Pleasant Hill School District No. 1

September 21, 2026

Regular Board Meeting

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Commitment, Excellence, Community

PLEASANT HILL SCHOOL DISTRICT NO. 1
SCHOOL BOARD CHARGE MEETING MINUTES

Monday, August 24, 2026; 5:30 p.m.; Pleasant Hill Community Center

1) BOARD GOALS AND DISCUSSION

The Board of Directors discussed their goals for the 2026-27 school year. The Board's goal is to monitor the strategic plan through clear, quantitative scorecard reporting tied to each pillar. The focus should be showing growth/decline over the course of the year. Combining concise data with a brief narrative consistently answering; this is where we were, this is where we are and this is the trajectory.

2) POLICY REVIEW AND OPERATING AGREEMENTS REVIEW

a. BDD – Board Meeting Procedures **(Exhibit 2627.9)**

Superintendent Crist reviewed the policy with the Board. The Board and Mr. Crist discussed the changes in the OSBA sample policy from the current district policy. The Board decided to move forward with the OSBA sample policy for a first read approval at the next board meeting.

b. BDDC – Board Meeting Agenda **(Exhibit 2627.10)**

Superintendent Crist reviewed the policy with the Board. Pleasant Hill School District does not currently have a separate Board policy governing agenda development. The Board decided to move forward with the OSBA sample policy for a first read approval at the next board meeting.

c. BDDG – Recordings and Minutes of Board Meetings **(Exhibit 2627.11)**

Superintendent Crist reviewed the policy with the Board. The Board and Mr. Crist discussed the changes in the OSBA sample policy from the current district policy. The Board decided to move forward with the OSBA sample policy, while continuing its practice of maintaining written minutes as the official permanent record of Board action while using recorded meetings to enhance transparency and public access, for a first read approval at the next board meeting.

d. KNA – Immigration Enforcement on District Property **(Exhibit 2627.12)**

Superintendent Crist reviewed the policy with the Board. House Bill 4079 requires the district to adopt a policy addressing notice when federal immigration authorities are confirmed to have entered school property for immigration enforcement. The legislation also requires the policy to identify at least one administrator responsible for coordinating the district's response. Superintendent Crist will be the responsible administrator with the building principals being an alternative if Superintendent Crist is away from the district. The Board decided to move forward with the OSBA sample policy adopting only those policy provisions expressly required by HB 4079 and related Oregon statutes for a first read approval at the next board meeting.

e. DL – Issuance of Payroll Checks **(Exhibit 2627.13)**

Superintendent Crist reviewed the policy with the Board. Mr. Crist discussed the changes that would remove an outdated payroll provision from when the district gave out physical paychecks. The change would read, "Pay day shall be the 20th day of the month or as otherwise specified by applicable provisions of the employee's collective bargaining agreement/group agreement with the district. If the 20th day of the month falls on a Saturday, then payday shall be the prior Friday; if the 20th day of the month falls on a Sunday, then payday shall be the following Monday". The Board decided to move forward with the revision to the policy for a first read approval at the next board meeting.

3) ADJOURNMENT – 6:44 p.m.

Signed: _____, this _____ day of _____, 2026

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Commitment, Excellence, Community

PLEASANT HILL SCHOOL DISTRICT NO. 1
REGULAR SCHOOL BOARD MEETING MINUTES

Monday, August 24, 2026; 7:00 p.m.; Pleasant Hill Community Center

1. CALL TO ORDER

Board of Directors Vice Chair Rusty Rexius called the August 24, 2026 board meeting to order at 7:00 p.m. with the Pledge of Allegiance. Board of Directors present were Stephen Hammond and Jennifer Woodland. Others present were Superintendent Jim Crist, Business Manager Sheri Longobardo, Director of Special Programs Whitney Connolly, Elementary School Principal Brenna Fairchild, Middle/High School Principal Alan Stearns and Board Secretary Kimberly Silbernagel.

2. CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions.

3. PUBLIC FORUM

There was no public comment.

4. ACTION ITEMS

4.1 Approve July 20, 2026 Board CHARGE Meeting Minutes **(Exhibit 2627.14)**

Director Hammond moved to approve 4.1 July 20, 2026 Board CHARGE Meeting Minutes. The motion passed 3-0.

– Vacant Gottfried – Absent Woodland – Yes Rexius – Yes Hammond – Yes

4.2 Approve July 20, 2026 Regular Board Meeting Minutes **(Resolution 2627.15)**

Director Woodland moved to approve 4.2 July 20, 2026 Board Meeting Minutes. The motion passed 3-0.

– Vacant Gottfried – Absent Woodland – Yes Rexius – Yes Hammond – Yes

4.3 Accept English Learners in Oregon Annual Report 2024-25 **(Exhibit 2627.16)**

Director Hammond moved to approve 4.3 English Learners in Oregon Annual Report 2024-25. The motion passed 3-0.

– Vacant Gottfried – Absent Woodland – Yes Rexius – Yes Hammond – Yes

4.4 Approve Personnel Report **(Resolution 2627.17)**

Director Woodland moved to approve 4.4 Personnel Report. The motion passed 3-0.

– Vacant Gottfried – Absent Woodland – Yes Rexius – Yes Hammond – Yes

4.5 Accept 4th Quarter Financial Report, Ending June 30, 2026 **(Exhibit 2627.18)**
Business Manger Sheri Longobardo reviewed the financial report. The annual audit will take place October 5-6, 2026.

Director Woodland moved to approve 4.5 4th Quarter Financial Report, Ending June 30, 2026. The motion passed 3-0.

– Vacant Gottfried – Absent Woodland – Yes Rexius – Yes Hammond – Yes

4.6 Accept Financial Report – July **(Exhibit 2627.19)**

Director Hammond moved to approve 4.7 Financial Report – July. The motion passed 3-0.

– Vacant Gottfried – Absent Woodland – Yes Rexius – Yes Hammond – Yes

4.7 First Read – BBAA – Board Member's Authority and Responsibility **(Exhibit 2627.20)**

Director Woodland moved to approve 4.7 First Read – BBAA – Board Member's Authority and Responsibility. The motion passed 3-0.

– Vacant Gottfried – Absent Woodland – Yes Rexius – Yes Hammond – Yes

4.8 First Read – BBE – Vacancies on the Board **(Exhibit 2627.21)**

Director Rexius moved to approve 4.8 First Read – BBE – Vacancies on the Board. The motion passed 3-0.

– Vacant Gottfried – Absent Woodland – Yes Rexius – Yes Hammond – Yes

4.9 First Read – BD – Board Meetings, Notices, and Communications **(Exhibit 2627.22)**

Director Woodland moved to approve 4.9 First Read – BD – Board Meetings, Notices, and Communications. The motion passed 3-0.

– Vacant Gottfried – Absent Woodland – Yes Rexius – Yes Hammond – Yes

4.10 First Read – BDC – Executive Session **(Exhibit 2627.23)**

Director Hammond moved to approve 4.10 First Read – BDC – Executive Session. The motion passed 3-0.

– Vacant Gottfried – Absent Woodland – Yes Rexius – Yes Hammond – Yes

4.11 First Read – CCC – Hiring of Licensed Administrators **(Exhibit 2627.24)**

Director Woodland moved to approve 4.11 First Read – CCC – Hiring of Licensed Administrators. The motion passed 3-0.

– Vacant Gottfried – Absent Woodland – Yes Rexius – Yes Hammond – Yes

5. REPORTS AND INFORMATION

5.1 Review Board/Superintendent Operating Agreement **(Exhibit 2627.25)**
The Board of Directors and Superintendent Crist reviewed the board/superintendent operating agreement document that has been used for the last several years. They decided that they would like to continue using it for the 2026-27school year.

5.2 Review Superintendent Evaluation, Time Line and Goals **(Exhibit 2627.26)**
Superintendent Crist reviewed the evaluation materials as well as the timeline and his goals for the 2026-27 school year.

5.3 Calendar of Events
Superintendent Crist reviewed the calendar of events.

6. OTHER BUSINESS

6.1 Board Vacancy (Position 1 – Expires June 30, 2027)
The Board of Directors and Superintendent Crist discussed the process for filling the board vacancy. The Board and Superintendent Crist will develop questions for the interview process. Interviews will be held in a later public meeting. The district will collect applications and check for eligibility once the process opens.

7. NEXT MEETING

- Regular Board Meeting – September 21, 2026; 7:00 p.m.; Pleasant Hill Community Center

8. ADJOURNMENT – 7:51 p.m.

Signed: _____, this _____ day of _____, 2026

Date: September 21, 2026
Resolution: 2627.29

Personnel Action

Relevant Data:

Each month the Board of Directors is asked to approve personnel action involving licensed employees. Tonight, the Board is being asked to approve the attached licensed resignations. If the Board of Directors would like to discuss any of these recommendations in executive session, in accordance with ORS 192.660(2)(f) Exempt Public Records, the employee should be identified by the number and it will be withdrawn pending further instruction from the Board.

Recommendation:

It is recommended that the Board of Directors approve the personnel action for licensed employees as reflected in this resolution and any addendum presented along with this resolution. Categories include:

- Licensed Resignations

Submitted and Recommended By:

Jim Crist
Superintendent

NO	NAME OR EMPLOYEE ID	CURRENT STATUS	FTE	EFFECTIVE DATE	NOTES
	NEW HIRES				
	RESIGNATIONS				
1	102088	PROBATIONARY	1.0	10/25/2026	
2	101919	CONTRACT	1.0	11/6/2026	
	RETIREMENTS				

Date: September 21, 2026
Resolution: 2627.30

Alternative Education Program Approval

Relevant Data:

In accordance with ORS 336.631(3) and Board Policy IGBHA, the district must annually evaluate and approve each alternative education program it operates, participates in or contracts with to provide services to students. During 2026-27 School Year Pleasant Hill School District #1 will, with board approval, contract with programs to provide educational services to district students.

The programs have been evaluated on several criteria. The primary factors were the type of service provided, the age, and number of students enrolled and maintained in the program, the ability of the program to address the educational and other pre-identified needs of the students enrolled. The Special Programs Department, in conjunction with other districts in Lane County, evaluates each alternative program utilizing the Alternative Education Programs Toolkit for annual Program Approval (OAR 581-022-1350).

Participation in the Oregon State Assessment is required of all alternative providers under ORS 336.637, so continuation of contract with programs is dependent upon compliance with the required assessment of students placed with outside alternative education contractors.

The Director of Special Programs and Superintendent meet as needed to consider potential placement options in outside programs. Ongoing evaluation of the options will take place throughout the school year and in conjunction with the consortium of Lane County School Districts as facilitated by LaneESD.

Student needs at the elementary and middle school level for outside placements are facilitated through the Director of Special Programs and related staff. The Superintendent's office, including building Principals also utilize a team-based approach that is specific to each case.

The following is a brief overview of Pleasant Hill School District's current out-of district alternative education programs:

Out-of-District - Alternative Programs

Bridgeway School - 37770 Upper Camp Creek Road, Springfield, OR 97478. School provides students affected by autism with an individualized, holistic education preparing them to respond within their abilities in our community. The school offers individualized support so students can learn more effectively.

Target Group - 6-18 year old students

Department of Youth Services - Martin Luther King Education Center - 2515 Martin Luther King Boulevard, Eugene, OR 97401. The MLK Ed Center serves secondary students who currently have an active case with Lane County Youth Services. The program is a collaboration between Lane County Youth Services and Lane ESD. MlK offers wrap-around services and support to youth who have experienced multiple interruptions in traditional school placements. Their mission is to provide our students with opportunities to develop skills needed to be successful in school, work, and our community.

Target Group - 12-19 year old students

Looking Glass: Centerpoint - 1790 West 11th, Eugene, OR 97403. Program provides academic and therapeutic services for youth with mental health concerns.

