Philomath School District 17J

Regular Board Meeting

Date and Time

Wednesday November 18, 2026 at 6:00 PM PST

Location

Philomath High School Community Conference Room

Agenda

		Time
I.	**Opening Items**	**6:00 PM**
A.	Call the Meeting to Order	
B.	Open Session	5 m
	1. Pledge of Allegiance	
C.	Philomath School District/King's Valley Charter School Joint Meeting	75 m
D.	Recess	10 m
E.	Reconvene and Open Regular Session	5 m
	1. Approval of Consent Agenda	

Time

2. Request for Agenda Modifications
3. Public Comment: To comment, please arrive before the meeting begins and complete a request card, and turn it in to the board secretary prior to the start of the meeting. For virtual sharing or to email a comment, email michele.mcrae@philomath.k12.or.us by 3:00 pm on the day of the meeting.

II. REPORTS **7:35 PM**

A. Association Reports 5 m

- PEA
- OSEA
- ASB

B. Superintendent's Report 8 m

C. Financial Report 5 m

III. DISCUSSION ITEMS **7:53 PM**

A. Board Planning Session Follow Up 15 m

- RTIi - PSD Interim Test Board Report
- Portrait of a Graduate

B. Superintendent's Evaluation 5 m

C. School Safety 5 m

D. Board Self Evaluation 5 m

E. Town Hall Meeting Date 3 m

F. Board Representation on Advisory Committees 5 m

G. Long Range Planning Committee Membership 5 m

H. Immediate Facility Needs 10 m

IV. Action Items **8:46 PM**

		Time
A.	Integrated Pest Management Plan	5 m
B.	2026-2027 Proposed Calendar Adjustment	5 m

• Move April 2027 Inclement Weather Day from April 30th to April 23rd.

C.	Complaint Appeal to School Board	5 m
D.	Policy Adoptions	10 m

Approved by Policy Committee on October 27th:

CBA: Qualifications and Duties of the Superintendent
DBEA: Budget Committee
EBBA: Student Health Services
EFA: School Wellness
GBN/JBA & JBA/GBN: Sexual Harrasment
GCBDA/GDBDA-AR1: FMLA
GCBDD/GDBDD: Sick Time for Non-Permanent Employees
IIA-AR2: Reconsideration of Curriculum
IIA-AR6: Curriculum Adoptions
KG-AR2: Community Use of District Facilities

V. Closing Items — 9:11 PM

A.	Next Meeting Agenda Items	5 m

December Meeting Agenda Items

a. District Objectives - Core Data & Metrics

B.	Board Calendar Review	5 m
C.	Board Recognition, Thanks and Requests	5 m
D.	Adjourn Meeting	

Coversheet

Reconvene and Open Regular Session

Section: I. Opening Items
Item: E. Reconvene and Open Regular Session
Purpose: Vote
Submitted by:
Related Material: Consent Agenda.pdf
Policy Committee Meeting Minutes.pdf
October 20, 2026 Regular Board Meeting Minutes.pdf

Philomath School District 17J

CONSENT AGENDA

November 18, 2026

Updated: 11/9/26 3:41 PM

A. Minutes:
1. October 20, 2026 Regular Board Meeting Minutes
2. October 27, 2026 Policy Committee Meeting Minutes

B. Out of State Travel

C. Leave of Absence Requests

D. Personnel/Staffing Adjustments
1. **Retirements**
2. **Resignations**
3. **New Hires**
4. **Staff Reassignments/Changes in FTE/Adjustments**
5. **Coaches**
6. **Extra Duty Assignments**

POLICY COMMITTEE MEETING

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath, OR

10/27/2026

I. OPEN SESSION

A. **Call to Order**: The Policy Committee Meeting was called to order at 3:13 pm on October 27, 2026 at the District Office located at 1620 Applegate Street. Those in attendance included Philomath School District Board of Directors Tom Klipfel and Erin Gudge; Superintendent Susan Halliday; Diana Barnhart, and Executive Assistant Michele McRae.

B. **Policies Reviewed:** The following policies were reviewed and moved forward for adoption at the November 18th Board Meeting:

1.	GBN/JBA	Sexual Harassment
2.	JBA/GBN	Sexual Harassment
3.	EFA	School Wellness
4.	IIA-AR(2)	Reconsideration of Core Instructional Materials
5.	IIA-AR(6)	Independent Adoption of Core Instructional
6.		Materials
7.	CBA	Qualifications and Duties of the Superintendent
8.	DBEA	Budget Committee
9.	EBBA	Student Health Services
10.	GCBDA/	
11.	GDBDA-AR(1)	Family and Medical Leave
12.	GCBDD/	
13.	GDBDD	Sick Time-Non-Permanent Employees
14.	IICA	Student Travel, Field Trips, and Special Events
15.	KG-AR(3)	Community Use of District Facilities

II. Adjourn: The meeting was adjourned at 4:20 pm.

_____

Board Chair

_____

Superintendent

_____

Date

REGULAR BOARD MEETING

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J
Philomath High School Community Conference Room
2054 Applegate Street, Philomath
10/20/2026 07:00 PM

I. REGULAR SESSION

A. Call to Order: The Regular Session of the Philomath School District Board of Directors was called to order by Board Chair Tom Klipfel at 7:00 pm on October 20, 2026 at the Philomath High School Community Conference Room located at 2054 Applegate Street. Those in attendance included Philomath School District Board of Directors Tom Klipfel, Erin McMullen, Sandi Hering, Ryan Cheeke and Erin Gudge; Superintendent Susan Halliday; Business Manager Jennifer Griffith; Executive Assistant Michele McRae; student representative to the Board Wyatt Coen.

B. Open Session

1. **Pledge of Allegiance**: Director Cheeke led us in the Pledge of Allegiance.
2. **Approval of Consent Agenda**: Director McMullen moved to approve the Consent Agenda as presented. Director Gudge seconded the motion, and the Board approved it unanimously. Motion passed 5-0.
3. **Request for Agenda Modifications**: Director Klipfel added Complaint, Superintendent's Evaluation, and Student Request to the agenda under Discussion Items D, E and F. There were no other modification requests.
4. **Public Comment**: No public comments tonight.

II. REPORTS

A. Dick Powell Memorial Contribution to PMS Woodshop Program: Steve Pilkerton thanked the Board members for their volunteer service, and he thanked them for the opportunity to memorialize Dick Powell's volunteer service. He said that family, friends, and three chapters of the Society of American Foresters raised $6,170.00 for a new wood lathe and band saw for the middle school wood shop.

Dick Powell was a forester for 43 years with Starker Forest. He was a proponent for outdoor school and Kids Day Conservation for students. He was a youth mentor and was involved with the Boy Scouts of America, Explorers and STEAM programs. Dearest to him were his efforts with the Philomath Middle School woodworking and woodturning shop. He was the recipient of many awards, and he belonged to many organizations. His daughter, Candy, thanked the middle school for supporting his passion. Ben Silva, PMS Woodshop Teacher, said that Dick volunteered in the middle school woodshop until his health began to fail.

B. Association Reports

1. **PEA:** Alicia Moran, the PEA Co-President, reported that PEA is working on a sub-committee to work on the new teacher evaluation system in order to define some items in the handbook. They are thankful for the secure action and for the police involvement. She said that she's glad the conversations are continuing.
2. **OSEA:** No report tonight.
3. **ASB:** Wyatt Coen, Student Representative to the Board and ASB Representative, reported that last week was homecoming week. They celebrated with a parade, football game, a dance, powderpuff game and a bonfire. Coming up, they will be hosting haunted halls and it's open to the community. They will host a Veteran's Day Assembly on the Monday before Veteran's Day. ASB is planning their annual blood drive.

C. **Superintendent's Report:** Superintendent Halliday reported that her report was included in the packet.
1. She said that it is National Principal's Month. She recognized all of the principals for their passion, dedication, and commitment to shape the educational experiences of students.
2. Parent/Teacher conferences took place at the high school, and they will take place at the other schools at the end of the month.
3. Superintendent Halliday presented at the Philomath Citizens Academy.
4. Tom Klipfel, the Board Chair, and Superintendent Halliday, attended OSBA's Fall Regional Meeting at the Linn Benton Lincoln ESD.
5. OSBA's Annual Convention will take place next month.
6. There have been a lot of in-kind donations for the baseball field project, and there has been a lot of progress on improvements to the field.

D. **Financial Report:** The financial reports were included in the Board packet, and Jennifer Griffith, the District's Business Manager, reported that audit work wrapped up, and the auditors did not find any issues. One thing the auditor's reminded her of, is that the District needs to set a significant threshold for variances when they perform the audit per GASB 103. The District would have to explain in the audit report any variance over a certain threshold for each appropriated budget line or revenue line. The auditors recommended $25,000 or 25%. Director Cheeke moved to approve a threshold for variances to the audit of $25,000 or 25%, per occurrence. Director Gudge seconded the motion, and the Board approved it unanimously. Motion passes 5-0.

Jennifer reported that enrollment is in line with what they reported for state school funding, and she reported that Benton and Polk County property tax estimates were a little higher than what was budgeted, so she will report that to the state.

ODE will recalculate next month based on what all of the districts have reported, so there may be a new state school fund estimate.

III. DISCUSSION ITEMS

A. Board Planning Session Follow Up

1. **26-27 District Objectives and Vision:** Mentoring: Objective #3: Superintendent Halliday reviewed the objective that the Board developed, and outlined the steps for connecting every student with an adult, so every student has a positive connection at school.
2. **Questions and Comments:** The Board talked about how this will be tracked and managed.

B. **PERS Side Account:** A resolution for the terms of the PERS Side Account was included in the Board packet. Jennifer said that this resolution will cover Side Account Bond sales for this year only. If the district does not sell bonds during the current cycle, a new resolution will need to be adopted for any future bond sale. Director Gudge moved to adopt Resolution 2627-02 as presented in the Board packet. Director McMullen seconded the motion, and the Board approved it unanimously. Motion passed 5-0.

C. **Schedule Semi-Annual Work Session with KVCS:** The Board decided to move the November Regular Board Meeting from Thursday, November 19th to Wednesday, November 18th, and have the KVCS Work Session before the regular meeting.

D. **Appealed Complaint to the Board:** Director Klipfel said that a formal complaint has been appealed to the Board, and he is working on it. He said that they might have to schedule a special meeting to address it.

E. **Superintendent's Evaluation:** Director Klipfel reported that the Board completed Superintendent Halliday's Evaluation. Director Gudge will review it, and then it will be presented to Superintendent Halliday for discussion.

F. **Student Request:** A student requested that the current school song be changed to a song that they wrote, so the Board needs to understand how to handle it, and understand who should make the decision to make it the official school song. Wyatt Coen said that he doesn't think that anyone at the high school knows the current school song. Director Gudge suggested that Wyatt Coen talk to ASB about it. The Board is interested to hear the proposed lyrics.

IV. ACTION ITEMS

A. **Field Trip Policy and Proposed Costa Rica Trip:** Policy IICA was presented in the packet. Director Hering suggested changing "profit from" to "benefit from" in the first section and change "affiliated" to "sponsored". Director Klipfel suggested a new paragraph under section B. Director Cheeke moved to adopt policy IICA with the suggested changes. Director Hering seconded the motion, and the Board unanimously approved it. Motion passes 5-0. Costa Rica Trip: Director McMullen moved to approve the proposed Costa Rica trip. Director Cheeke seconded the motion, and the Board unanimously approved it. Motion passes 5-0.

B. **Surplus Property - No Action:** This is still in process.

C. **Oregon Department of Education Division 22 Standards:** The Division 22 Assurances were included in the Board packet. Director Klipfel asked if the District still has a TAG program. Superintendent Halliday said, yes, at all grade levels. Steve Bell is the District's TAG Coordinator. Superintendent Halliday explained why the district is out of compliance for Independent Adoptions of Instructional Materials. Director Hering moved to approve the Division 22 Assurances as presented. Director Cheeke seconded the motion, and the Board unanimously approved it. Motion passes 5-0.

D. **OSBA Resolutions:** OSBA recommended several governance changes and asked Districts to vote on a Resolution to Amend the 2024 OSBS Bylaws. Director McMullen moved to approve the updates to the OSBA Bylaws as presented. Director Gudge seconded the motion and the Board unanimously approved them. Motion passes 5-0.

E. **Integrated Guidance - 25-26 Final Report:** The report was included in the Board Packet, and Superintendent Halliday expounded on the Integrated Guidance Annual Report Narrative for the 2025-2026 school year, and she explained the types of funding that the District receives.

One of the topics, College Readiness, was fulfilled during College Week, where students had the opportunity to apply for college during the school day and other activities during the week geared towards college readiness. Director Cheeke moved to approve the report as presented. Director McMullen seconded the motion, and the Board unanimously approved it. Motion passes 5-0.

F. Resolution 2627-01: A Resolution Transferring Appropriations Between Funds for Fiscal Year 2026-27: Director Hering moved to approve Resolution 2627-01 as presented. Director McMullen seconded the motion and the Board unanimously approved it. Motion passes 5-0.

