	72,452	21.81%	74,247	60,957
2669 Technology- Telephone	35,000	33,293	-	33,293	1,707	95.12%	-	-
Total Support Services	\$ 5,261,127	\$ 4,926,302	\$ -	\$ 4,926,302	\$ 334,825		\$ 4,966,863	\$ 4,634,358
Enterprise and Community Services								
3360 SIT Team	5,000	5,000	-	-	-		-	-
Total Enterprise and Community Services	\$ 5,000	\$ 5,000	\$ -					
Other Requirements								
5100 Debt Service	-	-	-	-	-		-	-
5200 Transfers of Funds	239,173	237,375	-	237,375	1,798	99.25%	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	-
Total Other Requirements	\$ 439,173	\$ 237,375	\$ -	\$ 237,375	\$ 201,798		\$ 456,600	\$ 238,808
Total Requirements	\$ 12,164,090	\$ 11,231,995	\$ -	\$ 11,226,995	\$ 932,095		\$ 11,416,606	\$ 10,437,097

Jefferson School District 14J
Appropriations
For the Fiscal Year 2025-2026
As of 6/30/2026

General Fund (100)	Appropriations	Resolutions	YTD	Encumbrances	Totals	(Over)/Under Budget
1000 Instruction	\$ 6,458,790	\$ -	\$ 6,063,318	\$ -	\$ 6,063,318	\$ 395,472
2000 Support Services	\$ 5,261,127	\$ -	\$ 4,926,302	\$ -	\$ 4,926,302	\$ 334,825
3000 Community Services	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -
5200 Transfers	\$ 239,173	\$ -	\$ 237,375	\$ -	\$ 237,375	\$ 1,798
6000 Contingency	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Sub Total	\$ 12,014,090	\$ -	11,231,995	-	11,231,995	\$ 782,095
Special Revenue Funds						
1000 Instruction	\$ 1,944,507	\$ -	\$ 1,620,550	\$ -	\$ 1,620,550	\$ 323,957
2000 Support Services	\$ 287,149	\$ -	\$ 204,362	\$ -	\$ 204,362	\$ 82,787
3000 Community Services	\$ 600,084	\$ -	\$ 564,454	\$ -	\$ 564,454	\$ 35,630
Sub Total	\$ 2,831,740	-	2,389,366	-	2,389,366	\$ 442,374
ASB Funds						
1000 Instruction	\$ 297,950	\$ -	\$ 120,638	\$ -	\$ 120,638	\$ 177,312
5200 Transfers	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ 12,500
Sub Total	\$ 310,450	\$ -	\$ 120,638	\$ -	\$ 120,638	\$ 189,812
Debt Service						
5100 Debt Service	\$ 1,900,344	\$ -	\$ 1,924,281	\$ -	\$ 1,924,281	\$ (23,937)
6000 Contingency	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
7000 Unappropriated	\$ 77,160	\$ -	\$ -	\$ -	\$ -	\$ 77,160
Sub Total	\$ 2,047,504		1,924,281	-	1,924,281	\$ 123,223
Capital Fund						
2000 Support Services	\$ 41,926	\$ -	\$ -	\$ -	\$ -	\$ 41,926
4000 Facilities Acquisition	\$ 345,656	\$ -	\$ 33,288	\$ -	\$ 33,288	\$ 312,368
5000 Facilities Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 387,582	-	33,288	-	33,288	\$ 354,294
Total Appropriations	\$ 17,591,366	\$ -	\$ 15,699,568	\$ -	\$ 15,699,568	\$ 1,891,798
Total Unappropriated	\$ 150,000	-	-	-	-	\$ 150,000
TOTAL	\$ 17,741,366	\$ -	\$ 15,699,568	\$ -	\$ 15,699,568	\$ 2,041,798

Jefferson School District 14J
General Fund: Statement of Revenues Budget Vs. Actual
For the Fiscal Year 2026-2027 As of 7/31/2026