Target Group 11-17 year old students

Looking Glass: Riverfront School & Career Center - 1666 W. 12th, Eugene, OR 97403. Program provides educational assessment, basic skills instruction, GED preparation and completion, completion of a high school diploma, completion of Adult Education Diploma, vocational assessment, career exploration, pre-employment training (paid & non-paid), work experience, hands-on training in electronics, manufacturing, culinary arts, health occupations, natural resources, teen parent program, and special education services. Full day and half day options are available.

Target Group: 11-17 year old students

Jasper Mountain - 37875 Jasper-Lowell Road, Jasper, OR 97438. Program provides intensive treatment with a highly structured environment for severely abused and disturbed children. Also provides general education and special education services for students with trauma informed instruction and practices.

Target Group: 4-13 year old students

Safe Center - 89124 Marcola Road, Springfield, OR 97478. Program provides short-term residential treatment for children who are showing signs of developing serious emotional disturbance and destructive behavior patterns. Short-term crisis stays also available for children in need of immediate stabilization.

Target Group: 4-13 year old students

Wellsprings Friends School - 3590 West 18th Avenue, Eugene, OR 97402. Program provides small group instruction with non-traditional curriculum aimed at supporting non-traditional high school students.

Target Group: 13-18 year old students

Recommendation:

It is recommended that the board approve the following private contractors for alternative education services for the 2026-27 academic year.

Bridgeway School
Martin Luther King Education Center
Looking Glass: Centerpoint
Looking Glass: Riverfront School & Career Center
Jasper Mountain
Safe Center
Wellsprings Friends School

Submitted By:

Whitney Connolly
Director of Special Programs

Recommended By:

Jim Crist
Superintendent

Proposed 2026–27 Superintendent Goals

Goal 1: Strengthen Literacy and Student Learning

During the 2026–27 school year, lead the implementation and monitoring of the district's literacy and student-learning priorities by establishing a consistent system for reviewing achievement data, identifying instructional needs, supporting school-level responses, and communicating progress to the Board.

Performance indicators

1. Establish a district assessment and reporting calendar that includes fall, winter, and spring progress reviews.
2. Establish Board scorecard and data reports (Fall, Winter, Spring) that include current performance, longitudinal trend data when available, progress toward adopted targets, and explanations of significant changes.
3. Work with administrators and instructional teams to identify specific instructional responses based on assessment results.
4. Monitor the implementation and effectiveness of identified instructional strategies and student supports.

Applicable standards

- **Primary: Standard 4 — Culturally Responsive Instructional Leadership and Improvement**
    - Establishes coherent systems of instruction, assessment, data analysis, professional support, and instructional improvement.
- **Supporting: Standard 1 — Visionary District Leadership**
    - Implements and communicates progress toward the district's continuous improvement plan and strategic priorities.
- **Supporting: Standard 8 — Policy, Governance and Advocacy**
    - Provides meaningful and accessible reports of student achievement data to the Board.

Potential evidence

- Assessment and reporting calendar
- Fall, winter, and spring scorecards
- Achievement and trend data

Goal 2: Expand Community Partnerships to Support Students and Families

During the 2026–27 school year, establish and advance sustainable community partnerships that expand access to food and after-school programming.

Performance indicators

1. Work with Food for Lane County to evaluate the feasibility of establishing a food center or regular food-distribution location in the Pleasant Hill community.
2. Identify potential locations, community needs, operational requirements, staffing, funding, and partner responsibilities for the food center.
3. Work with United Way and district staff to develop or expand an after-school program that provides student supervision, academic support, and enrichment opportunities..

Applicable standards

- **Primary: Standard 5 — Communication and Community Relations**
    - Develops partnerships with families, community organizations, civic groups, and regional partners to strengthen student learning and address school and community needs.
- **Supporting: Standard 3 — Inclusive District Culture**
    - Advocates for equitable access to the opportunities and resources necessary to support each student's success and well-being.
- **Supporting: Standard 7 — Effective Financial Management**
    - Identifies grants, external resources, funding responsibilities, and sustainable financial plans aligned with district priorities.
- **Supporting: Standard 1 — Visionary District Leadership**
    - Aligns community partnerships with the district's mission, strategic objectives, and continuous improvement priorities.

Potential evidence

- Meeting agendas and correspondence with Food for Lane County and United Way
- Partnership agreements or memoranda of understanding
- Program proposals and implementation plans
- Board progress reports

Goal 3: Implement a Districtwide Electronic Evaluation and Professional-Growth System

During the 2026–27 school year, develop and implement a consistent electronic evaluation and professional-growth system for all staff. The system will improve consistency, timeliness, documentation, feedback, goal-setting, and compliance.

Performance indicators

1. Select or configure an electronic platform capable of supporting the district's different employee groups and evaluation requirements.
2. Develop standardized electronic workflows.
3. Align forms and processes with collective bargaining agreements, Board policy, employment agreements, and applicable state requirements.
4. Train administrators, supervisors, and employees in the appropriate use of the system.

Applicable standards

- **Primary: Standard 6 — Effective Organizational Management**
    - Creates effective personnel systems, develops staff capacity, supports professional growth, and ensures staff evaluations are completed.
- **Supporting: Standard 2 — Ethics and Professional Norms**
    - Promotes fairness, transparency, consistency, integrity, and trust in personnel practices.
- **Supporting: Standard 8 — Policy, Governance and Advocacy**
    - Ensures district personnel practices comply with Board policy, contracts, state law, rules, and regulations.
- **Supporting: Standard 4 — Culturally Responsive Instructional Leadership and Improvement**
    - Uses evaluation, coaching, feedback, and professional-growth processes to strengthen instructional and leadership practices.

Potential evidence

- Platform selection or configuration documentation
- Electronic evaluation forms and workflows
- Training and participation records
- Completion and compliance reports

BOARD – SUPERINTENDENT OPERATING AGREEMENT

PURPOSE:

The Board of Directors is the educational policymaking body for the Pleasant Hill School District. To effectively meet the system's challenges the School Board and Superintendent must function together as a leadership team. To ensure unity among team members, effective group agreements must be in place. The following are the group agreements for the Board and Superintendent.

COLLABORATIVE GOVERNANCE:

1. Place the district's mission, vision, and goals above personal interests.
2. Respect the boards responsibility to establish policy and the superintendent's responsibility to manage the district.
3. Maintain appropriate confidentiality with district information.
4. Members of the Board and the Superintendent shall work together as a team; modeling lifelong learning and collaboration.
5. Board members shall recognize and respect the Superintendent's responsibility to manage the school district and to direct employees in district and school matters.
6. Board members shall give careful consideration, listening to all perspectives, to all issues brought to the board by individuals and district leadership.
7. The Board shall make decisions only at properly called meetings. Board members recognize that individual members have no authority to take action on behalf of the board.

COMMUNICATION AGREEMENTS:

1. Board members shall follow the chain-of-command and communicate directly with the Superintendent when a question arises, or a concern or complaint is voiced by a staff member, student, parent or community member.
2. Board Members shall communicate directly with the Superintendent or Board Chair prior to meetings of the board to address questions and/or concerns about agenda items.
3. Board members and the Superintendent shall communicate one-on-one, when an individual concern arises, with any member of the board-superintendent team as appropriate.
4. In order to avoid surprises, board members will communicate directly with the superintendent whenever possible:
    - When a question, concern or complaint is voiced by a staff member, student, parent, community member or by an individual board member.
    - When a board member has a concern about the superintendent.
    - Prior to meetings of the board to address questions or concerns about agenda items, and when possible at least one business day prior to the meeting.
    - When an individual board member requests district information and documents outside the meeting.
5. The superintendent will communicate directly with the board:
    - In a regularly established scheduled communication process for information sharing.
    - When an individual board member requests information, it shall be disseminated to all members of the board.
    - In anticipation of an adverse event or adverse media coverage.
    - When a serious incident involving staff, students, parents or community members occurs.
    - When the superintendent has concern about an individual board member.
    - When requested to do so by a majority of the board.

Individual board members make statements as individuals. If a statement is made on behalf of the board, the designation of a spokesperson shall follow policy BCB. If an individual response to constituents is made, the board member has the responsibility to make it clear that they are speaking as an individual and not on behalf of the board.

The following expectations are to be a priority for the upcoming school year 2026-27.

BOARD EXPECTATIONS OF THE SUPERINTENDENT:

-
-
-

SUPERINTENDENT EXPECTATIONS OF THE BOARD:

-
-
-

SIGNATURES OF AGREEMENT:

Date: _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

OREGON SCHOOL BOARDS ASSOCIATION
1201 Court St NE, Ste 400 | Salem, OR 97301 | 503-588-2800 or 800-578-6722
www.osba.org | info@osba.org | *rev 6/2019*

Date: September 21, 2026

Pleasant Hill School District 2026-27
Financial Report as of August 31, 2026

Revenues:

- We have received State School Fund (SSF) payments totaling $2,458,350.
- We have received $77,819 in interest from investments.
- We have received $23,126 in other activity such as rentals, athletic fees and gate fees.

Expenditures:

- Salary expenditures total $230,560.
- Benefits total $136,973.
- Purchased Services total $96,977.
- Supplies total $44,122.
- Other Objects total $197,786.
- $700,000 of our budgeted transfers have been made from the General Fund to Reserves.

Other information:

- We have our SAIF annual audit scheduled for Tuesday, September 22.
- Our annual financial audit is scheduled for Monday and Tuesday, October 5 & 6.

Submitted by: Sheri Longobardo, Business Manager

PLEASANT HILL SCHOOL DISTRICT #1
2026-27 GENERAL FUND REVENUES AND EXPENDITURES - MONTHLY ACTIVITY
September 9, 2026

	BUDGET	7/25	8/25	9/25	10/25	11/25	12/25	1/26	2/26	3/26	4/26	5/26	6/26	YTD TOTAL	BALANCE OVER / (UNDER) BUDGET
Resources															
Beginning Fund Balance	**$6,534,313**													**$7,184,845**	**$650,532**
Current Year's Taxes	$4,011,704	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(4,011,704)
Prior Year's Taxes	30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(30,000)
Payment in Lieu Prop Tax	3,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(3,000)
Penalties & Int on Taxes	10,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(10,000)
Transportation Fees	3,500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(3,500)
Interest on Investments	450,000	$38,587	$39,232	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$77,819	(372,181)
Other Curricular Activity	93,000	$750	$16,040	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$16,790	(76,210)
Rentals	7,500	$810	$980	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,790	(5,710)
Miscellaneous	50,000	$10	$4,461	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$4,471	(45,529)
Fingerprint Rev	1,875	$0	$75	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$75	(1,800)
County / Intermediate	33,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(33,000)
Lane ESD Stipends	20,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(20,000)
State School Fund	9,552,285	$1,639,228	$819,122	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,458,350	(7,093,935)
Common School Fund	140,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(140,000)
Small School Grant	58,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(58,000)
High Cost Disability Grant	70,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(70,000)
Interfund Transfers	0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	0
Total Revenues	**$14,533,864**	**$1,679,385**	**$879,910**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**2,559,295**	**($11,974,569)**
Total Resources	**$21,068,177**													**$9,744,139**	**($11,324,038)**
Expenditures															
Salaries	$7,173,790	$80,882	$149,704	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$230,586	($6,943,204)
Associated Payroll Costs	4,270,469	$49,082	$87,892	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$136,973	($4,133,496)
Purchased Services	2,666,562	$65,281	$31,695	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$96,977	($2,569,585)
Supplies and Materials	591,048	$25,278	$18,843	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$44,122	($546,926)
Cap Outlay	15,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	($15,000)
Other Objects	256,175	$192,813	$4,973	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$197,786	($58,389)
Transfers	2,345,000	$0	$700,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$700,000	($1,645,000)
Contingency/Beg Fund Bal	3,750,133	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	($3,750,133)
Total Expenditures	**$21,068,177**	**$413,336**	**$993,107**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,406,443**	**($19,661,734)**
Ending Fund Balance														**$8,337,696**	**$8,337,696**

Date: September 21, 2026
Resolution: 2627.34

Board Goals & Priorities - 2026–27 School Year

Primary Goal: Literacy & Student Learning

Pleasant Hill School District will strengthen literacy across all grade levels by increasing the percentage of students who meet or exceed grade-level expectations, while ensuring timely and effective supports through a Multi-Tiered System of Supports (MTSS) for students who need additional help.