G. Budget Committee Application Review: Lisa Miller applied for the open Budget Committee seat, and Shelly Brown and Kim Lopez reapplied for their seats. Director Gudge moved to approve all of the budget committee applications as presented. Director Hering seconded the motion, and the Board unanimously approved it. Motion passes 5-0.

V. CLOSING ITEMS

A. Next Meeting Agenda Items: District Objectives, Set Town Hall Meeting Date, Equity Committee Membership, Portrait of a Graduate, Long Range Planning Committee Membership, Immediate Facility Needs, follow up on connecting each student with an adult. Director Klipfel wants to make sure that the district is doing everything they can to prevent a school tragedy. He asked the Board if they want to spend time working on this. Director Cheeke suggested working with the police. Director Klipfel said that they can discuss this in Executive Session, and the Board was agreeable to discussing this in depth. Director Klipfel wants this prioritized. The Board decided to regularly meet about this.

B. Board Recognition, Thanks and Requests: Director Gudge expressed support, love and care on behalf of the whole Board to the Bend-Lapine School District and community. Director Hering said that our District hits it out of the park when it comes to principals.

C. Adjournment: Board Chair Tom Klipfel adjourned the meeting at 8:45 pm.

_____
Board Chair

_____
Superintendent

_____
Date

Powered by BoardOnTrack

Coversheet

Superintendent's Report

Section: II. REPORTS
Item: B. Superintendent's Report
Purpose: FYI
Submitted by:
Related Material: Superintendent's Report.pdf
IDT Report.pdf

Philomath School District 17J

Benton County School District No. 17J, 1620 Applegate Street Philomath OR 97370 (541) 929-3169

Graduate EVERY student and transition each into a job, training, or college.

Philomath School District 17J
Board of Directors
Superintendent Report
November 18, 2026

Recognition Days:

- National Education Support Professionals Day – November 18, 2026
  - Clerical Staff
  - Crossing Guards
  - Custodial Staff
  - Food Service Staff
  - Health Care Staff
  - Instructional Assistants
  - Maintenance Staff
  - Technology Staff
  - Transportation Staff
- National Substitute Teacher Day – November 20, 2026
- National Special Education Day – December 2, 2026
- International Volunteer Day – December 5, 2026
- Computer Science Education Week – December 8-14, 2026

Interim Assessment Data Report:

Thanks to Emily Helpenstell, Addie Stewart, and Nancy Thompson for being with us tonight to share student information. While aligning with Board objectives, this information also relates to SB 141, the 2025 Education Accountability Act.

SB 141 includes new requirements related to interim tests in Language Arts and Mathematics for grades K-8. School districts and charter schools must:

- Administer interim tests in Language Arts and Mathematics three times per year in grades K-8;
- Select tests from the State Board of Education-adopted list; and
  - K-5: Star Assessments (Renaissance Learning)
  - 6^{th} – 8^{th}: iReady Assessments (Curriculum Associates)
- Review interim test data at least three times per year:
  - With administrators from each school and
  - During a public meeting with the superintendent and school board.

Turkey Bingo:

Enjoy some Friday evening fun at Turkey Bingo, scheduled to begin at 5:00pm in the Philomath High School Auditorium. Bingo will begin at 5:30pm. The event supports 6^{th} grade Outdoor School for Philomath Middle School students.

Veterans Day Assemblies:
A big 'thank you' to all our schools for honoring our veterans through local assemblies. All celebrations were well received by school and community.

Winter Concerts:

School	Date/ Time	Location
Blodgett Elementary	**TBD**	Blodgett Elementary School
Clemens Primary	**12/08/2026 (T)** 6:30pm – 1st Grade	Clemens Primary School
Philomath Elementary	**12/14/2026 (M)** 6:00pm – 2nd Grade 7:00pm – 3rd Grade **12/15/2026 (T)** 6:00pm – 4th Grade 7:00pm – 5th Grade	Philomath Elementary School
Philomath Middle	**12/10/2026 (Th)** 6:00pm – Choir 7:00pm – Band	Philomath Middle School
Philomath High	**12/16/2026 (W)** 7:00pm	Philomath High School

Nutrition Services:
Nicole Byerley is actively preparing for an administrative review of our nutrition programs and services. The review consists of both document preparation and a site visit. More information to come!

Technology Services:
Thank you to our staff for assisting with gathering information to address the future of E-Rate funding. Eligible schools and libraries may receive discounts on telecommunications, telecommunications services, and Internet access, as well as internal connections, managed internal broadband services and basic maintenance of internal connections.

This federal program for schools and libraries, run through the Federal Communications Commission (FCC), is at risk of losing funding.

Important Dates to Remember

- November 18, 2026 (W) — Joint PSD/ KVCS Board Meeting (6:00pm @ PHS)
  PSD School Board Meeting (7:00pm @ PHS)
- November 19, 2026 (Th) — Philomath Chamber SOM Lunch (11:45am @ Peace Lutheran)
- November 20, 2026 (F) — PMS Honor Roll Assembly (8:05am)
  PHS Fall Play: The Greek Mythology Olympiaganza (7:00pm)
- November 21, 2026 (S) — PHS Fall Play: The Greek Mythology Olympiaganza (1pm & 7pm)
- November 23, 2026 (M) — PMS GBX vs. LaCreole (4:00pm)
  (8th @ PMS; 7th @ PES)
- November 24, 2026 (T) — PA and CPS Hearing Screenings
- November 25-27, 2026 (W-F) — No School for Students or Staff – Thanksgiving Break
- November 30, 2026 (M) — No School for Students – End of Trimester #1
- December 1, 2026 (T) — Start of Trimester 2 @ PHS
  PMS 7th GBX vs. O'Hara (4:00pm @ PMS)
- December 2, 2026 (W) — PMS GBX vs. Newport (4:00pm)
  (8th @ PMS; 7th @ PES)
- December 7, 2026 (M) — PMS GBX vs. Corvallis JH (4:00pm)
  (8th @ PMS; 7th @ PES)
- December 8, 2026 (T) — PHS Boys and Girls BX vs Silverton (4:00pm)
  PHS Swimming vs. Cascade (4:30pm)
  CPS Winter Concert (6:30pm @ CPS)
- December 10, 2026 (Th) — PMS Winter Concert
  6:00pm Choir
  7:00pm Band
- December 12, 2026 (S) — PHS Boys BX vs Baker (1:30pm)
  PHS Girls BX vs. Crescent Valley (Noon)
- December 14, 2026 (M) — CPS Hearing Screenings (Make-Up)
  PMS 8th GBX vs Amity (4:00pm @ PMS)
  PES Winter Concerts:
  2nd Grade: 6:00pm @ PES
  3rd Grade: 7:00pm @ PES
- December 15, 2026 (T) — PMS GBX vs. Santiam Christian (4:00pm)
  (8th @ PMS; 7th @ PES)
  PES Winter Concerts:
  4th Grade: 6:00pm @ PES
  5th Grade: 7:00pm @ PES
- December 16, 2026 (W) — PHS Winter Concert (7:00pm @ PHS)
- December 17, 2026 (Th) — Philomath Chamber SOM Lunch (11:45am @ Peace Lutheran)
  PSD School Board Meeting (7:00pm @ PHS)
- December 19. 2026 (S) — PHS Swim-a-Thon Fundraiser (1:00pm @ Clemens Community Pool)
- Dec. 21, 2026-Jan. 1, 2027 — No School for Students or Staff – Winter Break
- January 4, 2027 (M) — Return to School following Winter Break

Philomath School District 17J

Benton County School District No. 17J, 1620 Applegate Street Philomath OR 97370 (541) 929-3169

Graduate EVERY student and transition each into a job, training, or college.

Philomath School District 17J
Board of Directors
Interdistrict Transfer Activity Report
November 18, 2026

School	Allocated Slots	Approved as of 10/30/2026	Available Slots for Approval
Blodgett Elementary	0 slots per grade level (K-4)	0 slots	0 Slots
Clemens Primary	10 slots for Kinder 10 slots for 1st	10 slots for Kinder 1 slot for 1st	0 slots for Kinder 9 slots for 1st
Philomath Academy	5 slots for 9th 5 slots for 10th 2 slots for 11th 2 slots for 12th	1 slot for 9th 1 slot for 10th 1 slot for 11th 0 slots for 12th	4 slots for 9th 4 slots for 10th 1 slot for 11th 2 slots for 12th
Philomath Elementary	1 slot for 2nd 2 slots for 3rd 3 slots for 4th 5 slots for 5th	1 slot for 2nd 2 slots for 3rd 3 slots for 4th 5 slots for 5th	0 slots for 2nd 0 slots for 3rd 0 slots for 4th 0 slots for 5th
Philomath High	4 slots for 9th 2 slots for 10th 10 slots for 11th 10 slots for 12th	4 slots for 9th 2 slots for 10th 0 slots for 11th 0 slots for 12th	0 slots for 9th 0 slots for 10th 10 slots for 11th 10 slots for 12th
Philomath Middle	7 slots for 6th 10 slots for 7th 4 slots for 8th	7 slots for 6th 5 slots for 7th 3 slots for 8th	0 slots for 6th 5 slots for 7th 1 slot for 8th

*Pending = still awaiting resident district signature.
**Waiting = no more spaces or unique situation(s).

Philomath School District
Updated 11/6/2026

Coversheet

Financial Report

Section: II. REPORTS
Item: C. Financial Report
Purpose: FYI
Submitted by:
Related Material: Board report November 26.pdf
Appropriations 11.26.pdf
Cash Flow Chart 11.26.pdf
PES ASB Student Activities 11.26.pdf
PMS ASB Student Activities 11.26.pdf
PHS ASB Student Activities 11.26.pdf
111826 Enrollment.pdf

Philomath School District 17J
Benton County School District No. 17J, 1620 Applegate Street, Philomath, OR 97370 (541) 929-3169

November 18, 2026

Board Members:

Updated enrollment totals as of November 10 are included in the board packet. Current enrollment is just below 1600. We have not received an updated State School Fund calculation as of the writing of this letter. If new information is available as of the board meeting, I will update at that time.

Included in the board packet are the following financial reports:

- Appropriations
- Cash Flow
- ASB Student Activities reports

October 2026 General Fund Expenditures totaled $2,742,436. Expenditures that exceeded $25,000 are as follows:

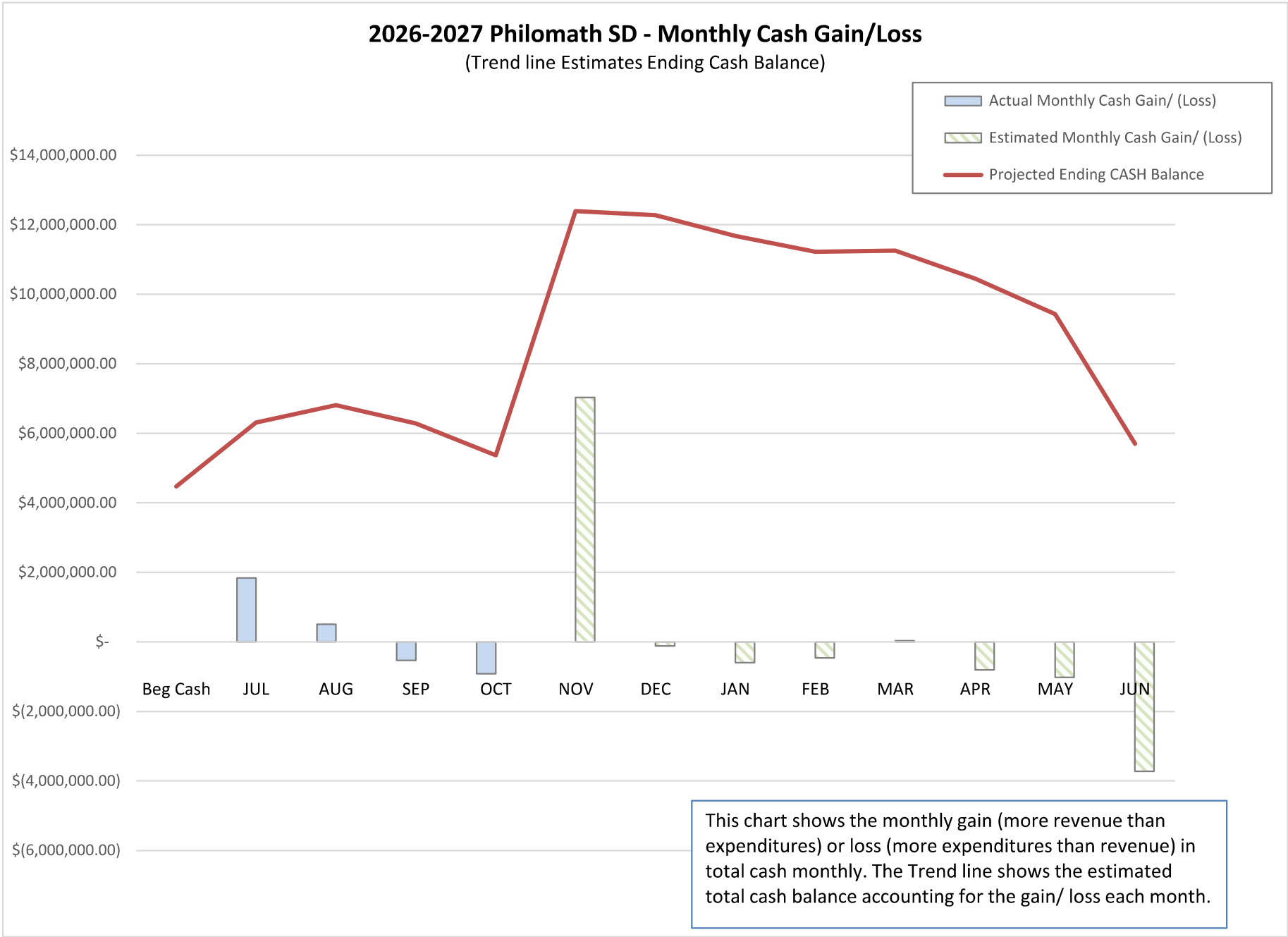
• Pacific Power	$ 25,381	(September power bill)
• Brighten Technologies LLC	$ 25,627	(Network Switch upgrade – Erate project)
• Corvallis School District	$ 57,304	(September Food Service)
• First Student Inc	$ 245,218	(August & September Transportation invoice)
• PERS	$ 310,503	(September PERS payments)
• Oregon Educators Benefit Board	$ 223,050	(September Insurance premiums OEBB)
• Kings Valley Charter School	$ 274,269	(October SSF payment to KVCS)