* Audit not complete

Source	2026-27 Budget	Actual YTD Rev. 7/31/2026	Projected through 6/30/2027	Total Estimated 2026-27	(Over)/Under Budget	2025-26 Budget	*Actual YTD Rev. 6/30/2026
SSF Funding							
1111 Current Year Property Taxes- Marion	2,735,066	9,171	2,725,895	2,735,066	-	2,629,871	2,729,279
1111 Current Year Property Taxes- Linn	209,949		209,949	209,949	-	201,874	209,574
1112 Prior Year's Property Taxes- Marion	67,785	5,244	62,541	67,785	-	65,178	63,258
1112 Prior Year's Property Taxes- Linn	4,129		4,129	4,129	-	3,970	3,712
1114 Payment in Lieu of Property Taxes- Marion	8,320	117	8,203	8,320	-	8,000	1,966
1114 Payment in Lieu of Property Taxes- Linn	-		-	-	-	-	-
2101 County School Funds- Marion	23,000		23,000	23,000	-	23,000	2,486
2101 County School Funds- Linn	-		-	-	-	3,000	2,330
2199 Other Intermediate Sources	-		-	-	-	-	-
2800 Revenue in Lieu of Taxes	6,000		6,000	6,000	-	6,000	3,157
3101 State School Support Funds	7,499,836	1,246,934	6,252,902	7,499,836	-	7,812,666	7,747,888
3101 SSF May Payback	-		-	-	-	-	-
3103 Common School Fund- Marion	92,544		92,544	92,544	-	96,531	101,402
3103 Common School Fund- Linn	-		-	-	-	-	-
3104 State Timber- Marion	750		750	750	-	750	-
3104 State Timber- Linn	250		250	250	-	250	-
3150 Small HS Grant	50,000		50,000	50,000	-	50,000	50,393
4801 Federal Forest Fees- Marion	-		-	-	-	-	-
4801 Federal Forest Fees- Linn	-		-	-	-	-	256
Total SSF Funding	10,697,629	1,261,467	9,436,162	10,697,629	-	10,901,090	10,915,701
Total SSF Revenue	\$ 10,697,629	\$ 1,261,467	\$ 9,436,162	\$ 10,697,629	\$ -	\$ 10,901,090	\$ 10,915,701
Non State School Support Formula Sources							
Local Sources							
1510 Earnings on Investments	120,000	3,102	116,898	120,000	-	120,000	106,195
1512 Local Tax Interest	1,000		1,000	1,000	-	1,000	863
1910 Rentals	7,000	20	6,980	7,000	-	7,000	1,875
1920 Donations from Private Sources/SB1149	-		-	-	-	-	-
1941 Other LEA Services	-		-	-	-	-	-
1960 Recovery of Prior Year	-		-	-	-	-	7,370
1980 Indirect from Grants	-		-	-	-	-	-
1990 Miscellaneous Local Revenue	20,000		20,000	20,000	-	15,000	10,795
1991 Medicaid	-		-	-	-	-	-
Total Non Formula Local Sources	148,000	3,122	144,878	148,000	-	143,000	127,097
Intermediate Sources							
2900 WESD Transit Funds	-	-	-	-	-	-	-
State/Federal Sources							
3190 High Cost Disability	120,000		120,000	120,000	-	120,000	100,825
Total State/Federal Sources	120,000	-	120,000	120,000	-	120,000	100,825
Other Sources							
5200 Interfund Transfers	-	-	-	-	-	-	-
5400 Beginning Fund Balance*	1,222,926		1,193,471	1,193,471	29,455	1,000,000	1,276,843
Total Other Sources	1,222,926	-	1,193,471	1,193,471	29,455	1,000,000	1,276,843
	-		-	-	-	-	-
Total Non SSF Revenue	\$ 1,490,926	\$ 3,122	1,458,349	\$ 1,461,471	\$ 29,455	\$ 1,263,000	\$ 1,504,765
Total Resources	\$ 12,188,555	\$ 1,264,588	\$ 10,894,512	\$ 12,159,100	\$ 29,455	\$ 12,164,090	\$ 12,420,466
				\$ (10,921,390)			
				\$ 1,237,710			

Less Estimated Requirements
Estimated Ending Fund Balance 331

Less Estimated Requirements
Estimated Ending Fund Balance

Jefferson School District 14J
General Fund: Statement of Expenditure Budget Vs. Actual
For the Fiscal Year 2026-2027
As of 7/31/2026