Data Reporting & Progress Monitoring Goal

Pleasant Hill School District will establish a consistent reporting cycle, three times each school year, that provides the Board with quantitative student achievement data from district STAR assessments. Reports will include current performance, student growth, and longitudinal trend data so the Board can monitor student achievement over time and compare results from year to year.

In addition, the District will continue regular scorecard reporting that provides both quantitative and qualitative information so the Board remains informed regarding annual measures and progress measures associated with the District's scorecard goals and actions.

Progress may be measured by:

- Growth on district and state literacy assessments.
- The percentage of students meeting benchmark targets.
- Documented intervention outcomes at Tiers 2 and 3.
- STAR assessment reports presented to the Board three times annually—fall, winter, and spring.
- Reporting that includes student achievement, growth, and trend data over multiple reporting periods and school years.
- Year-to-year comparisons that allow the Board to identify patterns of improvement, areas of concern, and progress toward District goals.
- Continued scorecard reports that include both quantitative measures and qualitative evidence of progress.
- Regular updates on annual measures, progress measures, and implementation of the goals and actions identified within District scorecards.

Date: September 21, 2026
Resolution: 2627.35

Board Policy Adoption

BBAA – Individual Board Member's Authority and Responsibilities

Background:

At the July 20, 2026 Board CHARGE Meeting, the Board reviewed Board Policy BBAA in preparation for the recommended changes.

At the August 24, 2026 Board Regular Meeting, the Board heard public comment and approved Policy BBAA First Read in preparation for adoption.

Recommendation:

It is recommended that the Board of Directors adopt Policy BBAA.

Submitted and Recommended By:

Jim Crist
Superintendent

Pleasant Hill School District 1

Code: BBAA
Adopted:

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. 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.

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 Board members shall maintain awareness of relevant district information and participate in Board functions and professional Board development activities.

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

1. Request for Records

   Any individual Board member who desires a copy of an existing record may make such a request to the superintendent. Requests involving confidential records or significant staff time will be referred to the Board for approval.

2. Requests for Legal Opinions

   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 the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior 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 Member

   When a Board member receives complaints or requests for action from staff, students or members of the public, the Board member will direct the staff, students, members of the public to the public 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 Administration

   No individual Board member may direct the superintendent or other staff to action without Board authorization. No Board member will intervene in the administration of the district or its schools.

5. Contracts or Agreements

All district contracts 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 members may visit schools in accordance with Board policy BG – Board–Staff Communications.

7. Public Meetings Law

All Board members will comply with Public Meetings Law, including participating in an approved[2] training at least once during each term of office.

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 Services[4] or local law enforcement.

9. Oregon Ethics Laws

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 332.045	ORS 332.075
ORS 192.610 – 192.705	ORS 332.055	ORS 332.107
ORS Chapter 244	ORS 332.057	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).

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[2] Approved by the Oregon Government Ethics Commission.

[4] (855) 503-SAFE (7233)

Date: September 21, 2026
Resolution: 2627.36

Board Policy Adoption

BBE – Vacancies on the Board

Background:

At the July 20, 2026 Regular Board Meeting, the Board reviewed Board Policy BBE in preparation for the recommended changes.

At the August 24, 2026 Board Regular Meeting, the Board heard public comment and approved Policy BBE First Read in preparation for adoption.

Recommendation:

It is recommended that the Board of Directors adopt Policy BBE.

Submitted and Recommended By:

Jim Crist
Superintendent

Pleasant Hill School District 1

Code: BBE
Adopted:

Vacancies on the Board

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

1. At a Board meeting, the Board will declare the vacancy[1];

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. Not be an employee of the district or a charter school located within the district, 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;

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 votes[4], 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.

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[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.

[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.

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 Lane 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

Pleasant Hill School District 1

Code: BBE-AR
Revised/Reviewed:

Board Member Vacancy Application

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?

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

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: _____

Date: September 21, 2026
Resolution: 2627.37

Board Policy - Delete

BD/BDA – Board Meetings

Background:

This policy will be replaced with the new Policy BD – Board Meetings, Notices, and Communications.

Recommendation:

It is recommended that the Board of Directors delete Policy BD/BDA.

Submitted and Recommended By:

Jim Crist
Superintendent

Pleasant Hill School District 1

Code: BD/BDA
Adopted: 7/87
Revised/Readopted: 1/10/00; 4/24/17; 11/15/21

Board Meetings

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 convening of a quorum of the Board as the district's governing body to make a decision or to deliberate 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 governing body, i.e. a work session. 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 Meetings[1].

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law[2]. The Board may attend training sessions outside the district boundaries but 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 those with disabilities, 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 were 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. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

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

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[1] 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 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.

[2] 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.

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 also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of a meeting. 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 communication. Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Electronic communications may contain:

a. Agenda item suggestions;
b. Reminders regarding meeting times, dates and places;
c. Board meeting agendas or information concerning agenda items;
d. One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals);
e. 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.

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)

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 174.104
ORS Chapter 192
ORS Chapter 193
ORS 255.335
ORS 332.040 - 332.061
ORS 433.835 - 433.875

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.
Oregon House Bill 2560 (2021).
Oregon House Bill 3041 (2021).

Cross Reference(s):

ACA - Americans with Disabilities Act
BDC - Executive Sessions

Date: September 21, 2026
Resolution: 2627.38

Board Policy Adoption

BD – Board Meetings, Notices, and Communications

Background:

At the July 20, 2026 Regular Board Meeting, the Board reviewed Board Policy BD in preparation for the recommended changes.

At the August 24, 2026 Board Regular Meeting, the Board heard public comment and approved Policy BD First Read in preparation for adoption.

Recommendation:

It is recommended that the Board of Directors adopt Policy BD.

Submitted and Recommended By:

Jim Crist
Superintendent

Pleasant Hill School District 1

Code: BD
Adopted:

Board Meetings, Notices and Communications

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 Board[1] 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.

"Quorum" means the minimum number of members of the Board required to legally transact business. For the Board, a quorum is three Board members.

[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.

"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 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 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 law[4]. 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.

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.

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.

Public Notice Requirements

The district posts public notice 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:

[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.

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.

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.

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.*

Date: September 21, 2026
Resolution: 2627.39

Board Policy Adoption

BDC – Executive Sessions

Background:

At the July 20, 2026 Regular Board Meeting, the Board reviewed Board Policy BDC in preparation for the recommended changes.

At the August 24, 2026 Board Regular Meeting, the Board heard public comment and approved Policy BDC First Read in preparation for adoption.

Recommendation:

It is recommended that the Board of Directors adopt Policy BDC.

Submitted and Recommended By:

Jim Crist
Superintendent

Pleasant Hill School District 1

Code: BDC
Adopted:

Executive Sessions

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

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

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

Example:

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

Prior to or at the beginning of the executive session, the Board chair may read the following[1]:

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

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent; may not include a discussion or negotiation of compensation (including salaries and benefits).[2]

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

[2] This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. It also does not apply to the employment of the chief executive officer, other public officers, employees and staff members of the district unless:

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

(ORS 192.660(2)(a))

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer[3], employee, staff member or individual agent who does not request an open hearing[4]; may not include a discussion or negotiation of compensation (including salaries and benefits). (ORS 192.660(2)(b))

3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

5. To consider information or records that are exempt by law from public inspection.[5] (ORS 192.660(2)(f))

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.[6] (ORS 192.660(2)(h))

7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing[7]; may not include a discussion or negotiation of compensation (including salaries and benefits or a general

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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] 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.

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

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

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 192.685
ORS 192.705
ORS 332.045
ORS 332.061
OAR 199-040-0015 - 0060
OAR 199-050-0015
OAR 199-050-0040
OAR 199-050-0050
OAR 199-050-0060

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

Date: September 21, 2026
Resolution: 2627.40

Board Policy Adoption

CCC – Hiring of Licensed Administrators

Background:

At the July 20, 2026 Regular Board Meeting, the Board reviewed Board Policy CCC in preparation for the recommended changes.

At the August 24, 2026 Board Regular Meeting, the Board heard public comment and approved Policy CCC First Read in preparation for adoption.

Recommendation:

It is recommended that the Board of Directors adopt Policy CCC.

Submitted and Recommended By:

Jim Crist
Superintendent

Pleasant Hill School District 1

Code: CCC
Adopted: 1/10/00
Readopted/Revised: 10/11/10

Hiring of Licensed Administrators

When an administrative vacancy occurs, the district's preferred practice is to conduct an open, competitive selection process that provides qualified applicants an opportunity to apply for the position.

The superintendent may determine that an internal selection process limited to qualified district administrators, is in the best interest of the district. Prior to taking action to initiate an open, internal or transfer process, the superintendent shall notify the Board of the intended selection process.

Except when the superintendent determines that a direct transfer of an existing administrator is appropriate, the following procedures shall be followed in the selection of all administrative personnel below the rank of superintendent:

1. For an open, competitive process, the administrative vacancy shall be announced publicly prior to the first interview, providing sufficient time for interested applicants to submit applications. For an internal process, notice of the vacancy shall be provided to eligible district administrator(s), providing sufficient time for submission of applications;
2. Applications shall be in writing and directed to the superintendent. It shall be the responsibility of the superintendent/designee to complete the pre-employment file with credentials furnished by or at the request of the applicant;
3. A screening committee shall be appointed by the superintendent;
4. Selected applicants shall be granted a personal interview following the deliberations of the screening committee;
5. Upon completion of all interviews, the screening committee shall make a recommendation for the position under consideration; and
6. The superintendent's recommendation shall be presented to the Board for consideration and appointment to the position.

An administrator shall serve a probationary period that does not exceed three years, unless the administrator and the district mutually agree to a shorter time period.

END OF POLICY

Legal Reference(s):

ORS 332.505
ORS 342.845

Date: September 21, 2026
Exhibit: 2627.41

Board Policy – First Read

Relevant Data:

From time to time, changes in laws or operating practice requires changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to develop policy for Pleasant Hill Schools.

The following policy is presented for Board approval as a first reading and review to reflect updated procedures in the district

- BDD – Board Meeting Procedures

Recommendation:

It is recommended that the Board of Directors approve the first read of the board policy.

Submitted and Recommended By:

Jim Crist
Superintendent

Pleasant Hill School District 1

Code: BDD
Adopted:

Board Meeting Procedures

1. Quorum

   A quorum of the Board is three Board members.

2. Vote Needed for Exercise of Powers

   The affirmative vote of three 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.

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.

5. Parliamentary Procedure

   Official Board business will be transacted by motion or resolution at properly noticed[3] meetings.

   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 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

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[3] See ORS 192.640, OAR 199-050-0040 and Board policy BD – Board Meetings, Notices and Communications.

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

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)

Date: September 21, 2026
Exhibit: 2627.42

Board Policy – First Read

Relevant Data:

From time to time, changes in laws or operating practice requires changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to develop policy for Pleasant Hill Schools.

The following policy is presented for Board approval as a first reading and review to reflect updated procedures in the district

- BDDC – Board Meeting Agenda

Recommendation:

It is recommended that the Board of Directors approve the first read of the board policy.

Submitted and Recommended By:

Jim Crist
Superintendent

Pleasant Hill School District 1

Code: BDDC
Adopted:

Board Meeting Agenda

The Board chair will direct the preparation of an agenda for all 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. 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 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 will then be placed on the regular agenda.

The agenda, together with supporting materials, will be distributed to Board members at least three full working days prior to the meeting. A copy of the agenda will be posted on the district website at least 48 hours prior to any regular meeting and 24 hours prior to any special meeting.