Respectfully Submitted,
Jennifer Griffith
Business Manager

11/9/2026

PHILOMATH SCHOOL DISTRICT, 17J
Appropriations, Budget vs. Actual
Fiscal Year 2026-2027

		Appropriations	Resolutions	Expenditures	Encumbrances*	Expenditures	Under Budget
General Fund (100)	1000 Instruction	17,002,908	-	3,458,534	12,067,880	15,526,414	1,476,494
	2000 Support Services	9,896,590	-	3,043,656	5,920,678	8,964,334	932,256
	3000 Enterprise & Commun.	1,000	-	-	-		1,000
	4000 Facilities	5,000	-	-	-	-	5,000
	5200 Transfers	470,000	-	451,263	-	451,263	18,737
	6000 Contingency	385,000	-	-	-	-	385,000
	Sub Totals	27,760,498	-	6,953,453	17,988,558	24,942,011	2,818,487
Local/State/Federal Programs Funds	1000 Instruction	3,444,495	-	672,853	1,377,165	2,050,018	1,394,477
Special Revenue Fund (200)	2000 Support Services	1,640,929	-	170,246	267,270	437,516	1,203,413
(includes Pool Ops and ASB Funds)	3000 Community Services	1,257,360	-	216,681	719,300	935,981	321,379
	4000 Facilities	165,000	-	-	-	-	165,000
	5200 Transfers	-	-			-	-
	Sub Totals	6,507,784	-	1,059,780	2,363,735	3,423,515	3,084,269
Debt Service Funds (300)	5100 Debt Service	21,911,005	-	-	1,094,400	1,094,400	20,816,605
Capital Improvement Funds (400)	2000 Support Services	280,000	-	98,864	145,697	244,561	35,439
	4000 Facilities	518,217	-	10,294	1,675	11,969	506,248
	5100 Debt Service	-	-	-	-	-	0
	Sub Totals	798,217	-	109,158	147,372	256,530	541,687
Unemployment Fund (600)	2000 Support Services	50,000	-	2,475	8,686	11,161	38,839
Trust & Agency Funds (700)	1000 Instruction	107,216	*(3,600)*	14,077	69,885	83,962	19,654
	2000 Support Services	147,987	-	7,506	12,476	19,982	128,005
	3000 Community Services	2,400	*3,600*	600	3,000	3,600	2,400
	Sub Totals	257,603	-	22,183	85,361	107,544	150,059
						-	
						-	
Total Appropriations		**57,285,107**	**-**	**8,147,049**	**21,688,112**	**29,835,161**	**27,449,946**
Total Unappropriated		4,066,245	-	-	-	-	**4,066,245**
Total Adopted Budget		**61,351,352**	**-**	**8,147,049**	**21,688,112**	**29,835,161**	**31,516,191**



Actuals as of 11/9/2026

BENTON COUNTY SCHOOL DISTRICT 17J

Student Activities Summary Report

Fiscal Year: 2026 - 2027

From Date: 7/1/2026 **To Date:** 6/30/2027

☐ Print Detail ☐ Page Break by Activity ☑ Subtotal By Journal

☐ Exclude Encumbrances ☑ Reverse Sign

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
284.0000.9701.097.797.810 PSD Food Pack Program	$16,975.30	$300.00	($584.08)	$16,691.22	$0.00	$16,691.22
284.0000.9701.097.797.812 PES Blodgett	$4,802.98	$6.22	($382.82)	$4,426.38	$0.00	$4,426.38
284.0000.9701.097.797.815 CPS Donations	$691.58	$5,800.00	$119.00	$6,610.58	($1,941.39)	$4,669.19
284.0000.9701.097.797.816 PES Grants	$2,345.42	$4,336.00	($677.12)	$6,004.30	($2,020.85)	$3,983.45
284.0000.9701.097.797.825 PES Playground Donations Fund Balance	$2,672.20	$100.00	($281.08)	$2,491.12	($1,555.00)	$936.12
284.0000.9701.097.797.826 PES Field Trips	$10.00	$0.00	$0.00	$10.00	$0.00	$10.00
284.0000.9701.097.797.827 PES Library	$507.69	$0.00	$0.00	$507.69	$0.00	$507.69
284.0000.9701.097.797.828 PES Donations-Unrestricted	($2,237.74)	$8,516.95	$2,284.24	$8,563.45	$0.00	$8,563.45
284.0000.9701.097.797.830 PES Music	$833.97	$0.00	$0.00	$833.97	$0.00	$833.97
284.0000.9701.097.797.834 Falcon Swag Fund Balance	$202.89	$913.00	($242.20)	$873.69	$0.00	$873.69
284.0000.9701.097.797.842 PES Social Committee	$793.07	$879.32	($670.98)	$1,001.41	$0.00	$1,001.41
284.0000.9701.097.797.846 PES Yearbook	$7,845.49	$0.00	($4,892.14)	$2,953.35	$0.00	$2,953.35
284.0000.9701.097.797.847 PES Students in Need	$26.42	$0.00	$0.00	$26.42	$0.00	$26.42
284.0000.9701.097.797.849 CPS Students in Need	$20.20	$0.00	$0.00	$20.20	$0.00	$20.20
284.0000.9701.097.797.850 PES School Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Grand Total:	$35,489.47	$20,851.49	($5,327.18)	$51,013.78	($5,517.24)	$45,496.54

End of Report

BENTON COUNTY SCHOOL DISTRICT 17J

Student Activities Summary Report

Fiscal Year: 2026 - 2027

From Date: 7/1/2026 **To Date:** 6/30/2027

☐ Print Detail ☐ Page Break by Activity ☑ Subtotal By Journal

☐ Exclude Encumbrances ☑ Reverse Sign

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
285.0000.9701.098.798.500 PMS Apparel	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
285.0000.9701.098.798.501 PMS Art	$1,846.31	$285.00	$0.00	$2,131.31	$0.00	$2,131.31
285.0000.9701.098.798.502 PMS Athletics	$4,061.85	$120.00	$0.00	$4,181.85	$0.00	$4,181.85
285.0000.9701.098.798.503 PMS Band	$2,218.86	$0.00	($1,328.60)	$890.26	$0.00	$890.26
285.0000.9701.098.798.504 PMS Band Repair/Replace	$0.01	$0.00	$0.00	$0.01	$0.00	$0.01
285.0000.9701.098.798.506 PMS Choir Beginning Balance	$1,995.19	$0.00	$0.00	$1,995.19	$0.00	$1,995.19
285.0000.9701.098.798.507 PMS Donations	$1,408.00	$1,489.00	($1,489.00)	$1,408.00	$0.00	$1,408.00
285.0000.9701.098.798.508 PMS Drama	$23,324.46	$0.00	($1,967.55)	$21,356.91	$0.00	$21,356.91
285.0000.9701.098.798.510 PMS Library	$145.47	$0.00	$0.00	$145.47	$0.00	$145.47
285.0000.9701.098.798.511 PMS Life Skills	$612.11	$0.00	$0.00	$612.11	$0.00	$612.11
285.0000.9701.098.798.512 PMS Lock Replacement	$1,710.17	$0.00	$0.00	$1,710.17	$0.00	$1,710.17
285.0000.9701.098.798.515 PMS Outdoor School	$17,079.91	$16,410.00	($17,079.91)	$16,410.00	$0.00	$16,410.00
285.0000.9701.098.798.516 PMS Sports/Pay-to-Play	$25.00	$0.00	$0.00	$25.00	$0.00	$25.00
285.0000.9701.098.798.519 PMS School Enhancement	$917.97	$958.82	($704.29)	$1,172.50	$0.00	$1,172.50
285.0000.9701.098.798.520 PMS Science	$512.14	$0.00	$0.00	$512.14	$0.00	$512.14
285.0000.9701.098.798.521 PMS Shop	$1,684.46	$6,800.00	($11.00)	$8,473.46	$0.00	$8,473.46
285.0000.9701.098.798.522 PMS Struxness - Helping Families	$1,493.01	$180.00	($81.00)	$1,592.01	$0.00	$1,592.01
285.0000.9701.098.798.523 PMS Student Body Fees	$2,400.62	$8,070.00	($3,003.41)	$7,467.21	($552.50)	$6,914.71
285.0000.9701.098.798.524 PMS Suspension Account	$755.19	$200.00	$0.00	$955.19	$0.00	$955.19
285.0000.9701.098.798.525 PMS Technology	$877.35	$0.00	$0.00	$877.35	$0.00	$877.35
285.0000.9701.098.798.527 PMS Textbook Damage/Replacement	$221.77	$0.00	$0.00	$221.77	$0.00	$221.77
285.0000.9701.098.798.529 PMS Student Wellness	$885.90	$4,000.00	($3,700.00)	$1,185.90	$0.00	$1,185.90
285.0000.9701.098.798.530 PMS Oregon Research Institute	($12.23)	$0.00	$0.00	($12.23)	$0.00	($12.23)
285.0000.9701.098.798.531 PMS Trip Club	$225.08	$0.00	$0.00	$225.08	$0.00	$225.08
285.0000.9701.098.798.532 PMS Health/PE	$1,384.05	$0.00	$0.00	$1,384.05	$0.00	$1,384.05
285.0000.9701.098.798.533 PMS Elective Rotation fee	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
285.0000.9701.098.798.534 PMS Battle of the Books	$815.88	$300.00	$0.00	$1,115.88	$0.00	$1,115.88
285.0000.9701.098.798.535 PMS School Supplies	$10.00	$0.00	$0.00	$10.00	$0.00	$10.00
285.0000.9701.098.798.536 PMS Turkey Bingo	$700.00	$0.00	$0.00	$700.00	$0.00	$700.00
285.0000.9701.098.798.537 PMS Fitness	($28.10)	$0.00	$0.00	($28.10)	$0.00	($28.10)
285.0000.9701.098.798.538 PMS Engineering	$286.03	$300.00	($116.21)	$469.82	$0.00	$469.82
285.0000.9701.098.798.539 MS Robotics PHRED FLL Fund Balance	$1,980.74	$1,750.00	($3,422.36)	$308.38	$0.00	$308.38
285.0000.9701.098.798.685 PMS Lost or Damaged Technology	$490.00	$0.00	$0.00	$490.00	$0.00	$490.00
Grand Total:	$70,027.20	$40,862.82	($32,903.33)	$77,986.69	($552.50)	$77,434.19