* Audit not complete	2026-27	Actual	Projected	Total	(Over)/ Under	%	2025-26	Actual*
Function	Budget	YTD Exp. 7/31/2026	Through 6/30/2027	Estimated 2026-27	Budget	Committed	Budget	YTD Exp. 6/30/2026
Instruction								
1111 Elementary, K-5 or K-6	1,998,732	6,512	1,842,519	1,849,030	149,702	92.51%	1,839,995	1,814,460
1113 Elementary/Extracurricular	6,087		6,073	6,073	14	99.77%	6,092	5,872
1121 Middle/Junior High Programs	1,018,650	2,643	914,142	916,785	101,865	90.00%	1,001,298	933,570
1122 Middle/Junior High School Extracurricular	64,994		64,955	64,955	39	99.94%	62,803	62,381
1131 High School Programs	1,614,672	3,562	1,486,149	1,489,711	124,961	92.26%	1,603,788	1,557,791
1132 High School Extracurricular	130,449		121,322	121,322	9,127	93.00%	115,441	115,385
1210 Programs for the Talented and Gifted	5,970		5,373	5,373	597	90.00%	5,402	4,630
1220 Restrictive Pgms for Students w/Disabilities	616,930		555,237	555,237	61,693	90.00%	639,404	582,172
1221 Learning Centers	-		-	-	-	-	-	-
1227 Early School Year Program	9,409	3,528	4,940	8,468	941	90.00%	13,271	7,630
1229 Other Pgms for Students w/Disabilities	-		-	-	-	-	-	-
1250 Programs for Students w/Severe Disabilities	739,385	695	664,752	665,447	73,939	90.00%	884,357	715,407
1281 Public Alternative Programs	3,750		3,375	3,375	375	90.00%	3,750	-
1283 District Alternative Programs	10,438		9,394	9,394	1,044	90.00%	-	-
1284 JCA	-		-	-	-	-	-	-
1291 English Second Language Programs	295,781		286,091	286,091	9,690	96.72%	282,789	264,020
1292 Teen Parenting	200		180	180	20	90.00%	400	-
Total Instruction	\$ 6,515,447	\$ 16,939	\$ 5,964,501	\$ 5,981,440	\$ 534,007		\$ 6,458,790	\$ 6,063,318
Support Services								
2112 Attendance Services	-		-	-	-	-	-	-
2115 Student Safety	1,300		5,000	5,000	(3,700)	384.62%	7,335	553
2122 Counseling Services	267,448		265,831	265,831	1,617	99.40%	260,350	255,326
2134 Nurse Services	48,237		43,413	43,413	4,824	90.00%	76,528	76,528
2140 Behavior Consultant	125,807		113,226	113,226	12,581	90.00%	73,120	73,120
2148 Psychological Services	33,390		30,051	30,051	3,339	90.00%	59,900	59,900
2152 Speech Pathology Services	-		-	-	-	-	-	-
2160 Other Student Treatment Services	-		-	-	-	-	-	-
2190 Service Directions, Student Support Svcs	150,906	12,173	133,908	146,082	4,824	96.80%	145,952	140,815
2213 Curriculum - Health	33,495		52,961	52,961	(19,466)	158.12%	50,000	17,480
2219 Improvement of Instruction Services	-		-	-	-	-	-	-
2222 Library/Media Center	25,528		22,975	22,975	2,553	90.00%	6,809	-
2223 Multimedia Services	-		-	-	-	-	-	-
2230 Assessment and Testing	-		-	-	-	-	-	-
2240 Staff Development	30,000		30,000	30,000	-	100.00%	20,000	10,729
2310 Board of Education	151,233	27,467	108,643	136,110	15,123	90.00%	140,938	131,051
2320 Executive Administration	258,377	24,632	207,907	232,539	25,838	90.00%	244,498	226,317
2410 Office of the Principal Services	938,740	4,133	923,049	927,182	11,558	98.77%	1,022,095	978,154
2510 Direction of Business Services	176,770	14,620	161,889	176,509	261	99.85%	167,653	168,436
2520 Fiscal Services	216,860	13,001	195,110	208,111	8,749	95.97%	185,456	184,689
2528 Other General Professional and Technological Servi	2,000	418	1,382	1,800	200	90.00%	1,500	2,564
2540 Operation & Maintenance of Plant Services	185,000	170,540	5,000	175,540	9,460	94.89%	166,500	160,643
2542 Care and Upkeep of Building Services	802,885	51,667	683,433	735,100	67,785	91.56%	958,440	855,760
2543 Care and Upkeep of Grounds Services	134,952	12,887	108,570	121,457	13,495	90.00%	137,093	131,446
2544 Maintenance	204,335	12,695	171,207	183,902	20,434	90.00%	199,367	153,944
2546 Security Services	6,000		6,000	6,000	-	100.00%	6,000	3,236
2550 Student Transportation Services	-		-	-	-	-	-	-
2552 Vehicle Operation Services	851,000		853,000	853,000	(2,000)	100.24%	823,500	848,091
2558 Transportation/Special Educationb	100,000		100,000	100,000	-	100.00%	60,000	95,331
2573 Warehouse & Distribution Services	27,500	509	24,241	24,750	2,750	90.00%	30,350	19,228
2574 Printing, Publishing and Duplicating Services	40,000	2,355	37,646	40,000	-	100.00%	40,000	33,088
2643 Human Resources	14,500	7,535	5,515	13,050	1,450	90.00%	2,000	12,432
2649 Other Staff Services	-		-	-	-	-	-	-
2662 Technology- Systems Analysis Services	308,680	30,858	246,954	277,812	30,868	90.00%	248,076	233,936
2663 Technology- Programming Services	19,500		17,550	17,550	1,950	90.00%	92,667	20,215
2669 Technology- Telephone	-		-	-	-	-	35,000	33,293
Total Support Services	\$ 5,154,443	\$ 385,490	\$ 4,554,460	\$ 4,939,950	\$ 214,493		\$ 5,261,127	\$ 4,926,302
Enterprise and Community Services								
3360 SIT Team	5,000		980				5,000	5,000
Total Enterprise and Community Services	\$ 5,000	\$ -	\$ 980				\$ 5,000	\$ 5,000
Other Requirements								
5100 Debt Service	-	-	-	-	-	-	-	-
5200 Transfers of Funds	313,665	-	-	-	313,665	0.00%	239,173	237,375
6000 Contingency	50,000	-	-	-	50,000	0.00%	50,000	-
7000 Unappropriated Ending Fund Balance	150,000	-	-	-	150,000	0.00%	150,000	-
Total Other Requirements	\$ 513,665	\$ -	\$ -	\$ -	\$ 513,665		\$ 439,173	\$ 237,375
Total Requirements	\$ 12,188,555	\$ 402,429	\$ 10,519,941	\$ 10,921,390	\$ 1,262,165		\$ 12,164,090	\$ 11,231,995