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

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).

Date: September 21, 2026
Exhibit: 2627.43

Board Policy – First Read

Relevant Data:

From time to time, changes in laws or operating practice requires changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to develop policy for Pleasant Hill Schools.

The following policy is presented for Board approval as a first reading and review to reflect updated procedures in the district

- BDDG – Recordings and Minutes of Board Meetings

Recommendation:

It is recommended that the Board of Directors approve the first read of the board policy.

Submitted and Recommended By:

Jim Crist
Superintendent

Pleasant Hill School District 1

Code: BDDG
Adopted:

Recordings and Minutes of Board Meetings

The Board will ensure a 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 format[3]. 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 form[4].

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 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 taken[5];

4. The substance of any discussion on any matter; and

5. A reference to any document discussed at the meeting.

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 time after the meeting. These minutes will be published to the district website and may be requested from the district office.

Recordings or minutes[7] 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

[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.

[7] "...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)

332.061 shall contain only material not excluded under ORS 332.061(2) and information[8] 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.

[8]ORS 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.

Date: September 21, 2026
Exhibit: 2627.44

Board Policy – First Read

Relevant Data:

From time to time, changes in laws or operating practice requires changes or additions to board policies.

The following policy is presented for Board approval as a first reading and review to reflect updated procedures in the district

- DL – Issuance of Payroll Checks

Recommendation:

It is recommended that the Board of Directors approve the first read of the board policy.

Submitted and Recommended By:

Jim Crist
Superintendent

Pleasant Hill School District 1

Code: DL
Adopted: 7/87
Readopted: 1/10/00, 10/25/10

Issuance of Payroll Checks

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee's collective bargaining agreement/group agreement with the district. Employee health, accident, dental and other types of insurance will be provided as outlined in the agreements. Mandatory payroll deductions will be withheld as required by state and federal law.

No other automatic deductions except those required by law and applicable provisions of collective/group agreements will be made from an employee's pay without authorization of the Board.

Pay day shall be the 20th day of the month or as otherwise specified by applicable provisions of the employee's collective bargaining agreement/group agreement with the district. If the 20th day of the month falls on a Saturday, then payday shall be the prior Friday; if the 20th day of the month falls on a Sunday, then payday shall be the following Monday.

END OF POLICY

Legal Reference(s):

ORS 243.650(10), (16)
ORS 243.666
ORS 243.820 - 243.830
ORS 332.505
ORS 332.534
ORS 652.110
ORS 652.120
ORS 652.610

Cross Reference(s):

DLB - Employee Tax Sheltered Annuities

Date: September 21, 2026
Exhibit: 2627.45

Board Policy – First Read

Relevant Data:

From time to time, changes in laws or operating practice requires changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to develop policy for Pleasant Hill Schools.

The following policy is presented for Board approval as a first reading and review to reflect updated procedures in the district

- KNA – Immigration Enforcement on District Property

Recommendation:

It is recommended that the Board of Directors approve the first read of the board policy.

Submitted and Recommended By:

Jim Crist
Superintendent

Pleasant Hill School District 1

Code: KNA
Adopted:

Immigration Enforcement on District Property

The district complies with state and federal law, including Oregon Revised Statute (ORS) 180.805 and ORS 181.826, and this policy and accompanying administrative regulations KNA-AR(1) – Interactions with Immigration Enforcement and KNA-AR(2) – Federal Immigration Enforcement Request Log when responding to requests from federal immigration authorities regarding immigration enforcement. The district will provide ongoing training to designated staff to ensure compliance with this policy.

This policy will be made available in the student handbook and on the district's website[2].

Designation of Primary Point of Contact

The Superintendent is the primary point of contact for coordinating interactions with federal immigration authorities occurring in the district ("primary point of contact"). The Principal shall serve as an alternative point of contact during the primary point of contact's absence or unavailability ("alternate point of contact").

The primary point of contact's responsibilities include:

1. Serving as the district's representative during encounters with federal immigration authorities;

2. Confirming when federal immigration authorities have entered school property for immigration enforcement purposes;

3. Assisting staff in performing their duties in response to immigration enforcement efforts, including ensuring compliance with all district policies and procedures related to interactions with federal immigration authorities and immigration enforcement efforts;

4. Reviewing and responding to requests from federal immigration authorities.

5. Facilitating the district's compliance with lawful immigration enforcement efforts in a manner that does not unnecessarily disrupt the school environment or invade the privacy of students, staff, or volunteers;

6. Providing notice as required in this policy when a federal immigration authority has been confirmed to have entered school property for immigration enforcement.

Required Notice

When a federal immigration authority is reported to have entered school property for the purpose of immigration enforcement the primary point of contact shall confirm whether federal immigration

[2] Must be provided in culturally appropriate languages that are used to communicate effectively with parents and guardians of students in the district, as determined by the Board.

authorities have entered school property for immigration enforcement and when confirmed, shall provide notice as follows:

1. Same day notice must be provided to:

    a. Students who attend the school where the federal immigration authority is confirmed to be on school property for immigration enforcement and who are in grades 6 and above;
    b. Parents or guardians of students attending the school where the federal immigration authority is confirmed to be on school property for immigration enforcement;
    c. Staff of the school where the federal immigration authority is confirmed to be on school property for immigration enforcement; and
    d. Community-based service providers that have requested to receive notice when a federal immigration authority is confirmed to be on school property for immigration enforcement. Community-based service providers can request to receive such notifications by contacting the primary point of contact at the district office.

2. Notice must include:

    a. The general location of the federal immigration authority; and
    b. Whether classes or school operations were affected by the presence of the federal immigration authority.

3. Notice must not disclose:

    a. Personally identifiable information;
    b. Other information that may not be legally disclosed; or
    c. Other information when the disclosure may threaten the health or safety of students or staff of the district or is prohibited by a court order.

The required notice will be provided as expediently as possible using existing methods used for providing electronic communications. The health and safety of students and employees of the school district shall be taken into account with regard to expediency of notification.

Unless otherwise prohibited by law or court order, the district will make reasonable efforts to provide notice to a student, or to the parent of guardian of a student, when the district has provided information related to the student to a federal immigration authority.

Confidentiality of School Records

Except when required by a judicially authorized warrant, subpoena, or order, Oregon law prohibits the district from disclosing protected information to federal immigration authorities for the purpose of enforcing federal immigration laws. Protected information includes information relating to a person's:

1. Address;

2. Workplace or hours of work;

3. School or school hours;

4. Contact information, including telephone number, electronic mail address or social media account information;

5. Known associates or relatives; and

6. Date, time or location of the person's hearings, proceedings or appointments with a public body that are not matters of public record.

Oregon law also prohibits sharing any of the above information about a person's relatives or known associates with federal authorities for immigration enforcement purposes.

Oregon law generally prohibits the district from sharing or disclosing citizenship or immigration status or country of birth information[6] that the district collects, unless one of the following exceptions applies:

1. The disclosure is required by state or federal law (other than federal immigration law);

2. The disclosure is required by a judicially authorized warrant, order, or subpoena;

3. The information being shared with a person concerns only that person or their dependents; or

4. The information is aggregated and not personally identifiable.

Training

The district will provide the primary point of contact and alternate point of contact with training as follows:

1. The training must include information on the requirements of House Bill 4079 (2026), any applicable model policies published by the Attorney General, and this policy; and

2. The training must be provided at the time of designation and at least once every two years thereafter.

Upon the adoption of this policy and not less than once every two years thereafter, the district will provide training to all current district staff regarding federal and state laws, and the district's policies, relating to interacting with federal immigration authorities and responding to immigration enforcement efforts. The district will provide the required training to all new staff within 30 days of beginning employment.

END OF POLICY

Legal Reference(s):

ORS 180.810
ORS 180.805
ORS 181.826
OAR 581-021-0371

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).
Oregon Attorney General's *K12 School Model Policy*
Senate Bill 1538 (2026).
Senate Bill 1594 (2026).

[6] Citizenship or immigration status or country of birth information is any information concerning:
1. Where a person was born; or
2. Whether a person is a citizen of the United States; or
3. Whether a person has lawful authority to be present in the United States.

House Bill 4079 (2026).

Pleasant Hill School District 1 Administrative Regulation

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

Interactions with Immigration Enforcement

The Superintendent is designated as the "primary point of contact."

1. Staff, contractors and volunteers shall adhere to all district policies when interacting with federal immigration authorities and the following administrative regulations:

    a. Unless expressly authorized by the superintendent or designee, or by the primary point of contact on behalf of the superintendent or designee, staff shall not:

        (1) Provide federal immigration authorities with records or information about students, staff, or volunteers;
        (2) Confirm whether a student, staff member, or volunteer is present or make the student, staff member, or volunteer available;
        (3) Allow access to non-public areas of the district's facilities or property;
        (4) Sign documents presented by federal immigration authorities; or
        (5) Give consent to any immigration enforcement action.

    b. Staff may not interfere with lawful immigration enforcement actions or physically obstruct federal immigration authorities in any manner. However, staff should immediately report to the primary point of contact if they observe any conduct or enforcement activities by federal immigration authorities that violate state or federal law, or district policies, or that otherwise present a security threat or potential danger to students, staff, volunteers, or visitors.
    c. Staff who receive a request related to immigration enforcement must immediately notify the primary point of contact. The primary point of contact is responsible for interacting with the federal immigration authorities until the matter is concluded or the federal immigration authorities have been referred to the superintendent or designee.
    d. The primary point of contact or alternate point of contact should meet the federal immigration authorities at the school door or other area designated by the superintendent or designee for this purpose.
    e. The primary point of contact shall provide federal immigration authorities with a copy of this policy and explain that school staff are required to follow these steps in this policy. The primary point of contact should inform the immigration authorities that school staff must contact the office of the superintendent or designee for guidance before providing access to school facilities, records, or other information.
    f. The primary point of contact should direct another staff member to contact the superintendent or designee while the primary point of contact remains with the federal immigration authorities.
    g. The primary point of contact must document the request from federal immigration authorities to the fullest extent possible under the circumstances. At a minimum, the documentation shall include the following information, if available:

        (1) The name, badge number, and agency of the law enforcement officer making the request;

(2) The number of officers present;
(3) Time, date, and location of the request;
(4) The nature of the request;
(5) The source of authority for the request, including whether the request is administratively or judicially authorized;
(6) Whether the request requires an immediate response;
(7) The identification of witnesses present; and
(8) How the encounter concluded.

h. The primary point of contact shall direct another staff member to transmit copies, photos, or other documentation provided by federal immigration authorities to the superintendent or designee, along with other information documented pursuant to this policy. The superintendent or designee must approve any response to a law enforcement request related to immigration enforcement as provided in Section 3 of this administrative regulation.

2. Determination of Validity of Judicial Warrant, Subpoena or Order

a. If presented with a warrant, subpoena or order by federal immigration authorities, the primary point of contact shall verify the validity of the warrant, subpoena or order by determining whether the warrant, subpoena or order is judicially authorized. An administrative warrant, subpoena, order or other legal process that has not been authorized by a judicial officer does not authorize the district to provide law enforcement with access to records or information, or facilities for purposes of immigration enforcement.

A judicially authorized warrant, subpoena or order contains the following key features:

(1) A caption, near the top of the document, identifying the court that issued the order (typically the federal district court for the District of Oregon);
(2) A signature block, near the end of the document, including the name of the person who signed the order, and identifying that individual as a judge, magistrate, clerk of court, or other person signing on behalf of a judge or magistrate, and the date of the signature; and
(3) An indication that the warrant, subpoena or order has not expired.