End of Report

BENTON COUNTY SCHOOL DISTRICT 17J

Student Activities Summary Report

Fiscal Year: 2026 - 2027

From Date: 7/1/2026 **To Date:** 6/30/2027

☐ Print Detail ☐ Page Break by Activity ☑ Subtotal By Journal

☐ Exclude Encumbrances ☑ Reverse Sign

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
286.0000.9701.099.799.601 PHS ASPIRE Fund Balance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
286.0000.9701.099.799.604 PHS Art	$1,358.74	$600.00	($818.60)	$1,140.14	($500.00)	$640.14
286.0000.9701.099.799.605 PHS Art Club	$411.42	$0.00	$0.00	$411.42	$0.00	$411.42
286.0000.9701.099.799.606 PHS ASB	$3,252.47	$6,182.88	$2,365.07	$11,800.42	($746.32)	$11,054.10
286.0000.9701.099.799.607 PHS Athletic Officials	$17,337.48	$13,469.61	($5,791.60)	$25,015.49	($2,003.20)	$23,012.29
286.0000.9701.099.799.611 PHS Athletics	$21,352.73	$9,829.59	($8,474.71)	$22,707.61	$0.00	$22,707.61
286.0000.9701.099.799.613 PHS Baseball	$6,752.54	$0.00	($325.00)	$6,427.54	($4,254.00)	$2,173.54
286.0000.9701.099.799.616 PHS Botany	$1,734.60	$0.00	$0.00	$1,734.60	$0.00	$1,734.60
286.0000.9701.099.799.617 PHS Boys Basketball	$16,023.77	$2,655.00	($695.00)	$17,983.77	($3,849.28)	$14,134.49
286.0000.9701.099.799.618 PHS Cheerleading	$15,594.51	$23,718.68	($18,231.14)	$21,082.05	$9,053.02	$30,135.07
286.0000.9701.099.799.620 PHS Community Service Club-G. Lake	$455.06	$0.00	$0.00	$455.06	$0.00	$455.06
286.0000.9701.099.799.621 PHS Cross Country	$15,372.59	$2,450.00	($1,880.44)	$15,942.15	($660.00)	$15,282.15
286.0000.9701.099.799.622 PHS Dance Team	$11,947.57	$23.85	($1,706.03)	$10,265.39	$1,330.00	$11,595.39
286.0000.9701.099.799.625 PHS Donation	$2,206.87	$0.00	$0.00	$2,206.87	$0.00	$2,206.87
286.0000.9701.099.799.627 PHS Driver Education	$1,300.00	$6,825.00	$0.00	$8,125.00	$0.00	$8,125.00
286.0000.9701.099.799.633 PHS Robotics	$12,584.46	$1,938.08	($6,500.00)	$8,022.54	$0.00	$8,022.54
286.0000.9701.099.799.635 PHS Foods	$5,553.21	$1,175.00	$0.00	$6,728.21	$0.00	$6,728.21
286.0000.9701.099.799.636 PHS Football	$17,754.10	$0.00	($2,131.40)	$15,622.70	$0.00	$15,622.70
286.0000.9701.099.799.637 PHS Forestry	$12,265.04	$0.00	$0.00	$12,265.04	($1,337.54)	$10,927.50
286.0000.9701.099.799.639 PHS German Class	$946.77	$75.00	$0.00	$1,021.77	$0.00	$1,021.77
286.0000.9701.099.799.640 PHS Girls Basketball	$21,967.14	$0.00	($800.00)	$21,167.14	($6,746.75)	$14,420.39
286.0000.9701.099.799.641 PHS Health Occ/Anatomy	$1,273.90	$380.00	$0.00	$1,653.90	$0.00	$1,653.90
286.0000.9701.099.799.642 PHS Green Team	$289.83	$0.00	$0.00	$289.83	$0.00	$289.83
286.0000.9701.099.799.643 PHS Racial Equity/Culture Club	$50.18	$125.00	$0.00	$175.18	$0.00	$175.18
286.0000.9701.099.799.644 PHS Unified Basketball	$4,509.64	$0.00	($31.98)	$4,477.66	$0.00	$4,477.66
286.0000.9701.099.799.645 PHS Book Replacement	$210.86	$0.00	$0.00	$210.86	$0.00	$210.86
286.0000.9701.099.799.646 PHS Lifeguard	$114.00	$96.00	$0.00	$210.00	$0.00	$210.00
286.0000.9701.099.799.648 PHS Life Skills	$580.63	$700.00	($439.37)	$841.26	$0.00	$841.26
286.0000.9701.099.799.649 PHS Mfg Technology	$6,971.76	$425.00	$0.00	$7,396.76	$0.00	$7,396.76
286.0000.9701.099.799.653 PHS Music Dept	$7,872.31	$1,000.00	($77.50)	$8,794.81	($522.00)	$8,272.81
286.0000.9701.099.799.655 PHS Music Tour	$4,846.73	$0.00	$0.00	$4,846.73	$0.00	$4,846.73
286.0000.9701.099.799.656 PHS National Honor Society	$2,857.03	$15.00	$0.00	$2,872.03	$0.00	$2,872.03
286.0000.9701.099.799.657 PHS OWC Athletics Account	$3,640.02	$9,573.92	($3,365.50)	$9,848.44	($575.00)	$9,273.44
286.0000.9701.099.799.658 PHS OWC Activities Account	$5,524.75	$3,000.00	$0.00	$8,524.75	$0.00	$8,524.75
286.0000.9701.099.799.659 PHS Parking/Student Safety	$1,027.24	$1,740.00	($640.30)	$2,126.94	$0.00	$2,126.94
286.0000.9701.099.799.660 PHS PE Fees	$380.60	$0.00	$0.00	$380.60	$0.00	$380.60
286.0000.9701.099.799.664 PHS PHS Pay to Play	$150.00	$18,050.00	($17,450.00)	$750.00	$0.00	$750.00
286.0000.9701.099.799.665 PHS Preschool	$2,853.94	$2,550.00	($1,422.72)	$3,981.22	$0.00	$3,981.22
286.0000.9701.099.799.666 PHS Prom	$7,508.16	$0.00	($1,123.00)	$6,385.16	($2,206.00)	$4,179.16
286.0000.9701.099.799.668 PHS Boys Golf	$2,221.54	$1,480.00	$0.00	$3,701.54	$0.00	$3,701.54
286.0000.9701.099.799.669 PHS Girls Golf	$1,568.42	$1,480.00	$0.00	$3,048.42	$0.00	$3,048.42
286.0000.9701.099.799.670 PHS Scholarship-Unrestricted	$0.00	$500.00	($500.00)	$0.00	$0.00	$0.00
286.0000.9701.099.799.674 PHS School Enhancement	$6,285.73	$118.00	$1,882.38	$8,286.11	$0.00	$8,286.11

BENTON COUNTY SCHOOL DISTRICT 17J

Student Activities Summary Report

Fiscal Year: 2026 - 2027

From Date: 7/1/2026 **To Date:** 6/30/2027

☐ Print Detail ☐ Page Break by Activity ☑ Subtotal By Journal

☐ Exclude Encumbrances ☑ Reverse Sign

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
286.0000.9701.099.799.675 PHS School of Business	$356.76	$0.00	($48.38)	$308.38	$0.00	$308.38
286.0000.9701.099.799.676 PHS Science	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
286.0000.9701.099.799.678 PHS Soccer Boys	$6,920.84	$1,010.00	($6,000.09)	$1,930.75	$2,792.00	$4,722.75
286.0000.9701.099.799.679 PHS Soccer Girls	$1,505.84	$4,061.36	($2,492.48)	$3,074.72	($1,495.50)	$1,579.22
286.0000.9701.099.799.680 PHS Softball	$2,392.43	$1,134.66	$0.00	$3,527.09	$0.00	$3,527.09
286.0000.9701.099.799.681 PHS Spanish Class	$358.41	$130.00	($29.97)	$458.44	($210.00)	$248.44
286.0000.9701.099.799.682 PHS Youth Transition Program	$1,194.06	$274.00	($262.80)	$1,205.26	$0.00	$1,205.26
286.0000.9701.099.799.684 PHS Student Body Fee	$1,620.00	$15,480.00	($16,940.00)	$160.00	$0.00	$160.00
286.0000.9701.099.799.685 PHS Lost or Damaged Technology	$200.00	$140.00	$0.00	$340.00	$0.00	$340.00
286.0000.9701.099.799.686 PHS Swim Team	$119.76	$0.00	$0.00	$119.76	$0.00	$119.76
286.0000.9701.099.799.687 PHS Boys Tennis	$4,602.78	$600.00	$0.00	$5,202.78	$0.00	$5,202.78
286.0000.9701.099.799.688 PHS Girls Tennis	$4,795.00	$600.00	$0.00	$5,395.00	$0.00	$5,395.00
286.0000.9701.099.799.689 PHS Theatre	$10,884.48	$0.00	($328.83)	$10,555.65	$0.00	$10,555.65
286.0000.9701.099.799.690 PHS Track	$2,790.60	$1,800.00	$0.00	$4,590.60	$0.00	$4,590.60
286.0000.9701.099.799.692 PHS Boys Volleyball	$927.38	$0.00	$0.00	$927.38	$0.00	$927.38
286.0000.9701.099.799.693 PHS Girls Volleyball	$8,839.21	$6,162.15	($4,705.87)	$10,295.49	$0.00	$10,295.49
286.0000.9701.099.799.695 PHS Warrior Wellness	$2,617.33	$0.00	$0.00	$2,617.33	$0.00	$2,617.33
286.0000.9701.099.799.696 PHS Wrestling	($543.26)	$1,600.00	$3,500.00	$4,556.74	$0.00	$4,556.74
286.0000.9701.099.799.697 PHS Yearbook	$7,223.30	$17,645.00	($2,080.81)	$22,787.49	$500.00	$23,287.49
286.0000.9701.099.799.698 PHS Lagestee PTP Waiver Scholarship-Restricted	$10,758.40	$0.00	($750.00)	$10,008.40	$0.00	$10,008.40
286.0000.9701.099.799.705 HS Student Transcript Fees	$306.05	$0.00	$0.00	$306.05	$0.00	$306.05
Grand Total:	$314,777.71	$160,812.78	($98,296.07)	$377,294.42	($11,430.57)	$365,863.85

End of Report

2026 / 2027 SCHOOL YEAR

ENROLLMENT FIGURES as of: November 18, 2026

	District	CPS	PES	BL	PMS	PHS	Academy	Part Time	KVCS	Part Time
Kindergarten	85	59		5			0	0	21	
1st	107	91		6			0	0	10	
2nd	95		74	4			0	0	17	
3rd	133		109	5			0	0	19	
4th	117		96	4			0	0	17	
5th	131		114				0	0	17	
6th	152				132		0	0	20	
7th	119				99		0	0	20	
8th	130				113		0	0	17	
9th	147					127	3	0	17	
10th	145					124	7	0	14	
11th	122					103	13	0	6	
12th	119					88	13	5	13	
Totals		150	393	24	344	442	36	5	208	

TOTAL FULL-TIME ENROLLMENT - All Schools 1,597

Philomath School District 17J - 2026-2027 School Year - Summary of Enrollment

School	09/17	10/20	11/18	12/17	01/21	02/18	03/11	04/15	05/20	06/17
CPS	149	150	150							
PES	397	392	393							
BL	27	24	24							
PMS	345	344	344							
PHS	461	448	442							
Academy	31	36	36							
KVCS	207	209	208							
SubTotal	1,617	1,603	1,597	0	0	0	0	0	0	0
Part-time students	5	5	5				0	0		
Total Enrollment	1,622	1,608	1,602	0	0	0	0	0	0	0

Philomath School District 17J - 2025-2026 School Year - Summary of Enrollment

School	09/11	10/09	11/13	12/11	01/08	02/19	03/12	04/16	05/21	06/18
CPS	157	157	157	152	156	155	156	154	156	156
PES	398	390	388	396	398	394	395	399	398	398
BL	26	25	24	24	24	24	24	23	23	23
PMS	347	340	338	339	337	338	338	333	333	331
PHS	462	452	447	432	432	426	426	427	426	426
Academy	55	61	62	69	65	64	65	66	67	60
KVCS	201	204	208	207	207	207	205	204	196	195
SubTotal	1,646	1,629	1,624	1,619	1,619	1,608	1,609	1,606	1,599	1,589
Part-time students	0	2	2	2	2	2	0	0	2	2
Total Enrollment	1,646	1,631	1,626	1,621	1,621	1,610	1,609	1,606	1,601	1,591

Coversheet

Board Planning Session Follow Up

Section: III. DISCUSSION ITEMS
Item: A. Board Planning Session Follow Up
Purpose: Discuss
Submitted by:
Related Material: Interim Test Board Report.pdf
Portrait of a Graduate.pdf

Philomath School District Interim Test Board Report

Fall 2026 Administration Window

Date of Presentation: Nov. 18, 2026
Compiled by: Keri Gross, Molly Bell, Emily Helpenstell, Adeline Stewart, Nancy Thompson
Grades K-5 Assessment System: STAR
Grades 6-8 Assessment System: iReady

Purpose of Report: This information provides a summary of interim test results to support understanding of student progress in mathematics and language arts at this point in the school year. Interim tests are one source of information and should be considered alongside classroom evidence and other local measures. Reports to the board will be made in November, February, and June sharing the interim test results from the Fall, Winter, and Spring administration windows.

Assessment Context: Interim assessments support a coherent system of teaching and learning by providing periodic and timely information about student understanding of grade level standards. This can inform instructional decision-making and show growth within student focal groups to support improved outcomes for all students.