Jefferson School District 14J
Appropriations
For the Fiscal Year 2026-2027
As of 7/31/2026

General Fund (100)	Appropriations	Resolutions	YTD	Encumbrances	Totals	(Over)/Under Budget
1000 Instruction	\$ 6,515,447	\$ -	\$ 16,939	\$ 5,731,031	\$ 5,747,970	\$ 767,477
2000 Support Services	\$ 5,154,443	\$ -	\$ 385,490	\$ 4,201,018	\$ 4,586,508	\$ 567,935
3000 Community Services	\$ 5,000	\$ -	\$ -	\$ 980	\$ 980	\$ 4,020
5200 Transfers	\$ 313,665	\$ -	\$ -	\$ 313,665	\$ 313,665	\$ -
6000 Contingency	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Sub Total	\$ 12,038,555	\$ -	402,429	10,246,695	10,649,124	\$ 1,389,431
Special Revenue Funds						
1000 Instruction	\$ 1,758,344	\$ -	\$ 121,227	\$ 1,044,383	\$ 1,165,610	\$ 592,734
2000 Support Services	\$ 443,764	\$ -	\$ 5,255	\$ 213,626	\$ 218,881	\$ 224,883
3000 Community Services	\$ 646,338	\$ -	\$ 14,422	\$ 430,539	\$ 444,961	\$ 201,377
Sub Total	\$ 2,848,446	-	140,904	1,688,549	1,829,453	\$ 1,018,993
ASB Funds						
1000 Instruction	\$ 290,950	\$ -	\$ -	\$ 1,574	\$ 1,574	\$ 289,376
5200 Transfers	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
6000 Planned Reserve	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ 57,000
Sub Total	\$ 359,950	\$ -	\$ -	\$ 1,574	\$ 1,574	\$ 358,376
Debt Service						
5100 Debt Service	\$ 1,976,681	\$ -	\$ 11,500	\$ 1,940,433	\$ 1,951,933	\$ 24,748
6000 Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7000 Unappropriated	\$ 91,000	\$ -	\$ -	\$ -	\$ -	\$ 91,000
Sub Total	\$ 2,067,681		11,500	1,940,433	1,951,933	\$ 115,748
Capital Fund						
2000 Support Services	\$ 104,926	\$ -	\$ -	\$ -	\$ -	\$ 104,926
4000 Facilities Acquisition	\$ 391,396	\$ -	\$ 450	\$ 100	\$ 550	\$ 390,846
5000 Facilities Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 496,322	-	450	100	550	\$ 495,772
Total Appropriations	\$ 17,810,954	\$ -	\$ 555,283	\$ 13,877,351	\$ 14,432,634	\$ 3,378,320
Total Unappropriated	\$ 150,000	-	-	-	-	\$ 150,000
TOTAL	\$ 17,960,954	\$ -	\$ 555,283	\$ 13,877,351	\$ 14,432,634	\$ 3,528,320



Superintendent Report – August 2026

Even with the end of the school year, June and July continued to be very busy months. Our summer school program was successful, and we were able to serve approximately 127 K-12 students over the course of four weeks from June 22 – July 17. I would like to thank the following staff for giving up their summer to continue the work of educating and providing meals to our students: Kymberlee Rhodes, Kevin Lake, David Lake, Noel Sandeen, Jamie McCaffrey, Alicia Amos, Adamari Garcia, Andrea Garcia, Laura Pierce-Cummings, Joe Whaley, Chris Larson, Kimberly Gielselman, Ashly Petty, Carmen Botello, Amanda Keena, Missy Grizzel, Brad Baldwin, Taryn Auerbach, Iris Nielsen, Crystal Comstock, Adrian Mitchell, and Sierra Mollers.