Examples of warrants and subpoenas are available in the Attorney General's model policies[1].

b. The primary point of contact shall notify the superintendent or designee of the warrant, subpoena or order and whether the warrant, subpoena or order appears on its face to be judicially authorized.
c. The primary point of contact should request a copy of the warrant, subpoena or order and transmit a copy of the warrant, subpoena or order for review by the superintendent or designee, or legal counsel.
d. The superintendent or designee shall make the final determination regarding the validity of any warrant, subpoena or order and whether, and to what extent, federal immigration will have access to district records or information, or facilities. If the superintendent or designee is uncertain as to the validity or scope of the warrant, subpoena or order, the superintendent or

[1] https://www.doj.state.or.us/wp-content/uploads/2026/06/Attorney-Generals-Model-Public-School-Policies-in-Compliance-with-SB-1538.pdf

designee should immediately consult legal counsel or a statewide or regional education organization.

3. Approval of Response by Superintendent

   a. The primary point of contact shall notify the superintendent or designee of a request related to immigration enforcement prior to responding to the request. The superintendent or designee will only honor requests from immigration enforcement officers or other agencies enforcing federal immigration laws if the request is judicially authorized. If the superintendent or designee is uncertain as to the lawfulness or scope of the request, the superintendent or designee should immediately consult legal counsel or a statewide or regional education organization prior to approving a response.
   b. If the superintendent or designee determines that a response is not authorized by a judicial subpoena issued as part of a court proceeding or by another compulsory court-issued legal process, such as a warrant, the superintendent or designee shall direct the primary point of contact to decline the request.

      Upon direction of the superintendent or designee, the primary point of contact shall decline the request, refer the federal immigration enforcement authorities to the superintendent or designee, and request that they leave the premises.

      The primary point of contact shall ensure that the information documented pursuant to this administrative regulation is submitted to the Oregon Criminal Justice Commission as provided in ORS 181A.826.

   c. If the request is accompanied by a subpoena, warrant or order that appears on its face to be judicially authorized, the superintendent or designee must review and approve the primary point of contact of district's response to the request.

      The superintendent or designee shall ensure that the district's response provides no greater access to records or information, or facilities, than that required by the subpoena, warrant or order.

   d. If the request involves a warrant that appears to be valid and authorizes the arrest of a particular person, the superintendent shall direct the primary point of contact to request that the arrest be conducted in a manner that is the least disruptive to the school environment and to the person's wellbeing, which may include bringing the arrestee to the federal immigration authorities.

4. School-Sponsored Events

   If federal immigration authorities appear at a school-sponsored event open to the general public (e.g., field trip, athletic event, band event), staff should document their observations, notify the primary point of contact and follow any guidance provided by the primary point of contact. When alerted to the presence of federal immigration authorities at a school-sponsored event, the primary point of contact shall notify the superintendent or designee.

5. School Transportation/Buses

If federal immigration authorities request to board a school bus or other vehicle transportation, the driver should ask them to wait outside the bus/vehicle, close the doors, and immediately call the primary point of contact and follow any guidance provided by the primary point of contact. The primary point of contact shall notify the superintendent or designee and coordinate an approved response as outlined in this policy.

6. Volunteers

The district will determine which volunteers need to receive training or materials regarding this administrative regulation.

Pleasant Hill School District 1 Administrative Regulation

Code: KNA-AR(2)
Revised/Reviewed:

Federal Immigration Enforcement Request Log

School site: _____

Person Receiving Request: _____ Title: _____

1. Requesting Officer Information

   Officer name: _____ Badge #: _____

   Agency: _____

   Contact information: _____

2. Number of officers present: _____

3. Time, date and location of request: _____

4. Nature of the request:

   ☐ Request to enter school property
   ☐ Request to access school facilities or buildings
   ☐ Request to interview a student
   ☐ Request to interview staff member
   ☐ Request to locate a student
   ☐ Request to obtain student records
   ☐ Request to detain or take custody of an individual
   ☐ Other (describe): _____

5. Source of Authority for the request

   Authority cited by officer(s):

   ☐ Administrative Warrant
   ☐ Administrative Subpoena
   ☐ Judicial Warrant
   ☐ Judicial Subpoena
   ☐ Court Order
   ☐ Other Authority (describe): _____

   Document Presented? ☐ Yes ☐ No

   If yes, identify the document and any identifying numbers: _____

   Copy obtained? ☐ Yes ☐ No

6. Does the request require an immediate response? ☐ Yes ☐ No

Superintendent or Designee Review and Approval

The superintendent or designee must review the request and approve any response to a law enforcement request related to immigration enforcement.

Review Conducted By:

☐ Superintendent ☐ Superintendent's Designee

Name: _____

Title: _____

Date and Time of Review: _____

Response Authorized:

☐ Yes ☐ No ☐ Additional Legal Review Required ☐ Pending Further Information

Witnesses Present

Name	Title or Role	Contact Information
Name	Title or Role	Contact Information
Name	Title or Role	Contact Information

How the Encounter Concluded

☐ Access to school property granted
☐ Access denied pending legal review
☐ Referred to Superintendent or Designee
☐ Other (describe): _____
☐ Referred to School Administrator
☐ Officers left without further action

Detailed summary of outcome:

_____

_____

_____

_____

_____

_____

Additional notes:

_____

_____

_____

_____

Follow-Up Actions

☐ Legal counsel notified
☐ Superintendent notified and copies, photographs, or other documentation transmitted to the superintendent or designee.
☐ Law enforcement documentation copied and retained

Completed By: _____ (print name)

Title: _____

Signature: _____

Date: _____

Time Completed: _____

Pleasant Hill School District

Review of OSBA Policy Update (Required) – GBA: Equal Employment Opportunity

Purpose

The purpose of this is to review the proposed revisions to Board Policy GBA, "Equal Employment Opportunity," using the April 2026 Oregon School Boards Association (OSBA) model policy.

This discussion is intended to:

- Review recent updates to Oregon and federal employment law.
- Clarify the Board's commitment to equal employment opportunity.
- Review changes regarding veteran preference, Title IX communication, and recruitment practices.
- Determine whether the Board wishes to adopt the updated OSBA model policy.

No Board action is requested during this review.

Background

Board Policy GBA establishes the District's commitment to providing equal employment opportunity for all applicants and employees without discrimination based on protected characteristics. The policy also requires designation of individuals responsible for compliance with the Americans with Disabilities Act (ADA), Section 504, and Title IX.

The 2026 OSBA revision does not significantly change the District's equal employment philosophy. Instead, it modernizes statutory references and clarifies several administrative responsibilities associated with recruitment, hiring, and nondiscrimination.

Why This Policy Matters

The Board establishes the District's commitment to equal employment opportunity through policy.

Administration is responsible for implementing that commitment through:

- recruitment;
- hiring;

- promotion;
- evaluation;
- employee training;
- complaint investigation; and
- compliance with state and federal employment laws.

This policy provides the legal and ethical framework supporting those practices.

Summary of Proposed Changes

1. Veteran Preference Language

The revised policy updates language regarding veteran preference by expressly recognizing Oregon's statutory requirements for:

- veterans;
- disabled veterans;
- state servicemembers; and
- former state servicemembers.

This is primarily a statutory clarification and reflects current Oregon law.

Discussion Question

Does the Board support updating the policy to reflect the full scope of Oregon's veteran preference statutes?

2. Title IX Coordinator Communication

The revised policy expands how information about the District's Title IX Coordinator must be communicated.

Rather than simply providing the coordinator's contact information, the revised policy requires that the information be communicated to:

- students;
- parents;
- employees;

through District handbooks and publication on the District website.

This aligns the policy with current Title IX expectations and improves accessibility.

3. Recruitment Language

The revised policy updates references from "recruiting" to "recruitment" and clarifies that District procedures should:

- provide equal employment opportunity; and
- eliminate the effects of past and present discrimination.

These revisions are primarily editorial but better reflect current employment practices.

4. No Changes to Protected Classifications

The policy continues to prohibit discrimination based on protected classifications, including:

- race;
- color;
- religion;
- sex;
- sexual orientation;
- gender identity;
- pregnancy;
- disability;
- age;
- veteran status;
- genetic information;
- and other characteristics protected by Oregon and federal law.

The District's commitment to equal employment opportunity remains unchanged.

Governance Discussion

This policy highlights an important distinction between governance and administration.

Board Responsibilities

The Board:

- adopts nondiscrimination policy;
- establishes expectations for equitable employment practices;
- ensures appropriate compliance officers are designated;
- monitors legal compliance through policy.

Administrative Responsibilities

Administration:

- recruits employees;
- conducts hiring processes;
- administers veteran preference;
- investigates complaints;
- oversees ADA, Section 504, and Title IX compliance;
- provides employee training.

The Board establishes the expectation.

Administration implements the process.

Discussion Items

A. Communication of Compliance Information

The revised policy requires broader communication regarding the District's Title IX Coordinator.

Administration recommends ensuring that current contact information is consistently available through:

- employee handbooks;
- student and parent handbooks;
- the District website; and
- other required notices.

This improves accessibility and supports compliance with federal law.

B. Veteran Preference

Administration recommends adopting the revised veteran preference language.

The revisions do not change current District hiring practices but ensure the policy accurately reflects Oregon law regarding veterans, disabled veterans, and state servicemembers.

C. Recruitment Practices

Administration recommends continuing recruitment practices that emphasize:

- broad outreach;
- objective selection criteria;
- fair employment opportunities;
- compliance with state and federal employment law.

These practices support the District's ability to recruit and retain a highly qualified workforce.

Superintendent Recommendation

Administration recommends adopting the OSBA model policy substantially as written.

The proposed revisions:

- align the policy with current Oregon and federal law;
- modernize veteran preference language;
- strengthen communication requirements regarding the Title IX Coordinator;
- clarify recruitment expectations;
- maintain the District's long-standing commitment to equal employment opportunity.

The revisions are largely administrative and do not materially change current District employment practices.

Recommended Next Steps

Following Board discussion:

- Administration will prepare a final draft reflecting any Board direction.
- The revised policy will be presented at a regular Board meeting for First Reading.
- Formal adoption will be considered at a subsequent regular Board meeting.

Following adoption, administration recommends reviewing the District's employment notices, handbooks, website, and recruitment materials to ensure they consistently identify the ADA/Section 504 Compliance Officer and the Title IX Coordinator, and that they accurately reflect the District's equal employment opportunity practices. This administrative review will help ensure continued compliance while reinforcing the Board's commitment to maintaining a fair, inclusive, and legally compliant workplace.

OSBA Model Sample Policy

Code: GBA
Adopted:

Equal Employment Opportunity

{OAR 581-022-2405 requires districts to have personnel policies which address affirmative action and equal employment opportunity.}

Equal employment opportunity and treatment shall be practiced by the district regardless of race[1], color, religion, sex, sexual orientation, gender identity, national origin, marital status, pregnancy, childbirth or a related medical condition[2], age, veterans' status[3], service in a uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability[4] 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 the Americans with Disabilities Act Amendments Act (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. 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 ~~provided~~ communicated to all students, parents of students and employees through handbooks and will be published on the district website.