Student Participation:

CPS K-1: 147 assessed, 98% participation Math; 146 assessed, 97.3% participation Reading
PES 2-5: 390 assessed, 99.5% participation
PMS 6-8: 345 assessed, 99.7% participation
BES K-4: 24 assessed, 100% participation

Participation Notes: all students are required to participate unless extenuating circumstances

Summary of Results - CAT (Computer Adapted Test) only

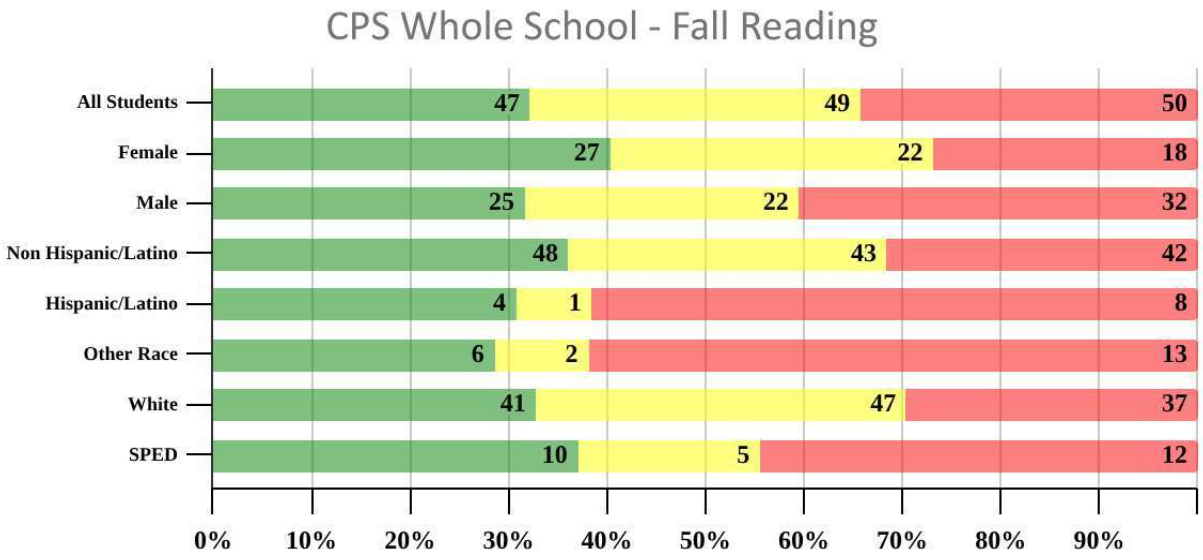
	STAR Assessement	iReady Assessment
At/Above Benchmark	60th percentile and above	60th percentile and above
Below Benchmark	20th to 59th percentile	20th to 59th percentile
Well Below Benchmark	Below 20th percentile	Below 20th percentile

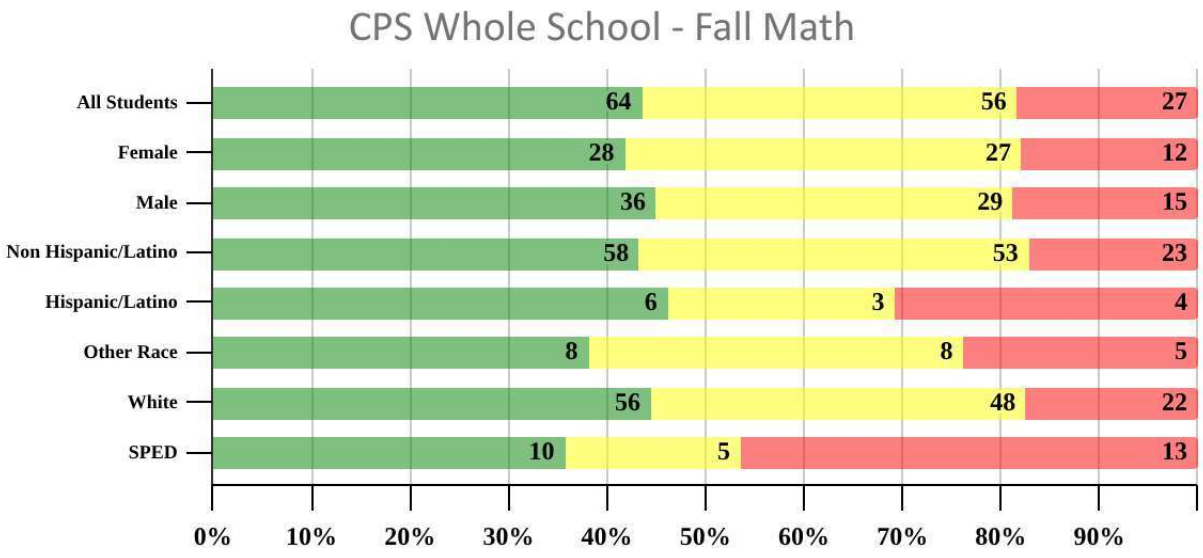
READING	STAR Assessement							iReady Assessment		
	K	1	2	3	4	5	BES	6	7	8
At/Above Benchmark	56%	53%	38%	53%	62%	53%	54%	62%	51%	39%
Below Benchmark	39%	38%	36%	31%	30%	38%	42%	34%	38%	45%
Well Below Benchmark	5%	9%	26%	17%	8%	9%	4%	4%	11%	16%

MATH	STAR Assessement							iReady Assessment		
	K	1	2	3	4	5	BES	6	7	8
At/Above Benchmark	49%	40%	43%	55%	37%	43%	50%	48%	44%	42%
Below Benchmark	37%	39%	38%	33%	45%	50%	33%	44%	47%	49%
Well Below Benchmark	14%	21%	19%	12%	18%	7%	17%	8%	9%	9%

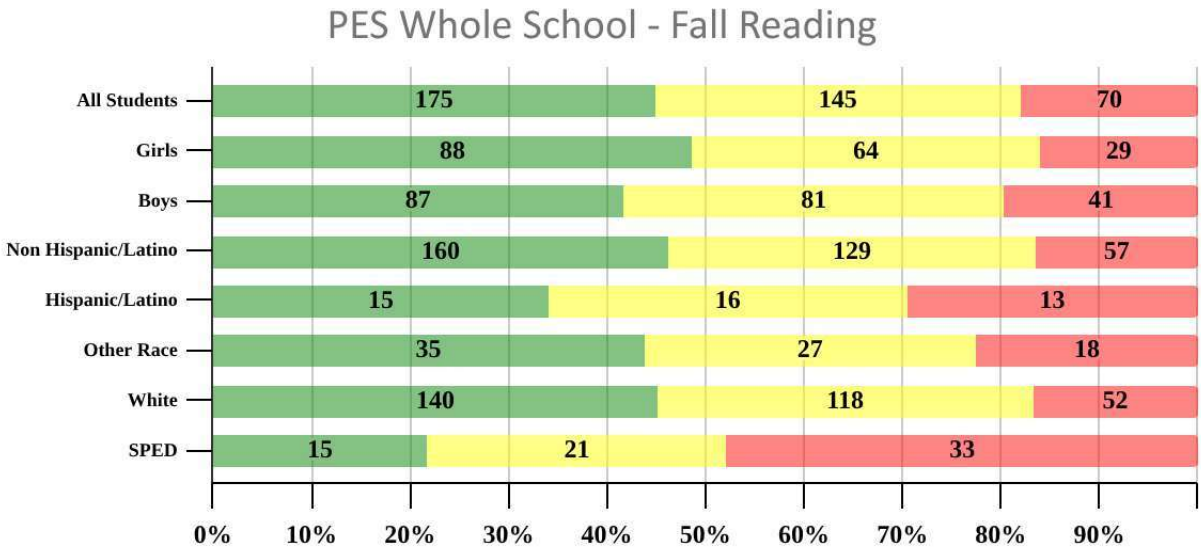
Performance Overview: *With future reports, we will reflect on growth or change over time – comparisons across fall, winter, and spring administrations.*

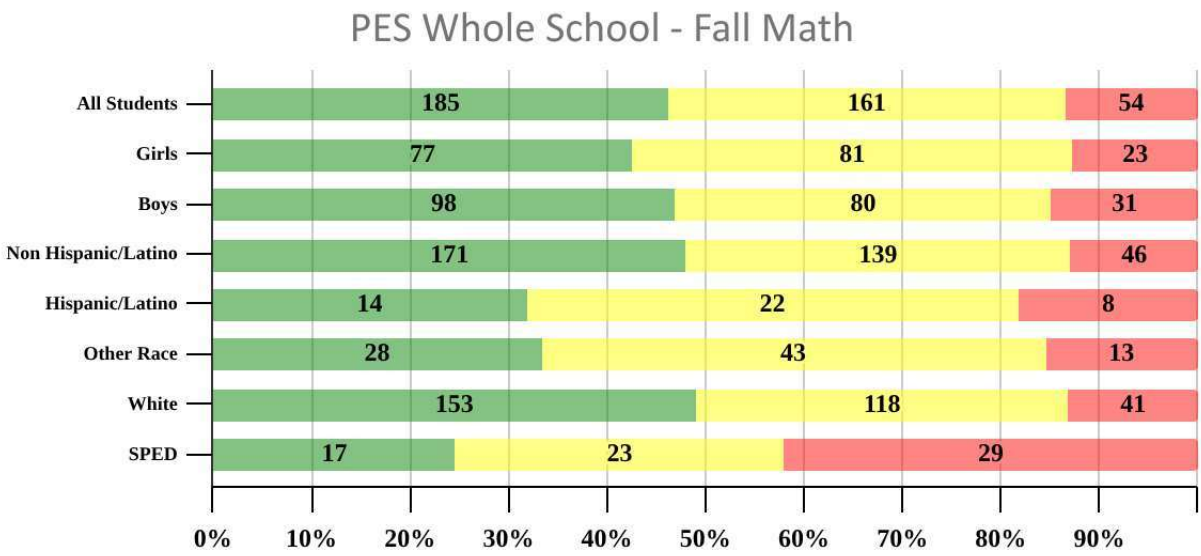
Disaggregated Results CPS



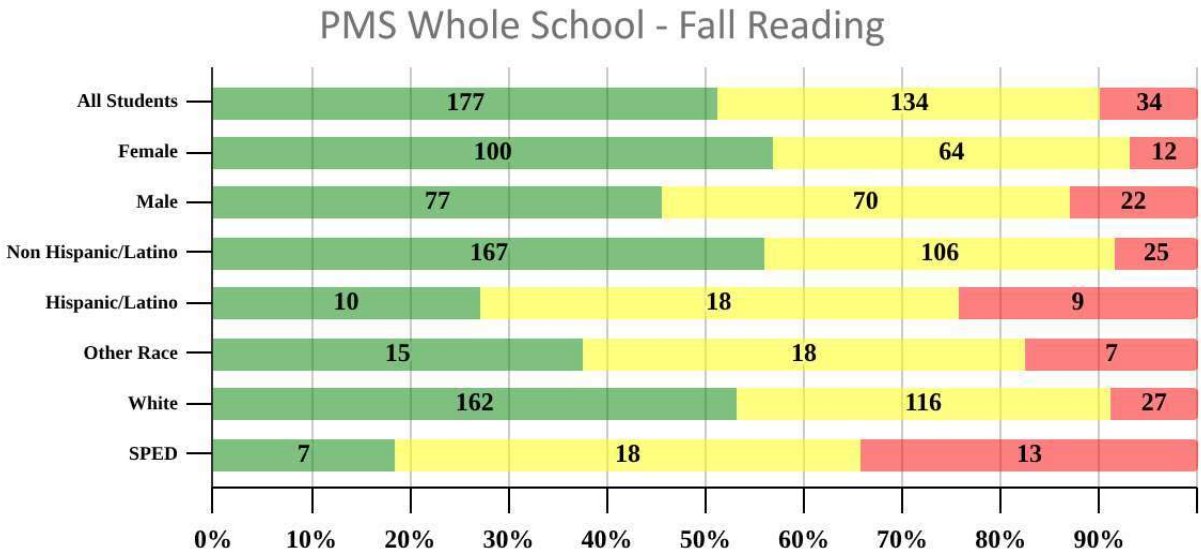


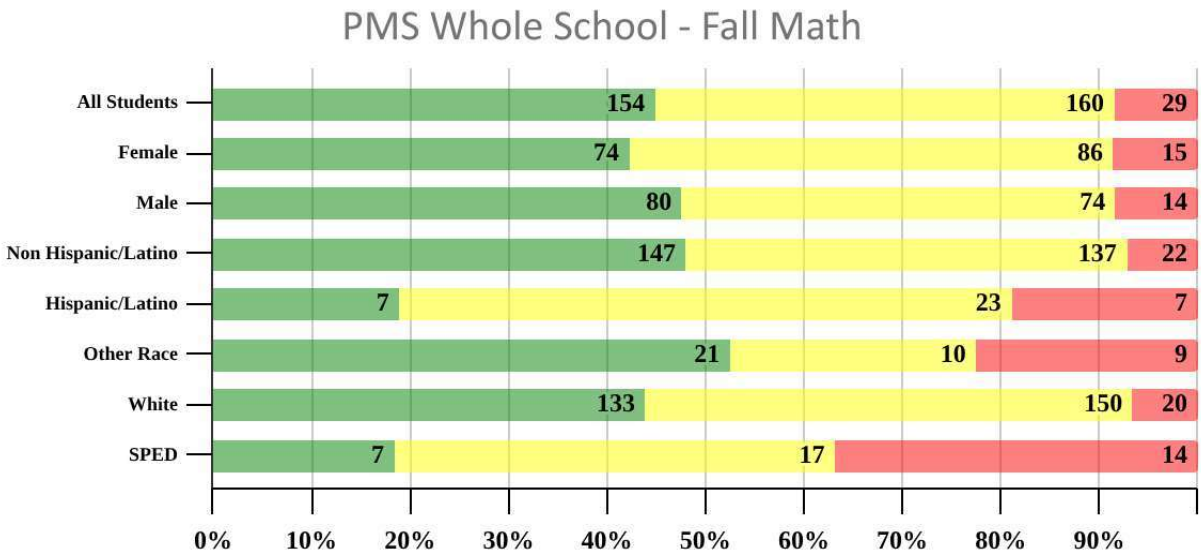
Disaggregated Results PES





Disaggregated Results PMS





Important Context for Interpretation:
• Assessment results are one source of evidence among many (teacher observations, classroom assignments, etc.).
• Results reflect progress at a point in time as students progress toward the end-of-year expectations.
• Data may be suppressed for small student groups to protect privacy and ensure stable interpretation.
• Attendance will be added as a category for Winter and Spring disaggregation.
• Interim performance levels are not equivalent to statewide summative proficiency and are intended to provide information about student strengths and opportunities for additional growth.