Additionally, there has been a lot of “behind the scenes” work done this summer in order for the district to transition to Frontline for electronic timesheets. This transition should create efficiencies for our employees for signing in and signing out, supervisor approvals, and payroll. I want to thank Hattie Truett, Barbi Hemmer and Jennifer Oertel for all of the work that went into setting up the system.

Finally, there was also a lot of “behind the scenes” work that was done this summer for staff evaluations. The district is ready to transition to Frontline for evaluations beginning this fall. This required developing new evaluation handbooks, processes, and the accompanying forms for all staff groups in the district. I want to thank Jennifer Oertel for taking the time to learn another new system this summer!

Inservice Week

I have included a copy of the welcome back letter to staff and the schedule for August 24-28, which is the week that our staff return to work. Our district day is August 25 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!

Strategic Plan Update

The 2026-2031 Strategic Plan is complete, and I will be presenting it at the board meeting. I will be seeking board approval of the plan so that I can present it to the staff on District Day, August 25.

SB 141 Accountability and Performance Growth Targets (PGTs)

As I presented in the spring, the Education Accountability Act (SB 141) was passed by the Oregon Legislature and goes into effect this school year. It requires districts to set performance growth targets for each of the following metrics by August 30:

- K-2 Regular Attendance
- K-12 Regular Attendance

- 3rd Grade ELA Proficiency
- 8th Grade Math Proficiency
- 9th Grade On-Track
- 4-Year Graduation Rate
- 5-Year Completion Rate
- Academic Growth

There is no requirement for the district to present the PGTs to the governing board as part of our development process, but we are required to present an annual report on progress toward meeting the PGTs to the board in an open meeting and provide an opportunity for public comment next year.



August 10, 2026

Dear JSD Staff,

Summer is quickly coming to a close, and we are eagerly preparing for the return of our students for the 2026-27 school year. I hope you were able to enjoy a restful break, 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 deeply optimistic about the path forward.

Jefferson School District's mission is clear: *Cultivating a safe environment where academic growth, accountability, and well-being thrive*. This essential work drives our overarching vision: *to prepare our students today for their full potential tomorrow*. Every single role within our district is vital to fulfilling this promise and your daily efforts directly impact our students' futures and make our collective success possible.

This school year marks the first year of our new five-year strategic plan, and during this time we will be focusing on three key strategic priorities:

- Academic Growth, Achievement and Lifelong Learning
- Safe, Supported Connected, Present
- Community Engagement & Relationships

Our Jefferson School District Welcome Back Inservice Week is scheduled from **August 24th to August 28th**. We are still finalizing the daily schedules for each day, but a general schedule for the week is enclosed. It is important to note that all staff members, regardless of regular work hours, are expected to be present on **August 26th and 27th** to ensure full participation in essential meetings and training sessions. If you are required to attend First Aid/CPR training on August 28th, a separate notification is enclosed.

Thank you for everything you do to inspire and support our students every day. I hope you enjoy these remaining days of summer, and I look forward to seeing everyone in a few weeks.

Sincerely,

Dawn R. Moorefield
Superintendent
Jefferson School District 14J

JEFFERSON SCHOOL DISTRICT

AUGUST 24-28 SCHEDULE



24/
MON

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



25/
TUES

ALL STAFF DISTRICT DAY
ALL STAFF REPORT TO
JEFFERSON MIDDLE SCHOOL
7:45AM - 3:45PM LICENSED STAFF
7:45AM - 3:00PM CLASSIFIED STAFF

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



26/
WED

ALL STAFF INSERVICE DAY
ALL STAFF REPORT TO
YOUR ASSIGNED BUILDING
7:45AM - 3:45PM

*Schedule is still being finalized



27/
THU

LICENSED STAFF AND SOME
CLASSIFIED STAFF
BUILDING MEETINGS

*Schedule is still being finalized



28/
FRI

WORK DAY FOR
ALL LICENSED STAFF
7:45AM - 3:45PM
First Aid/CPR Training
9:00AM - 3:00PM (Staff will be notified)