The superintendent will develop other specific ~~recruiting~~recruitment, interview~~ing~~ 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):

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

[2] ~~This unlawful employment practice~~[Certain protections related to pregnancy, childbirth or a related medical condition ~~as described in House Bill 2341 (2019) (added to ORS 659A)~~ appl~~ies~~y to employers who employ six or more persons (ORS 659A.106 and ORS 659A.148).] {Remove if district has six or more employees.}

[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.~~

[4] ~~This unlawful employment practice~~[Certain protections related to disability ~~as described in ORS 659A.112~~ appl~~ies~~y only to employers who employ six or more persons (ORS 659A.106).] {Remove if ESD has six or more employees.}

ORS 174.100
~~ORS 243.317 – 243.323~~05
ORS 326.051
ORS 332.505
~~ORS 342.934~~
ORS 408.225 – 408.237
~~ORS 408.230~~
~~ORS 408.235~~
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.040~~
ORS 659A.082
ORS 659A.109
ORS 659A.112
ORS 659A.147
~~ORS 659A.233~~
~~ORS 659A.236~~
~~ORS 659A.309~~
~~ORS 659A.321~~
~~ORS 659A.409~~
ORS 659A.820

OAR 581-021-0045
OAR 581-022-2405
~~OAR 839-003-0000~~
OAR 839-006-0435 - 0480
~~OAR 839-006-0440~~
~~OAR 839-006-0450~~
~~OAR 839-006-0455~~
~~OAR 839-006-0460~~
~~OAR 839-006-0465~~

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (~~2018~~2024).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (~~2018~~2024).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (~~2018~~2024); 29 C.F.R Part 1626 (~~2019~~2025).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (~~2018~~2024).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (~~2018~~2024).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (~~2018~~2024); 34 C.F.R. Part 104 (~~2019~~2025).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683~~, 1701, 1703-1705, 1720~~ (~~2018~~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 ~~of 1990~~/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (~~2018~~2-2024); 29 C.F.R. Part 1630 (~~2019~~2025); 28 C.F.R. Part 35 (~~2019~~2025).
~~Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).~~
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (~~2018~~2024).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (~~2018~~2024).
~~Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).~~
~~Chevron USA Inc. v. Echazabal, 536 U.S. 736 (2002).~~
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303, 4311 (~~2018~~2024).

Pleasant Hill School District 1

Code: GBA
Adopted: 1/10/00
Readopted: 2/13/06, 12/10/07, 4/13/09; 1/13/20; 11/15/21

Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the district regardless of race[1], color, religion, sex, sexual orientation, gender identity, national origin, marital status, pregnancy, childbirth or a related medical condition[2], age, veterans' status[3], service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability[4] if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. 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 provided to all students and employees.

The superintendent will develop other specific recruiting, interviewing and evaluation procedures as are necessary to implement this policy.

END OF POLICY

---

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

[2] This unlawful employment practice related to pregnancy, childbirth or a related medical condition as described in House Bill 2341 (2019) (added to ORS 659A) applies to employers who employ six or more persons.

[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.

[4] This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106).

Legal Reference(s):

ORS 174.100
ORS 243.317 – 243.323
ORS 326.051
ORS 332.505
ORS 342.934
ORS 408.225
ORS 408.230
ORS 408.235
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.040
ORS 659A.082
ORS 659A.109
ORS 659A.112
ORS 659A.147
ORS 659A.233
ORS 659A.236
ORS 659A.309
ORS 659A.321
ORS 659A.409
ORS 659A.820
OAR 581-021-0045
OAR 581-022-2405
OAR 839-003-0000
OAR 839-006-0435
OAR 839-006-0440
OAR 839-006-0450
OAR 839-006-0455
OAR 839-006-0460
OAR 839-006-0465

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, et. seq. (2018).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2018); 29 C.F.R Part 1626 (2019).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (2018); 34 C.F.R. Part 104 (2019).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018).
Chevron USA Inc. v. Echazabal, 536 U.S. 736 (2002).
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303 (2018).
House Bill 2935 (2021)
House Bill 3041 (2021)

Cross Reference(s):

AC - Nondiscrimination
ACA - Americans with Disabilities Act

Pleasant Hill School District

Review of OSBA Policy Update (Required)– GBN/JBA and JBA/GBN: Sexual Harassment

Purpose

The purpose of this is to review the proposed revisions to Board Policy GBN/JBA, "Sexual Harassment," using the April 2026 Oregon School Boards Association (OSBA) model policy.

This discussion is intended to:

- Review recent updates to Oregon law and the 2024 federal Title IX regulations.
- Clarify the Board's governance role in maintaining a safe, nondiscriminatory educational and work environment.
- Review the District's reporting, investigation, and response framework.
- Determine whether the Board wishes to adopt the updated OSBA model policy.

No Board action is requested during this review.

Background

Board Policy GBN/JBA and JBA/GBN establishes the District's commitment to eliminating sexual harassment and ensuring that students, employees, and third parties are able to learn and work in an environment free from harassment. The policy also explains that complaints may be processed under both Oregon law and federal Title IX requirements, depending on the circumstances.

The 2026 OSBA revision maintains the overall structure of the policy while incorporating updates related to the 2024 Title IX regulations, clarifying reporting expectations, strengthening notice requirements, and refining complaint procedures.

Why This Policy Matters

The Board's responsibility is to ensure that the District maintains:

- a safe educational and work environment;
- legally compliant complaint procedures;
- trained administrators;

- appropriate reporting systems.

The Board **does not investigate complaints or determine whether misconduct occurred.**

Those responsibilities belong to the Superintendent or designated Title IX Coordinator using the procedures established by law.

Summary of Proposed Changes

1. Dual Complaint Framework

The revised policy continues to recognize that complaints may be processed under:

- Oregon sexual harassment law; and
- federal Title IX regulations.

When alleged conduct could meet both definitions, both complaint procedures are processed simultaneously.

This ensures that the District complies with both state and federal requirements.

2. Reporting and Investigation

The revised policy reinforces that:

- any person may report sexual harassment;
- reports may be made regardless of whether a formal complaint is filed;
- all reports must be reviewed to determine the appropriate legal process;
- all reports that may constitute a policy violation must be investigated. The investigation provisions continue to authorize interviews, review of documents and electronic communications, physical evidence, video surveillance, and, when appropriate, use of an outside investigator.

3. Supportive Measures

The revised policy continues to emphasize providing supportive measures for individuals who may have experienced sexual harassment.

These may include actions intended to:

- restore or preserve access to educational programs;
- protect students and employees;

- eliminate hostile environments;
- prevent retaliation.
  These measures are not disciplinary and may be implemented even before a formal complaint is filed.

4. Expanded Notice Requirements

One of the more significant procedural updates is the detailed notice that must be provided to reporting persons, impacted persons, respondents, and, where appropriate, parents or guardians.

Required notice includes:

- complaint procedures;
- available services;
- privacy rights;
- available community resources;
- prohibition against retaliation;
- available civil and criminal remedies.

These provisions improve transparency while protecting the rights of all parties.

5. Publication Requirements

The revised policy continues to require that the District:

- publish the policy in student and employee handbooks;
- post the policy on the District website;
- make the policy available in school offices; and
- post notices in grades 6–12 buildings.

This ensures that students, employees, parents, and community members know how to report concerns and access support.

Governance Discussion

This policy illustrates an important governance principle.

Board Responsibilities

The Board:

- adopts policy;
- ensures legally compliant procedures exist;
- allocates resources for training and compliance;
- monitors implementation through the Superintendent.

Administrative Responsibilities

Administration:

- receives reports;
- conducts investigations;
- implements supportive measures;
- determines findings;
- coordinates required notices;
- ensures compliance with Oregon law and Title IX.

The Board oversees the system.

Administration administers the process.

Discussion Items

A. Board Role During Active Complaints

The Board may wish to reaffirm that individual complaints should not be discussed by the Board while they are under investigation.

Board involvement in active investigations can:

- compromise due process;
- create potential conflicts;
- expose the District to legal risk; and
- undermine the integrity of the investigation.

Administration recommends that all complaints continue to be handled through the established administrative procedures, with the Board receiving information only as appropriate for governance or legal purposes.

B. Training

Administration recommends continuing annual training for:

- administrators;
- supervisors;
- Title IX personnel;
- employees.

Regular training supports compliance and helps ensure consistent responses to reports of prohibited conduct.

C. Title IX Coordinator

The policy continues to designate a Title IX Coordinator responsible for coordinating the District's compliance efforts and ensuring prompt and equitable responses to reports of sexual harassment.

Administration recommends continuing this practice and ensuring that current contact information is consistently published in all required locations.

D. Confidentiality and Retaliation

The revised policy reinforces that retaliation against any individual participating in the complaint process is prohibited and that confidentiality must be maintained to the extent permitted by law.

Administration recommends continuing to emphasize these protections in employee and student training.

Superintendent Recommendation

Administration recommends adopting the OSBA model policy substantially as written.

The proposed revisions:

- align the policy with current Oregon law and the 2024 Title IX regulations;
- strengthen reporting and investigation procedures;
- clarify notice requirements;
- reinforce supportive measures and anti-retaliation protections;
- maintain a comprehensive framework for responding to sexual harassment complaints.

The revisions do not materially change the Board's role but ensure that the District's complaint procedures remain legally compliant and responsive to the needs of students, employees, and third parties.

Recommended Next Steps

Following Board discussion:

- Administration will prepare a final draft reflecting any Board direction.
- The revised policy will be presented at a regular Board meeting for First Reading.
- Formal adoption will be considered at a subsequent regular Board meeting.

Following adoption, administration recommends providing the Board with periodic governance-level updates regarding Title IX and sexual harassment compliance activities, such as annual training completion, required notices, and procedural updates. Individual complaints should continue to be handled administratively through the District's established complaint procedures, with the Board remaining focused on policy oversight, legal compliance, and ensuring that appropriate systems are in place to protect students, employees, and the school community.

OSBA Model Sample Policy

Code: GBN/JBA
Adopted:

Sexual Harassment

{Required policy. The requirement for this policy comes from ORS 342.700 et. al., OAR 581-021-0038 and federal Title IX laws.}

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{[1]} 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 procedures{[2]}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties[3] 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

[1] {Some districts choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If the district chooses to change these terms, new terms must be consistent and clear. Note, "complainant" is defined under federal law.}

[2] {Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (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 GBNAA/JHFF).}

[3] "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 a school-sponsored activity or program; or 3) 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.

c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent[4].{[5]}

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, [{[6]}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):

{[7]}[Name], [position] at [phone] or [email]

[This] [These] individual[s] [is] [are] 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.{[8]}] *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.

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[4] "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.

[5] {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the district would like to include the full statutory definition, it can do so.}

[6] {OAR 581-021-0038 requires that the policy include a "examples of harassing behaviors covered by policy". The bracketed list in this policy reflects OSBA's recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district's legal counsel.}

[7] {The district must designate person(s) to receive reports or complaints regarding sexual harassment. More than one staff member may be designated to receive reports or complaints of sexual harassment.}

[8] {This must be communicated elsewhere, but it is a good reason to specify it here as well.}

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

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

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. [Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

4. Review of written communications, including electronic communications;

5. Review of any physical evidence; and

6. Use of third-party investigator.]

The district will use [a reasonable person] standard when determining whether a hostile environment exists. [A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.{[9]}]

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:

[9] {OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be…" 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

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 person[10] 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[11]:

[10] 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.

[11] Remember confidentiality laws when providing any information.

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 [student, student's parents, staff member, person or person's parent] [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 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.

[**Oregon Department of Education (ODE) Support**

The ODE will provide technical assistance and training upon request.]

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 activity[12];

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": 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.

[12] "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))

[Person or position] is designated as the Title IX coordinator [and can be contacted at [insert phone number]]. 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.{[13]}

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.[14] The district shall treat complainants and respondents equitably by providing supportive measures[15] to the complainant and by following a grievance procedure[16] 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.[17]

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.[18] 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);

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[13] {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

[14] (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.

[15] (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.[15] 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))

[16] 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).

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

[18] 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))

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 Secretary[19], or both.]

No Retaliation

Neither the district or any person may retaliate[20] 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] [district] student handbook and on the [school] [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 [student, parent of a student, school or district staff member, or third party] [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).

[19] Of the United Stated Department of Education.

[20] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

OSBA Model Sample Policy

Code: JBA/GBN
Adopted:

Sexual Harassment

{Required policy. The requirement for this policy comes from ORS 342.700 et. al., OAR 581-021-0038 and federal Title IX laws.}

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{[1]} 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{[2]}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties[3] shall include:

1. A demand or request for sexual favors in exchange for benefits;

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[1] {Some districts choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If the district chooses to change these terms, new terms must be consistent and clear. Note, "complainant" is defined under federal law.}

[2] {Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (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).}

[3] "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 a school-sponsored activity or program; or 3) 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.

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 consent[4].{[5]}

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, [{[6]}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):

{[7]}[Name], [position] at [phone] or [email]

[This] [These] individual[s] [is] [are] 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.{[8]}] *See* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.