Key Observations:

- Students' scores in the Hispanic and Other Race categories are not matching the grade level distribution.
- Across all three buildings, girls tend to score higher in reading, and boys tend to score higher in math.

Next Steps: Winter report will include growth for each grade level. Please let us know if there is anything else that would be helpful to share.

Philomath School District

Portrait of a Graduate

Graduate EVERY student and transition each into a job, training, or college.

Philomath graduates are prepared to navigate life with integrity, empathy, kindness, respect, and a lifelong commitment to learning and growth.

1. Strong Work Ethic

Our graduates ~~will~~ demonstrate a set of values and behaviors that emphasize the importance of hard work, dedication, and accountability that lead to reliable performance and commitment to quality and excellence.

2. Critical Thinking

Graduates from Philomath School District will have the ability to think critically, remain open-minded, and apply thoughtful analysis to new ideas and challenges. They approach learning with inquisitiveness and a reflective mindset.

3. Empathy

Graduates use their emotional intelligence to read the unspoken, manage their internal landscape, and connect deeply with those around them. They don't just succeed in a changing world—they elevate it through their presence.

4. Thriving

Our graduates possess a healthy sense of identity, the ability to take initiative, and the resilience to maintain balance and positivity. They live with purpose, compassion, and joy.

5. Cultural Competence

Graduates possess the skills, knowledge, and attitudes to understand and respect differing beliefs, customs, and values. They engage thoughtfully with others and appreciate global and cultural perspectives.

6. Collaborative

Graduates listen actively, contribute with integrity, and build trusting relationships. They value diverse input, practice effective teamwork, and navigate group dynamics with empathy and confidence.

7. Citizenship

Graduates possess the knowledge, abilities, and values to contribute to a democratic, caring, and just community. They show initiative, responsibility, and a desire to serve and improve the world around them.

Coversheet

Integrated Pest Management Plan

Section: IV. Action Items
Item: A. Integrated Pest Management Plan
Purpose: Vote
Submitted by:
Related Material: 2627-PSD-IPM Plan.pdf

Philomath School District

Integrated Pest Management Plan

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I. INTRODUCTION

Structural and landscape pests can pose significant problems in schools. Pests such as mice and cockroaches can trigger asthma. Mice and rats are vectors of disease. Many children are allergic to yellow jacket stings. The pesticides used to remediate these and other pests can also pose health risks to people, animals, and the environment. These same pesticides may pose special health risks to children due in large part to their still-developing organ systems. Because the health and safety of students and staff is our first priority – and a prerequisite to learning – it is the policy of the Philomath School District to approach pest management with the least possible risk to students and staff. In addition, Senate Bill 637 (incorporated into ORS Chapter 634 upon finalization in 2009) requires all school districts to implement integrated pest management in their schools. For this reason, the Board of Directors of the Philomath School District adopts this integrated pest management plan for use on the campuses of our district.

II. WHAT IS INTEGRATED PEST MANAGEMENT?

Integrated Pest Management, also known as IPM, is a process for achieving long-term, environmentally sound pest suppression through a wide variety of tactics. Control strategies in an IPM program include structural and procedural improvements to reduce the food, water, shelter, and access used by pests. Since IPM focuses on remediation of the fundamental reasons why pests are here, pesticides are rarely used and only when necessary.

IPM Basics

Education and Communication: The foundation for an effective IPM program is education and communication. We need to know what conditions can cause pest problems, why and how to monitor for pests, proper identification, pest behavior and biology before we can begin to manage pests effectively. Communication about pest issues is essential. *A protocol for reporting pests or pest conducive conditions and a record of what action was taken is the most important part of an effective IPM program*.

Cultural & Sanitation: Knowing how human behavior encourages pests helps you prevent them from becoming a problem. Small changes in cultural or sanitation practices can have significant effects on reducing pest populations. Cleaning under kitchen serving counters, reducing clutter in classrooms, putting dumpsters further from kitchen door/loading dock, proper irrigation scheduling, and over-seeding of turf areas are all examples of cultural and sanitation practices that can be employed to reduce pests.

Physical & Mechanical: Rodent traps, sticky monitoring traps for insects, door sweeps on external doors, sealing holes under sinks, proper drainage and mulching of landscapes, and keeping vegetation at least 24 inches from buildings are all examples of physical and mechanical control.

Pesticides: IPM focuses on remediation of the fundamental reasons why pests are here; pesticides should be rarely used and only when necessary.



III. WHAT IS AN INTEGRATED PEST MANAGEMENT PLAN?
ORS 634.700 defines an IPM plan as a proactive strategy that:

(A) Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
a) Protect the health and safety of students, staff and faculty;
b) Protect the integrity of campus buildings and grounds;
c) Maintain a productive learning environment; and
d) Protect local ecosystem health;

(B) 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;

(C) 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;

(D) Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;

(E) Evaluates the need for pest control by identifying acceptable pest population density levels;

(F) Monitors and evaluates the effectiveness of pest control measures;

(G) 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;

(H) Excludes the application of pesticides for purely aesthetic purposes;

(I) Includes school staff education about sanitation, monitoring and inspection and about pest control measures;

(J) Gives preference to the use of nonchemical pest control measures;

(K) Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and

(L) 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 above definition is the basis for our school district's IPM plan. This plan fleshes out the required strategy from ORS 634.700 – 634.750 for our school district.

Note: As mentioned above, ORS 634.700 allows for the routine application of pesticides designed to be consumed by pests. To avoid a proliferation of pests and/or unnecessary applications of pesticides, several steps must be taken before **any** "routine" applications are allowed:
1) Staff must be educated on sanitation, monitoring, and exclusion as the primary means to control the pest.
2) An acceptable pest population density level must be established.
3) The use of sanitation, structural remediation or habitat manipulation, or of mechanical or biological control methods must be incorporated into the management strategy of the pest.
4) Documentation that the above steps were ineffective.
5) The pesticide label must be read thoroughly to make sure the pesticide will be used in strict compliance with all label instructions.

IV. SCHOOL DISTRICT IPM PLAN COORDINATOR

Note: ORS 634.720 states that the Coordinator "must be an employee of the governed district, unit, school or entity, unless the School Board delegates pest management duties to an independent contractor."

The district designates Joey DiGiovannangelo as the IPM Plan Coordinator. The coordinator is key to successful IPM implementation in our district and is given authority for overall implementation and evaluation of this plan. The Coordinator is responsible for:

A. Attending not less than six hours of IPM training each year

The training shall include at least a general review of IPM principles and the requirements of ORS 634.700 – 634.750.

B. Conducting outreach to the school community (custodians, maintenance, construction, grounds, faculty, and kitchen staff) about the school's IPM plan;
The IPM Plan Coordinator (or designee) will provide training as outlined in Section VII below.

C. Overseeing pest prevention efforts;
The Coordinator will work with custodians, teachers, and maintenance to reduce clutter and food in the classrooms, and seal up pest entry points.

D. Assuring that the decision-making process for implementing IPM in the district (section V) is followed;
The Coordinator will continually assess and improve the pest monitoring/reporting/action protocol.

E. Assuring that all notification, posting, and record-keeping requirements in section VI are met when the decision to make a pesticide application is made;

F. Maintaining the approved pesticides list as per section VIII; and

G. Responding to inquiries and complaints about noncompliance with the plan.
Responses to inquiries and complaints will be in writing and kept on record with the Coordinator.

V. IPM DECISION-MAKING PROCESS

A. Responsibilities of School District Employees

1. IPM Plan Coordinator Responsibilities
See Section IV above

2. Custodial Services Responsibilities
Custodial Services staff are responsible for the following:

1) Attending annual IPM training provided by the IPM Plan Coordinator (or designee).

2) Placing and checking sticky insect monitoring traps in staff lounge, cafeteria, and kitchen as per the IPM Plan Coordinator's instructions.

3) Keeping records of pest complaints using pest logs placed in the staff lounge, cafeteria, and kitchen.

4) Assuring floor under serving counters is kept free of food and drink debris.

5) Sealing up small cracks or holes when reported by teachers or noticed by custodian when this can be done in a short time (e.g. less than 15 minutes).

6) Recording his/her pest management actions in the pest logs.

7) Reporting pest problems that he/she cannot resolve in less than 15 minutes to the IPM Plan Coordinator.

8) Reporting teachers to the IPM Plan Coordinator who repeatedly refuse to reduce clutter and other pest-conducive conditions in their classrooms.

9) Reporting pest-conducive conditions to the IPM Plan Coordinator if the custodian cannot fix them in less than 15 minutes.

10) Confiscating any unapproved pesticides (such as aerosol spray cans) discovered during inspections or regular duties and delivering them to the IPM Plan Coordinator.

11) Following up on issues found in annual inspection report as instructed by the IPM Plan Coordinator (IPM Plan Coordinator will determine which schools receive annual inspections based on pest and pesticide use history).

3. Maintenance/Construction Responsibilities

Staff involved in facilities maintenance and construction is responsible for working with the IPM Plan Coordinator to ensure their daily tasks, projects and operations enhance effective pest management. This includes:

1) Receiving training from the IPM Plan Coordinator (or designee of the Coordinator) on the basic principles of IPM, sealing pest entry points, and sanitation during construction projects.

2) Continually monitoring for pest conducive conditions during daily work, and sealing small holes and cracks when noticed (if they can be sealed in a short period of time – e.g. 15 minutes).

3) Working with the Coordinator to develop a protocol and priority list with deadlines for sealing holes, installing external door sweeps, and other pest exclusion needs which cannot be done in a short period of time (e.g. 15 minutes).

4) Developing protocols and provisions for pest avoidance and prevention during construction and renovation projects. The IPM Plan Coordinator has the authority to halt construction projects if these protocols and provisions are not being met.

4. Grounds Department Responsibilities

Grounds crews are responsible for:

1) Attending annual IPM training provided by the IPM Plan Coordinator (or designee).

2) Keeping vegetation (including tree branches and bushes) at least three feet from building surfaces.

3) Proper mulching in landscaped areas to reduce weeds.

4) Proper fertilization, over-seeding, mowing height, edging, drainage, aeration, and irrigation scheduling in turf areas to reduce.

5) When the decision is made to apply a pesticide, following notification, posting, record-keeping and reporting protocols in Section VI.

5. Kitchen Staff Responsibilities

Kitchen staff are responsible for:

1) Attending annual IPM training provided by the IPM Plan Coordinator (or designee).

2) Assuring floor under serving counters is kept free of food and drink debris.

3) Promptly emptying and removing corrugated cardboard materials.

4) Keeping exterior kitchen doors closed.

5) Reporting pest conducive conditions that require maintenance (e.g., leaky faucets, dumpster too near building, build-up of floor grease requiring spray-washing, etc.) to proper staff either orally or using pest logs.

3) Participating in any inspections conducted by custodian or IPM Plan Coordinator.

4) Checking sticky trap monitors once per month for cockroaches or drain flies. Immediately reporting these pests and any sightings of rodents or rodent droppings to custodian and marking them in pest log.

6. School Faculty Responsibilities

School faculty are responsible for:

1) Attending annual basic IPM training provided by the IPM Plan Coordinator (or designee).

2) Keeping their classrooms and work areas free of clutter.

3) Making sure students clean up after themselves when food or drink is consumed in the classroom.

4) Reporting pests and pest conducive conditions to the custodian, either orally or via the pest logs.

5) Following first steps of protocol for ant management before notifying the custodian (clean up any food the ants are eating, kill visible ants, wipe down area where ants were with soapy water, notify custodian only if ants continue to be found after following these steps).

7. School Principal Responsibilities

The School Principal is responsible for:

1) Scheduling time for teachers to receive annual training provided by the IPM Plan Coordinator (or designee).

2) Attending annual IPM training for teachers.

3) Assuring that teachers keep their rooms clean and free of clutter in accordance with the IPM Plan Coordinator's instructions.