Response

[4] "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.

[5] {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the district would like to include the full statutory definition, it can do so.}

[6] {OAR 581-021-0038 requires that the policy include a "examples of harassing behaviors covered by policy." The bracketed list in this policy reflects OSBA's recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district's legal counsel.}

[7] {The district must designate person(s) to receive reports or complaints regarding sexual harassment. More than one staff member may be designated to receive reports or complaints of sexual harassment.}

[8] {This must be communicated elsewhere, but it is a good reason to specify it here as well.}

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 report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. [Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

4. Review of written communications, including electronic communications;

5. Review of any physical evidence; and

6. Use of third-party investigator.]

The district will use [a reasonable person] standard when determining whether a hostile environment exists. [A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.{[9]}]

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;

[9] {OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be…" 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

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 person[10] 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[11]:

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 [student, student's parents, staff member, person or person's parent] [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

[10] 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.

[11] Remember confidentiality laws when providing any information.

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.

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.

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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[12];

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": 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

[12] "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))

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.

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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.[14] The district shall treat complainants and respondents equitably by providing supportive measures[15] to the complainant and

[13] {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

[14] (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.

[15] (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.[15] 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))

by following a grievance procedure[16] 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.[17]

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.[18] 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 Secretary[19], or both.]

No Retaliation

Neither the district or any person may retaliate[20] 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

[16] 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).

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

[18] 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))

[19] Of the United Stated Department of Education.

[20] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

(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] [district] student handbook and on the [school] [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 [student, parent of a student, school or district staff member, or third party] [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).

Pleasant Hill School District 1

Code: GBN/JBA
Adopted: 1/10/00
Revised/Readopted: 6/26/17; 9/10/18; 6/01/20; 10/05/20; 11/04/24

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 procedures.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties[1] 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] "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 a school-sponsored activity or program; or 3) 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 consent[2].

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
Jim Crist	Superintendent	(541) 736-0701	jcrist@pleasanthill.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* 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.

[2] "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.

Notice

When a person[3] 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[4]:

1. Name and contact information for all 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 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;

[3] 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.

[4] 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.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

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 activity[5];

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": 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 and can be contacted at541-736-0701. 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.

[5] "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))

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.[6] The district shall treat complainants and respondents equitably by providing supportive measures[7] to the complainant and by following a grievance procedure[8] 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.[9]

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.[10] 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

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[6] (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.

[7] (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.[7] 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))

[8] 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).

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

[10] 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))

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 Secretary[11], or both.

No Retaliation

Neither the district or any person may retaliate[12] 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 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.

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 (2024).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Cross Reference(s):

GBNA - Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying - Staff
JBA/GBN - Sexual Harassment
JFCF - Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence, and Domestic Violence – Student

[11] Of the United Stated Department of Education.

[12] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Pleasant Hill School District 1

Code: JBA/GBN
Adopted: 1/10/00
Revised/Readopted: 6/26/17; 9/10/18; 6/01/20; 10/05/20; 11/04/24

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 parties[1] 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] "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 a school-sponsored activity or program; or 3) 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 consent[2].

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
Jim Crist	Superintendent	(541) 736-0701	jcrist@pleasanthill.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.

[2] "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.

Notice

When a person[3] 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[4]:

1. Name and contact information for all 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 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;

[3] 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.

[4] 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.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

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 activity[5];

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": 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 and can be contacted at 541-736-0701. 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.

[5] "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))

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.[6] The district shall treat complainants and respondents equitably by providing supportive measures[7] to the complainant and by following a grievance procedure[8] 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.[9]

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.[10] 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

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[6] (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.

[7] (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.[7] 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))

[8] 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).

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

[10] 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))

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 Secretary[11], or both.

No Retaliation

Neither the district or any person may retaliate[12] 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 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.

END OF POLICY

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[11] Of the United Stated Department of Education.

[12] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

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 (2024).
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 - Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence, and Domestic Violence – Student
JHFE - Reporting of Suspected Abuse of a Child
JHFF - Reporting Requirements Regarding Sexual Conduct with Students
JHFF/GBNAA - Reporting Requirements for Suspected Sexual Conduct with Students

Pleasant Hill School District

Review of OSBA Policy Update (Highly Recommended) – GCBDD/GDBDD: Sick Time

Purpose

The purpose of this is to review the proposed revisions to Board Policy GCBDD/GDBDD, **"Sick Time,"** using the 2026 Oregon School Boards Association (OSBA) model policy.

This discussion is intended to:

- Review updates resulting from changes to Oregon Sick Time Law.
- Clarify the relationship between Sick Time, Paid Leave Oregon (PFMLI), OFLA, and FMLA.
- Review updates regarding employee eligibility, permissible uses of sick time, and notice requirements.
- Determine whether the Board wishes to adopt the updated OSBA model policy.

No Board action is requested during this review.

Background

Board Policy GCBDD/GDBDD establishes the District's sick time program for employees and outlines how sick time is earned, used, and administered.

Pleasant Hill's current policy provides for paid sick leave, accrual and front-loading of leave, carryover of unused sick leave, verification requirements, and coordination with FMLA and OFLA.

The 2026 OSBA revision modernizes the policy to reflect changes in Oregon law, particularly the interaction between Oregon Sick Time, Paid Leave Oregon (PFMLI), the Oregon Family Leave Act (OFLA), and the Family and Medical Leave Act (FMLA). The revisions also expand permissible uses of sick time, clarify employee notice requirements, and update verification provisions.

Why This Policy Matters

The Board's role is to establish a legally compliant framework for employee sick leave.

Administration is responsible for:

- Administering employee leave requests.
- Tracking sick leave accruals and usage.
- Coordinating sick leave with FMLA, OFLA, Paid Leave Oregon, workers' compensation, and collective bargaining agreements.
- Ensuring compliance with state and federal law.

This policy provides employees with important workplace protections while establishing consistent expectations for leave administration.

Summary of Proposed Changes

1. Coordination with Other Leave Programs

One of the most significant updates recognizes that employee sick time may run concurrently with other statutory leave programs when permitted by law, including:

- Family and Medical Leave Act (FMLA)
- Oregon Family Leave Act (OFLA)
- Paid Leave Oregon (PFMLI)
- Other applicable statutory leave programs

These revisions provide greater clarity regarding the interaction of multiple leave laws and reduce administrative confusion when employees qualify for more than one type of leave.

2. Expanded Uses of Sick Time

The revised policy continues to allow employees to use sick time for their own or a family member's illness, injury, treatment, or preventive care.

The policy also expands authorized uses of sick time to include:

- Public health emergencies
- Blood donation
- Safe leave related to domestic violence, harassment, sexual assault, bias, or stalking
- Donation of accrued sick leave to another employee, if the District establishes such a program

Discussion Question

Does the Board wish to authorize a formal employee sick leave donation program, or should this continue to be addressed through collective bargaining agreements or separate Board policy?

3. Verification Requirements

The revised OSBA model authorizes the District to request medical verification after an employee has used sick leave for more than three consecutive scheduled workdays, unless modified by a collective bargaining agreement.

Pleasant Hill's current policy requires verification after five consecutive days of absence.

Discussion Question

Should the District adopt the OSBA recommendation of three consecutive workdays, or retain the current five-day standard?

Administration Recommendation

Verification requirements shall be administered in accordance with applicable collective bargaining agreements.

4. Employee Notice Requirements

The revised policy provides greater clarity regarding employee notification requirements.

For foreseeable absences, employees may be required to provide up to ten (10) days' advance notice whenever practicable.

For unforeseeable absences, employees are expected to notify the District as soon as practicable in accordance with established reporting procedures.

These revisions better reflect current Oregon law while recognizing that emergencies may prevent advance notice.

5. Protection Against Retaliation

The revised policy continues to prohibit adverse employment actions against employees who appropriately use accrued sick time.

This provision reinforces protections established under Oregon law and supports a workplace culture in which employees may utilize legally protected leave without fear of retaliation.

Governance Discussion

This policy provides another opportunity to reinforce the distinction between governance and administration.

Board Responsibilities

The Board:

- Adopts a legally compliant sick leave policy.
- Establishes general expectations regarding employee leave.
- Ensures consistency with Oregon law and collective bargaining agreements.
- Monitors compliance through policy oversight.

Administrative Responsibilities

Administration:

- Calculates sick leave accruals.
- Administers leave requests.
- Determines eligibility.
- Coordinates sick leave with FMLA, OFLA, Paid Leave Oregon, and other statutory leave programs.
- Maintains employee leave records.
- Provides required notices to employees.

These responsibilities are operational in nature and appropriately remain with administration.

Discussion Items

A. Verification Standard

The Board may wish to discuss whether to:

- Adopt the OSBA recommendation requiring verification after three consecutive workdays; or

- Retain Pleasant Hill's current practice requiring verification after five consecutive days, provided it remains consistent with state law and negotiated agreements.

Administration recommends: Verification requirements shall be administered in accordance with applicable collective bargaining agreements.

B. Sick Leave Donation

The OSBA model includes optional language allowing employees to donate accrued sick leave to another employee if the District has adopted such a program.

Administration recommends: The District may administer sick leave donation programs in accordance with applicable collective bargaining agreements.

C. Coordination with Paid Leave Oregon

Administration recommends continuing employee and supervisor training regarding the interaction among:

- Sick Time
- Paid Leave Oregon (PFMLI)
- Family and Medical Leave Act (FMLA)
- Oregon Family Leave Act (OFLA)
- Other applicable leave statutes

Given the increasing complexity of employee leave laws, consistent administration is essential to protecting both employee rights and District compliance.

Superintendent Recommendation

Administration recommends adopting the OSBA model policy substantially as written, with one item requiring Board consideration.

The remaining revisions:

- Align the District with current Oregon law.
- Clarify the interaction between Sick Time and Paid Leave Oregon.
- Expand authorized uses of sick leave.
- Improve employee notice and verification procedures.
- Strengthen the District's overall leave administration framework.

Recommended Next Steps

Following Board discussion:

- Administration will prepare a final draft reflecting any Board direction.
- The revised policy will be presented at a regular Board meeting for First Reading.
- Formal adoption will be considered at a subsequent regular Board meeting.

Following adoption, administration recommends reviewing employee handbooks, administrative procedures, payroll practices, and both collective bargaining agreements to ensure all leave provisions remain aligned. This review will help maintain consistency across District policies, negotiated agreements, and daily administrative practices while ensuring continued compliance with Oregon's evolving employee leave laws.

OSBA Model Sample Policy

Code: GCBDD/GDBDD
Adopted:

Sick Time *

{ORS 653.606 requires employers to "implement a sick time policy and provide notice to employees of sick time policies and procedures. OSBA does not interpret this as a requirement for school boards to adopt a policy on sick time. Rather, school districts are required to have practices and procedures to implement the requirements of this law. Having a board-adopted policy may help the district meet legal requirements. Many districts bargain aspects of this leave; policy language should not conflict with language in collective bargaining agreements.}

"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 employs {[1]}10 or more employees and therefore shall allow an eligible employee to access up to 40 hours of paid sick time per year. [Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works.] [Paid sick time of 40 hours shall be {[2]}front-loaded to an employee at the beginning of each year.]]

OR

[The district employs {[3]}10 or more employees and has established and invokes the "undue hardship" exception of ORS 653.621 (1)(b); therefore, 56 hours of paid sick time shall be {[4]}front-loaded to an eligible employees at the beginning of each year.]

OR

[The district employs fewer than 10 employees and therefore shall provide access for an eligible employee of at least 40 hours of unpaid sick time or unpaid time off. [Unpaid sick time or time off shall accrue at the

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[1] {If the district is located in a city with a population exceeding 500,000, the threshold is whether the district employs at least six employees working anywhere in this state.}

[2] {For employees employed by an employer for less than a full year, "front-load" means to assign and make available to an employee as soon as the employee becomes eligible to use sick time a number of hours of sick time that is the pro rata percentage of the hours the employee would be entitled to for an entire year based on the number of hours the employee was actually employed by the employer for the year. ORS 653.601(5)(b)}

[3] {If the district is located in a city with a population exceeding 500,000, the threshold is whether the district employs at least six employees working anywhere in this state.}

[4] {For employees employed by an employer for less than a full year, "front-load" means to assign and make available to an employee as soon as the employee becomes eligible to use sick time a number of hours of sick time that is the pro rata percentage of the hours the employee would be entitled to for an entire year based on the number of hours the employee was actually employed by the employer for the year. ORS 653.601(5)(b)}

rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works.] [Unpaid sick time or time off shall be {[5]}front-loaded to an employee at the beginning of each year.]]

The employee may carry up to 40 hours of unused sick time from one year to the subsequent year. [{[6]}An employee is limited to [accruing no more than 80 hours of sick time] [and] [using no more than 40 hours of sick time in a year].]

[Sick time shall be taken in hourly increments] [{[7]}Sick time shall be taken in increments of more than [one] hour[s]] [Sick time may be used in increments of less than one hour] and may be used for the employee's or a family member's[8] 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 Insurance (PFMLI) or Oregon Family Leave (OFLA).

Sick time earned by an employee may also be used for the following reasons:

1. ~~in~~ In the event of a public health emergency ~~or~~ compliant with Oregon Revised Statute (ORS) 653.616;

2. [{[9]}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~~ 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.]

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[5] {For employees employed by an employer for less than a full year, "front-load" means to assign and make available to an employee as soon as the employee becomes eligible to use sick time a number of hours of sick time that is the pro rata percentage of the hours the employee would be entitled to for an entire year based on the number of hours the employee was actually employed by the employer for the year. ORS 653.601(5)(b)}

[6] {If the district chooses to limit the accrual or usage, the district must choose language in the bracketed sentence and keep this sentence in policy. The application of these limits need not be applied to employers with less than 10 employees and who front-load at least 40 hours of unpaid sick time or unpaid time off at the beginning of each year used to calculate the accrual and usage of sick time or time off. (ORS 653.606 (1)(d))}

[7] {This bracketed option only applies if the public charter school claims "undue hardship" (as is defined in OAR 839-007-0000(7)) and front-loads 56 hours of paid sick time per year. The school may require the employee to use paid sick time in increments of more than one hour; however in the case of front-loading 56 hours of paid sick time, the school cannot require an employee to use sick time in increments that exceed four hours, however the employee may choose to do so. OAR 839-007-0025}

[8] "Family member" is defined in OAR 839-007-0000.

[9] {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.}

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{[10]}] consecutive scheduled workdays, to require verification or certification in accordance with law of the need for the sick time, including a medical verification or certification[11] 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 ORS 332.507, sick time leave and 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 {[12]}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.]

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] [at least 24 hours in advance] [before the start of the employee's shift], 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.

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 (~~2018~~2024); 29 C.F.R. Part 1630 (~~2023~~2025); 28 C.F.R. Part 35 (~~2023~~2025).

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[10] {This number can be increased, but not decreased. Review any applicable collective bargaining agreements.}

[11] 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.

[12] {ORS 653.621(3): "…not to exceed 10 days"}

Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (~~2018~~2024); Family and Medical Leave Act, 29 C.F.R. Part 825 (~~2023~~2025).

Pleasant Hill School District 1

Code: **GCBDD/GDBDD**
Adopted: 11/21/16

Sick Time

"Employee" means an individual who is employed by the district and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district.

A district employing 10 or more employees shall allow an eligible employee to access up to 40 hours of paid sick time per year. Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works. Paid sick time of 40 hours shall be front-loaded to regular employee at the beginning of each year. Other employees shall accrue quarterly.

The employee may carry up to 40 hours of unused sick time from one fiscal year to the subsequent fiscal year. An employee is limited to using no more than 40 hours of sick time in a year.

Sick time shall be taken in hourly increments and may be used for the employee's or a family member's[1] 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 the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.

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 five consecutive days of absence, to require proof of personal illness or injury from an employee, including a medical examination by a physician chosen and paid for by the district. An employee refusing to submit to such an examination or to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.

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

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

If the reason for sick time is a foreseeable absence, the district may require the employee to provide advance notice of their intention to use sick time within 10 days of the requested sick time, or as soon as practicable. When the employee uses sick time for a foreseeable absence, the employee shall take

[1]"Family member" is defined by the Oregon Family Leave Act (OFLA).

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).

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 as soon as practicable.

The district shall establish a standard process to track the eligibility for sick time of a substitute.

END OF POLICY

Legal Reference(s):

ORS 332.507
ORS 342.545
ORS 342.610
ORS 653.601 to -653.661
ORS 659A.150 to -659A.186

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006). Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2006).

Cross Reference(s):

GBDA - Americans with Disabilities Act Amendments Act of 2008.Mother Friendly Workplace
GCBDA/GDBDA - Family Medical Leave

Pleasant Hill School District

Review of OSBA Policy Update (Required) – EBB: Integrated Pest Management

Purpose

The purpose of this is to review the proposed revisions to Board Policy EBB, "Integrated Pest Management," using the April 2026 Oregon School Boards Association (OSBA) model policy.

This discussion is intended to:

- Review recent statutory changes governing Integrated Pest Management (IPM).
- Clarify the Board's oversight responsibilities for the District's IPM Plan.
- Review updates to recordkeeping, public access, and plan maintenance.
- Determine whether the Board wishes to adopt the updated OSBA model policy.

No Board action is requested during this review.

Background

Board Policy EBB establishes the District's commitment to Integrated Pest Management (IPM), emphasizing prevention, least-risk pest control methods, and the protection of students, staff, and the environment.

The District's IPM program is designed to:

- reduce reliance on pesticides;
- prioritize prevention and monitoring;
- protect student and staff health;
- maintain safe learning environments;
- comply with Oregon pesticide laws.

The 2026 OSBA revision incorporates recent statutory requirements related to public access, recordkeeping, and periodic review of the District's IPM Plan.

Why This Policy Matters

Integrated Pest Management is primarily an operational responsibility.

The Board's responsibilities are to:

- adopt the District's IPM policy;
- adopt and periodically review the District's IPM Plan;
- ensure statutory compliance.

Implementation of the plan is delegated to the District's designated IPM Coordinator.

Summary of Proposed Changes

1. Public Availability of the IPM Plan

The revised policy requires that:

- the District's Integrated Pest Management Plan; and
- the District's approved list of low-impact pesticides

be made available to the public through the District's website.

The requirement may also be satisfied through inclusion within the District's Healthy and Safe Schools Plan.

Discussion Question

Does the Board agree that making the IPM Plan readily available on the District website promotes transparency and public confidence?

2. Designation of the IPM Coordinator

The revised policy continues to require the Board to designate an IPM Coordinator responsible for implementation of the District's IPM Plan.

For Pleasant Hill School District, administration recommends continuing to designate the **Facilities Director (or Maintenance Lead, as applicable)** as the District's Integrated Pest Management Coordinator.

This individual remains responsible for:

- training;
- notification requirements;
- recordkeeping;
- oversight of pest management activities.

3. Expanded Recordkeeping Requirements

The revised policy expands the records that must be maintained following pesticide applications.

In addition to current requirements, records must now include:

- the pest condition prompting treatment;
- a more detailed description of the application location;
- continued documentation of notices, warning signs, applicator information, labels, and Safety Data Sheets (SDS).

These revisions improve documentation and regulatory compliance.

4. Periodic Review of the IPM Plan

The most significant governance change is the addition of a new Board responsibility.

The revised policy requires that:

- the Board review the District's IPM Plan at least once every five years;
- update the plan as necessary; and
- formally readopt the plan.

The final plan must identify the date it was adopted or readopted.

This establishes an ongoing governance responsibility that did not previously exist.

Discussion Question

Would the Board prefer to include the five-year IPM review as part of its regular policy review calendar to ensure timely compliance?

Governance Discussion

Although implementation of Integrated Pest Management is an administrative responsibility, the Board's oversight role is important.

Board Responsibilities

The Board:

- adopts the policy;
- adopts and periodically reviews the IPM Plan;
- ensures statutory compliance.

Administrative Responsibilities

Administration:

- implements the IPM Plan;
- designates and supports the IPM Coordinator;
- provides required notices;
- maintains records;
- conducts training;
- oversees pesticide applications.

This division of responsibilities appropriately separates governance from daily operations.

Discussion Items

A. Five-Year Review Cycle

Administration recommends incorporating the required five-year IPM review into the Board's regular policy review schedule.

Doing so will:

- ensure statutory compliance;
- reduce the likelihood of missed review deadlines;
- provide periodic opportunities to review operational practices.

B. Public Accessibility

The revised policy emphasizes making the IPM Plan readily available to the public.

Administration recommends continuing to publish:

- the District's IPM Plan;
- the approved low-impact pesticide list; and
- related Healthy and Safe Schools information

through the District website.

This improves transparency while satisfying statutory requirements.

C. Administrative Oversight

Administration recommends continuing to assign operational responsibility for Integrated Pest Management to the Facilities Director (or designated Maintenance Lead).

This individual possesses the technical expertise necessary to:

- coordinate training;
- maintain required records;
- oversee contractors;
- ensure compliance with Oregon pesticide regulations.

Superintendent Recommendation

Administration recommends adopting the OSBA model policy substantially as written.

The proposed revisions:

- align the District with current Oregon law;
- improve transparency through public access to the IPM Plan;
- strengthen recordkeeping requirements;
- establish a five-year Board review cycle for the IPM Plan;
- clarify the ongoing responsibilities of the District's IPM Coordinator.

Administration further recommends formally designating the Facilities Director (or Maintenance Lead) as the District's Integrated Pest Management Coordinator and incorporating the required five-year IPM Plan review into the Board's regular governance calendar.

Recommended Next Steps

Following Board discussion:

- Administration will prepare a final draft reflecting any Board direction.
- The revised policy will be presented at a regular Board meeting for First Reading.
- Formal adoption will be considered at a subsequent regular Board meeting.

Following adoption, administration will also present the District's current Integrated Pest Management Plan to the Board for review and readoption, if necessary, ensuring compliance with the new statutory requirement for periodic Board review. This will provide the Board with confidence that the District's operational practices remain aligned with current law and continue to protect the health and safety of students, staff, and the community.

OSBA Model Sample Policy

Code: EBB
Adopted:

Integrated Pest Management

{ORS 634.740 requires boards to adopt policies regarding pest management.}

To ensure the health and safety concerns of student, staff and community members, the ~~district~~Board 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 list[2] 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 website[3].

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;

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[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~~ [insert position title] is designated as the Integrated Pest Management Plan Coordinator~~(s) give them~~and has the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator~~(s)~~ 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 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) 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

[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.

Pleasant Hill School District 1

Code: **EBB**
Adopted: 12/12/11
Revised/Readopted: 12/15/14

Integrated Pest Management

To ensure the health and safety concerns of student, staff and community members, the 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 list of low-impact pesticides for use with the IPM plan.

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;

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;

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[1]See Model Integrated Pest Management Plan for Oregon Schools at http://www.ipmnet.org/tim/IPM_in_Schools/Model_School_IPM_Plan_Main_Page.html

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 maintenance lead as the Integrated Pest Management Plan Coordinator give them the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator 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. 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 USEPA registration number of the product;
    d. The approximate amount and concentration of pesticide applied;
    e. The location of where the pesticide was applied;
    f. The type of application and whether the application was effective;
    g. The name(s) of the person(s) applying the pesticide;
    h. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
    i. The dates and times for the placement and removal of warning signs; and
    j. Copies of all required notices given, including the dates the IPM Coordinator gave the notices.

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

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

END OF POLICY

Legal Reference(s):

ORS 634.116
ORS 634.700 to-750

Cross Reference(s):

EB - Safety Program