4) Assuring that all faculty, administrators, staff, adult students and parents receive the annual notice (provided by the IPM Plan Coordinator) of potential pesticide products that could be used on school property as per Section VI.

5) Working with the IPM Plan Coordinator to make sure all notifications of pesticide applications reach all faculty, administrators, staff, adult students and parents.

6) Assuring that all staff fulfill their role as outlined in the district's IPM plan (reducing pest conducive conditions, participation in monitoring and pest log recording, attendance at IPM training(s), and cooperation with the district's IPM Plan Coordinator).

B. Monitoring – Reporting – Action Protocol

Monitoring is the most important requirement of ORS 634.700 – 634.750. It is the backbone of our school district's IPM Program. It provides recent and accurate information to make intelligent and effective pest management decisions. It can be defined as the regular and ongoing inspection of areas where pest problems do or might occur. Information gathered from these inspections is always written down.

As much as possible, monitoring should be incorporated into the daily activities of school staff. Staff training on monitoring should include what to look for and how to record and report the information.

1. Three levels of monitoring

There are three levels of monitoring:

1) Casual observing/looking with no record keeping is not helpful
2) Casual observing/looking with written observations can be useful
3) Careful inspections with written observations is always useful

Level 2 monitoring (all staff)

All staff will be trained to improve their "casual observing/looking" to level 2, and to report any pests and pest-conducive conditions they observe. Level 2 monitoring is conducted by faculty, administration, maintenance/construction, kitchen staff, school nurses, etc.

After a brief (15 – 20 minute) training by the IPM Plan Coordinator (or designee) on pests and pest conducive conditions, staff will be expected to report pests or pest conducive conditions they observe during the normal course of their daily work. Reporting will be done by jotting observations down in a Pest Log (placed in staff lounge or other) or reporting them to the custodian for him/her to write them down. Custodial, maintenance, and kitchen staff are expected to set and/or check sticky monitoring traps as per the district's IPM plan.

Level 3 monitoring (Coordinator and Custodial staff)

The IPM Plan Coordinator (or designee) and Custodians will periodically conduct monitoring at level 3. Coordinator and Custodial staff will monitor structures:

- Pest conducive conditions inside and outside the building (structural deterioration, holes that allow pests to enter, conditions that provide pest harborage)
- The level of sanitation inside and out (waste disposal procedures, level of cleanliness inside and out, conditions that supply food and water to pests)
- The amount of pest damage and the number and location of pest signs (rodent droppings, termite shelter tubes, cockroaches caught in sticky traps, etc.)
- Human behaviors that affect the pests (working conditions that make it impossible to close doors or screens, food preparation procedures that provide food for pests, etc.)
- Their own management activities (caulking/sealing, cleaning, setting out traps, treating pests, etc.) and their effects on the pest population.

Level 3 monitoring (Grounds staff)

Grounds staff will monitor Turf and Landscape:

- The condition of the plants (vigor and appearance)
- The amount of plant damage

- Ph, phosphorus, and potassium levels of turf (soil test every 3-4 years)
- Kind and abundance of pests (weeds, insects, mites, moles, etc.) as well as natural enemies (ladybugs, spiders, lacewing larvae, syrphid fly larvae, etc.)
- Weather conditions (record any unusually dry, hot, wet, or cold weather in the past few weeks)
- Proper drainage
- Human behaviors that affect the plants or pests (foot traffic that compacts the soil, physical damage to plants caused by people, insistence on having certain plants grow in inappropriate situations, etc.)
- Management activities (pruning, fertilizing, mulching, aeration, treating pests, etc.) and their effects on the plants and the pest population.

2. Sticky monitoring traps for insects

Sticky traps are neither a substitute for pesticides nor an alternative for reducing pest populations, but rather a diagnostic tool to aid in identifying a pest's presence, their reproductive stage, the likely direction pests are coming from, and the number of pests.

All staff will be made aware of the traps and their purpose so they don't disturb them. Custodians will be responsible for setting them out and checking them once per month (approximately 10 minutes), and replacing them once every four months (approximately 30 minutes). Kitchen staff will be responsible for checking those in the kitchen primarily for cockroaches and drain flies once per week (approximately 4 minutes).

After receiving training in the use of pest monitoring sticky traps by the IPM Plan Coordinator (or designee), custodial staff will be responsible for checking traps placed in pre-determined "pest-vulnerable areas" in the staff room, kitchen, and cafeteria (other areas that are often pest-vulnerable are: special education or kindergarten classrooms, home economics/life skills classrooms, concession stands, classrooms with animals/plants, custodial closets/storage) on a monthly basis, and replacing them every four months. If custodial staff cannot interpret what they find in the monitors they will contact the IPM Plan Coordinator for assistance (E-mailing a close-up digital photo of the unfolded sticky trap would help!).

3. Reporting (pests, signs of pests, and conducive conditions)

When staff observe pests or pest conducive conditions they should jot them down in a Pest Log or report them to the custodian for him/her to write them down.

4. Reporting "Pests of Concern"

"A pest of concern" is a pest determined to be a public health risk or a significant nuisance pest. These include cockroaches (disease vectors, asthma triggers), mice &

rats (disease vectors, asthma triggers), yellow jackets (sting can cause anaphylactic shock), cornered nutria, raccoons, cats, dogs, opossums, skunks (they can bite), and bed bugs (significant nuisance pest).

When pests of concern (or their droppings, nests, etc.) are observed, staff should immediately tell the building custodian. The custodian must contact the IPM Plan Coordinator immediately.

5. Action!

a) Structural

Any items (such as sealing up holes) that maintenance/construction staff or custodial staff observe (or see on Pest Logs) that they can resolve in less than 15 minutes should be taken care of and this follow up action should be noted in the Pest Log.

Custodial staff will review Pest Logs twice per week. Any items he/she cannot resolve in less than 15 minutes should be marked in order of priority.

Pest Logs will be emailed to the IPM Plan Coordinator once per week. The Coordinator will determine further actions to be taken and when.

If the actions needed are not something the Coordinator can accomplish alone or with minimal assistance, the Coordinator will meet with maintenance/construction and/or the Pest Management Professional (PMP) to develop a protocol and priority list with deadlines for sealing holes, installing external door sweeps, and other pest exclusion or pest management needs. The Coordinator will then generate a work order with a proposed deadline for completion based on the severity of the risk or nuisance.

The Coordinator will monitor the completion of the work order. If the work is not completed by the proposed deadline, the Coordinator will write a follow-up e-mail to maintenance/construction and/or the Pest Management Professional (PMP), with a Cc to the School Board. Upon completion of the work, the Coordinator and the school custodian will be notified.

The Coordinator will keep records of time and money spent to manage the pest, including copies of original receipts.

Small Ants:

When staff observe a small number of ants (e.g. under 10 ants) they must:

1st) Spend two minutes trying to find out where the ants are coming from
2nd) Kill the ants with a paper towel or similar
3rd) Remove any food or liquid the ants were eating
4th) Wipe down the area with soapy water or disinfectant to remove pheromone trails
5th) Jot down the above in the Pest Log

If the ants come back or there are more than a small number (e.g. under 10 ants)

of them:

1st) Spend two minutes trying to find out where the ants are coming from
2nd) Jot down the above in the Pest Log
3rd) Ask the custodian to come with vacuum and sealant as soon as he/she is able

The custodian will:

1st) Spend two minutes trying to find out where the ants are coming from
2nd) Vacuum up the ants and any food debris nearby (vacuum up a tablespoon of cornstarch to kill most of the ants in the vacuum bag, then put the vacuum bag inside plastic garbage bag, seal it, and dispose of it properly)
3rd) Seal up the crack or hole where the ants were coming from (do what can be done in less than 15 minutes)
4th) Wipe down the area with soapy water or disinfectant to remove pheromone trails
5th) Jot down the above in the Pest Log

To avoid a proliferation of small ants and/or unnecessary applications of pesticides, the routine use of ant baits is not permitted without first:

1st) Educating staff on sanitation, monitoring, and exclusion as the primary means to control the ants.
2nd) Establishing an acceptable pest population density (e.g. 10 ants).
3rd) Improving sanitation (e.g. cleaning up crumbs and other food sources) and structural remediation (sealing up cracks or holes where the ants are coming from).

For more detailed information on small ants, see Appendix 1a.

b) Grounds
When pests on grounds reach a threshold established by the Grounds staff lead and the IPM Plan Coordinator, action will be taken as per the matrices in Appendix 1-f.

6. Acceptable Thresholds (pest population density levels)
A threshold is the number of pests that can be tolerated before taking action. The acceptable threshold for cockroaches, mice, rats, raccoons, cats, dogs, opossums, skunks, and nutria is 0.

Acceptable thresholds for other pests will be determined by the IPM Plan Coordinator and the School Board.

C. Inspections
1) Routine Inspections
The IPM Plan Coordinator will conduct routine inspections of different schools throughout the year (schedule and schools to be determined by the School Board and the Coordinator). Site custodians are required to accompany the Coordinator during the

inspections. The inspections will typically last one to two hours and will focus on compliance with this plan and an inspection of the kitchen, staff room, and any other place of concern. After each routine inspection the Coordinator will write a one-page report on findings and recommendations. The report will be submitted to the school principal and custodian.

2) Annual Inspections
The IPM Plan Coordinator will conduct annual inspections at individual schools. Site custodians are required to assist the Coordinator with the annual inspection. The annual inspections will be more thorough than the routine inspections, and will use the Annual IPM Inspection Form (see Appendix 2) to guide the inspections. The specific schools to be inspected will be determined by the IPM Plan Coordinator and School Board based on a review of the annual number of pest problems and pesticide applications reported in the Annual IPM Report and Annual Report of Pesticide Applications.

D. Pest Emergencies (see also Section VI. B. below)
IMPORTANT: If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps. When the IPM Plan Coordinator, after consultation with school faculty and administration, determines that the presence of a pest or pests immediately threatens the health or safety of students, staff, faculty members or members of the public using the campus, or the structural integrity of campus facilities, he or she may declare a pest emergency. Examples include (but are not limited to) yellow jackets swarming in areas frequented by children, a nutria in an area frequented by children, a half a dozen mice or rats running through occupied areas of a school building.

E. Annual IPM Report (completed by IPM Plan Coordinator)
In January of each year, the IPM Plan Coordinator will provide the School Board and the OSU School IPM Program Coordinator an annual IPM report. The report will include a summary of data gathered from Pest Logs, as well as costs for PMPs and pesticides (including turf and landscape pesticides). Costs for items such as sealants, fixing screens, door sweeps and other items that would not normally be considered part of pest control will not be recorded. See Appendix 9 for a template for the annual IPM report.

Prevention and management steps taken that proved to be ineffective and led to the decision to make a pesticide application will be copied and pasted or incorporated into the annual report of pesticide applications (see section VII. D)

VI. REQUIRED TRAINING/EDUCATION

ORS 634.700 (3) (i) requires staff education “about sanitation, monitoring and inspection and about pest control measures”. All staff should have at least a general review of IPM principles and strategy as outlined in Sections II and III.

A. IPM Plan Coordinator Training
ORS 634.720 (2) requires that the IPM Plan Coordinator "shall complete not less than six hours of training each year. The training shall include at least a general review of IPM principles and the requirements of sections 2 to 9 of this 2009 Act."

Content should include health and economic issues associated with pests in schools, exclusion practices, pest identification and biology for common pests, common challenges with monitoring-reporting-action protocols, proper use of sticky monitoring traps for insects, and hands-on training on proper inspection techniques.

Contact your Education Service District or the OSU School IPM Program for information on OSU-approved training courses.

B. Training for Custodial Staff
The IPM Plan Coordinator (or a designee of the Coordinator) will train custodial staff at least annually on sanitation, monitoring, inspection, and reporting, and their responsibilities as outlined in Section V. A.

C. Training for Maintenance and Construction Staff
The IPM Plan Coordinator (or a designee of the Coordinator) will train maintenance staff at least annually on identifying pest conducive conditions and mechanical control methods (such as door sweeps on external doors and sealing holes under sinks), and their responsibilities as outlined in Section V. A.

D. Training for Grounds Staff
The head of grounds staff (or designee) will train grounds staff at least once per year. Each year before the training, the head of grounds staff will meet with the IPM Plan Coordinator to review the annual report of pesticide applications and plan training for all grounds staff. The annual training will review this IPM Plan (especially grounds department responsibilities outlined in Section V.A.) and data from the annual report related to pesticide applications by grounds crew. It will also review the OSU turf management publications EC 1521, EC 1278, EC 1550, EC 1638-E, and PNW 299 (available free online at http://extension.oregonstate.edu/catalog/), and the matrices in Appendix 1-g. Grounds staff will also be trained in basic monitoring for common pests on grounds.

E. Training for Kitchen Staff
The IPM Plan Coordinator (or a designee of the Coordinator) will train kitchen staff at least once per year on the basic principals of IPM and their responsibilities as outlined in Section V. A.

F. Training for Faculty and Principal
The IPM Plan Coordinator (or a designee of the Coordinator) will train faculty and principals at least once per year on the basic principles of IPM and their responsibilities as outlined in Section V. A. These short (15 – 20 minutes) trainings are arranged by the Coordinator with individual principals when openings in their school Faculty Meeting

schedules permit.

G. Other Training
Basic training on the principals of IPM and the main points of this IPM Plan should also be provided to school nurses, administrative staff, superintendents, and students. Coaches who use athletic fields should be given an overview of basic monitoring and IPM practices for turf so they understand key pest problems to look out for and when to report them.

VII. PESTICIDE APPLICATIONS: REQUIRED NOTIFICATION, POSTING, RECORD KEEPING, AND REPORTING

Any pesticide application (this includes weed control products, ant baits, and all professional and over-the-counter products) on school property must be made by a licensed commercial or public pesticide applicator. At the beginning of each school year, all faculty, administrators, staff, adult students and parents will be given a list of potential pesticide products that could be used in the event that other pest management measures are ineffective. They will also be informed of the procedures for notification and posting of individual applications, including those for pest emergencies. This information will be provided to all the above via the website.

A. Notification and Posting for Non-emergencies
When prevention or management of pests through other measures proves to be ineffective, the use of a low-risk pesticide is permissible. *Documentation of these measures is a pre-requisite to the approval of any application of a low-risk pesticide. This documentation will remain on file with the IPM Plan Coordinator and at the office of the head custodian where the application takes place.*

No non-emergency pesticide applications may occur in or around a school until after 3:30 PM on a Friday while school is in session, unless the IPM Plan Coordinator authorizes an exception. If the labeling of a pesticide product specifies a reentry time, a pesticide may not be applied to an area of campus where the school expects students to be present before expiration of that reentry time. If the labeling does not specify a reentry time, a pesticide may not be applied to an area of a campus where the school expects students to be present before expiration of a reentry time that the IPM Plan Coordinator determines to be appropriate based on the times at which students would normally be expected to be in the area, area ventilation and whether the area will be cleaned before students are present.

The IPM Plan Coordinator (or a designee of the Coordinator) will give written notice of a proposed pesticide application (via the method most likely to reach the intended recipients) at least 24 hours before the application occurs.

The notice must identify the name, trademark or type of pesticide product, the EPA registration number of the product, the expected area of the application, the expected date of application and the reason for the application.

The IPM Plan Coordinator shall place warning signs around pesticide application areas beginning no later than 24 hours before the application occurs and ending no earlier than 72 hours after the application occurs.

A warning sign must bear the words “Warning: pesticide-treated area”, and give the expected or actual date and time for the application, the expected or actual reentry time, and provide the telephone number of a contact person (the person who is to make the application and/or the IPM Plan Coordinator).

B. Notification and Posting for Emergencies

Important Notes:

1) The IPM Plan Coordinator may not declare the existence of a pest emergency until after consultation with school faculty and administration.
2) If a pesticide is applied at a campus due to a pest emergency, the Plan Coordinator shall review the IPM plan to determine whether modification of the plan might prevent future pest emergencies and provide a written report of such to the School Board.
3) The School Board shall review and take formal action on any recommendations in the report.

The declaration of the existence of a pest emergency is the only time a non low-impact pesticide may be applied.

<u>If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps.</u>

If a pest emergency makes it impracticable to give a pesticide application notice no later than 24 hours before the pesticide application occurs, the IPM Plan Coordinator shall send the notice no later than 24 hours after the application occurs.

The IPM Plan Coordinator or designee shall place notification signs around the area as soon as practicable but no later than at the time the application occurs.

Note: ORS 634.700 also allows the application of a non-low-impact pesticide “by, or at the direction or order of, a public health official”. If this occurs, every effort must be made to comply with notification and posting requirements above.

C. Record Keeping of Pesticide Applications

The IPM Plan Coordinator or designee shall keep a copy of the following pesticide product information on file at the head custodian’s office at the school where the application occurred, and at the office of the IPM Plan Coordinator:

- A copy of the label
- A copy of the MSDS
- The brand name and USEPA registration number of the product
- The approximate amount and concentration of product applied
- The location of the application

- The type of application and whether the application proved effective
- The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide
- The name(s) of the person(s) applying the pesticide
- The dates and times for the placement and removal of warning signs
- Copies of all required notices given, including the dates the IPM Plan Coordinator gave the notices

The above records must be kept on file at the head custodian's office at the school where the application occurred, and at the office of the IPM Plan Coordinator, for at least four years following the application date.

D. Annual Report of Pesticide Applications

In January of each year, the IPM Plan Coordinator will provide the School Board and the OSU School IPM Program Coordinator an annual report of all pesticide applications made the previous year. The report will contain the following for each application:

- The brand name and USEPA registration number of the product applied
- The approximate amount and concentration of product applied
- The location of the application
- The prevention or management steps taken that proved to be ineffective and led to the decision to make a pesticide application
- The type of application and whether the application proved effective

VII. APPROVED LIST OF LOW-IMPACT PESTICIDES

Note: All pesticides used must be used in strict accordance with label instructions.

According to ORS 634.705 (5), the governing body of a school district shall adopt a list of low-impact pesticides for use with their integrated pest management plan. The governing body may include any product on the list except products that:

> (a) Contain a pesticide product or active ingredient that has the signal words "warning" or "danger" on the label;
> (b) Contain a pesticide product classified as a human carcinogen or probable human carcinogen under the United States Environmental Protection Agency 1986 Guidelines for Carcinogen Risk Assessment; or
> (c) Contain a pesticide product classified as carcinogenic to humans or likely to be carcinogenic to humans under the United States Environmental Protection Agency 2003 Draft Final Guidelines for Carcinogen Risk Assessment.

As a part of pesticide registration under the Federal Insecticide Fungicide and Rodenticide Act (FIFRA) and re-registration required by the Food Quality Protection Act (FQPA), EPA Office of Pesticide Programs (OPP) classifies pesticide active ingredients with regards to their potential to cause cancer in humans. Depending on when a pesticide active ingredient was last evaluated the classification system used may differ as described above. The pesticide active ingredient classification can usually be found

in the re-registration eligibility decision (RED) at Pesticide Reregistration Status | Pesticides | US EPA or in the Integrated Risk Information System (IRIS) at http://www.epa.gov/IRIS/

The National Pesticide Information Center (http://npic.orst.edu/) can be contacted at 1.800.858.7378 or npic@ace.orst.edu for assistance in determining a pesticide active ingredient cancer classification.

The most current list of approved low-impact pesticides is available in Appendix 13.

LIST OF APPENDICES

Appendix 1 Pest Management for Specific Pests

(Lifecycle, What-Where-How they Eat/Drink/Shelter, Monitoring, Prevention, Threshold Levels, Management Options, Evaluation of Options Chosen for Specific Pests)

- a-Ants (Small Ants)
- b-Ants (Carpenter Ants)
- c-Bats
- d-Bed Bugs
- e-Nesting birds (starlings, sparrows, swallows, pigeons)
- f-Geese
- g-Grounds Pests
- h-Mice (House Mouse)
- I-Rats (Norway Rat)
- j-Yellow Jackets and European Paper Wasps

Appendix 2 Annual Inspection Form

Appendix 3 Pest Logs

Appendix 4 Outlines of Training for Custodians, Maintenance/Construction Staff, Grounds Staff, Kitchen Staff, and Faculty

Appendix 5 Template for annual fall notification of potential pesticides to be used *(Coming Soon)*

Appendix 6 Pesticide Application Notification Form

Appendix 7 Pesticide Application Posting Sign

Appendix 8 Pesticide Application Recordkeeping Form

Appendix 9 Template for Annual IPM Report

Appendix 10 Template for Annual Pesticide Application Report *(Coming Soon)*

Appendix 11 Hiring an Outside Contractor
-In-House vs. Contractor
-Bid Specifications – Important Things to Remember
-Sample Bid

Appendix 12 References and Source Materials

Appendix 13 Low Impact Pesticides List

Coversheet

2026-2027 Proposed Calendar Adjustment

Section:	IV. Action Items
Item:	B. 2026-2027 Proposed Calendar Adjustment
Purpose:	Vote
Submitted by:	
Related Material:	Proposed Calendar Adjustement.pdf Proposed 2026-2027 Adjusted Calendar.pdf

Philomath School District 17J
Benton County School District No. 17J, 1620 Applegate Street Philomath OR 97370 (541) 929-3169

Graduate EVERY student and transition each into a job, training, or college.

Philomath School District 17J
Board of Directors
Proposed Calendar Adjustment
November 18, 2026

Change Request:
To move the Inclement Weather Make-Up Day, currently scheduled for April 30, 2027, to April 23, 2027—one week prior.

Background:
- District calendars share the days that school is in session as well as holidays, conference and grading days, and school breaks.
- Two days in the 2026-2027 calendar have been designated as Inclement Weather Make-Up Days.
    - February 27, 2027
    - April 30, 2027
- If school is cancelled due to inclement weather prior to either or both days, school will be in session on these date(s) to make-up days prior to adding any days to the end of the school year.

Reason for Request:
- Unlike the traditional first week in May, Outdoor School for Philomath Middle School is scheduled this year for the week of April 26-30, 2027.
- If there are no cancelled school days, April 30, 2027, would be a non-workday for our licensed staff members. Anyone working on this day would need to be compensated for their time.
    - Possible Impact on Outdoor School and Related Staffing:

Option	Pro/ Con
Bring students home one night earlier, on Thursday afternoon, April 29, 2027.	- Students lose one night of ODS experience. + No need to pay additional for staff time.
Remain at ODS until noon on Friday (04/30/2027).	+ Students maintain the opportunity for the full ODS experience. - Need to pay additional staff time for working on non-school day.
Move Inclement Weather Day one week earlier on the 2026-2027 calendar. • From 04/30/2027 to 04/23/2027	+ Students maintain the opportunity for the full ODS experience. + No need to pay additional for staff time. + No current event schedule conflicts for 04/23/2027.

Philomath School District 17J Academic Calendar | 2026 – 2027

Calendar Key	
IS	Staff Inservice Days
(	First Day for 2nd, 6th, and 9th Grade
((	First Day for 3-5, 7-8, & 10-12.
	Early Release for Students
)	Last Day for Students
	No Students – C/ G/ A
	No School (or Holiday)
MU	Inclement Weather Make-Up

August 2026

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September 2026

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November 2026

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December 2026

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20	Winter Break					26
27						

January 2027

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28						

March 2027

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21	Spring Break					27
28	29	30	31			

April 2027

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May 2027

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June 2027

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13	MU	MU	MU	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Dates to Remember:

October 28: End of Q1 – 41 Days
November 24: End of T1 – 57 Days
January 22: End of S1/ Q2 – 85/44 Days
March 11: End of T2 – 60 Days
April 8: End of Q3 – 46 Days
June 10: End of S2/Q4 – 88/42 Days
June 10: End of T3 – 56 Days

September 16	Back to School Open House
June 3	Last Day for Seniors
June 5	PHS Graduation
June 9	PA Graduation
June 11-June 16:	Make up days if needed

Edited and Board Approved: 11/18/2026

Coversheet

Policy Adoptions

Section: IV. Action Items
Item: D. Policy Adoptions
Purpose: Vote
Submitted by:
Related Material: CBA Qualifications and Duties of the Superintendent.pdf
DBEA Budget Committee.pdf
EBBA Student Health Services.pdf
EFA School Wellness.pdf
IIA-AR2 Reconsideration of Core Instructional Materials.pdf
IIA-AR6 Independent Adoption of Core Instructional Materials.pdf
GBN_JBA Sexual Harrassment - Personnel.pdf
JBA_GBN Sexual Harrasment - Students.pdf
KG-AR2 Community Use of District Facilities.pdf
GCBDD_GDBDD Sick Time Non-Permanent Employees.pdf
GCBDA_GDBDA-AR1 Family and Medical Leave.pdf
FMLA language response.pdf
Spencer Lewis email.pdf

Philomath School District 17J

Code: CBA
Adopted: 4/20/06
Revised/Readopted: 10/18/18; 6/21/21
Orig. Code: CBA

Qualifications and Duties of the Superintendent

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

1. A current license that qualifies the individual to serve as superintendent of the district{[1]};

2. A master's degree or higher in the field of education, preferably in educational administration;

3. Successful teaching experience at the elementary or secondary school level;

4. Service as a superintendent or administrative experience in the ~~central~~ administration of a school system.

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

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;

5. Ability to communicate effectively, both orally and in writing;

6. Scholarship, intelligence and excellent ability to plan and organize;

7. Training, experience and success in personnel selection, evaluation and development;

8. Knowledge of curriculum development, implementation and evaluation;

9. Knowledge of business and support service systems which facilitate planning, control and accountability;

10. Experience in administering collective bargaining agreements;

11. Ability to motivate other administrators and significantly involve them in the decision-making process;

12. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

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

General Functions

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.

13. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Specific Functions

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

1. Work with the Board to set the vision and short and long-term objectives for the district. Work with the administrative staff and the Board to deliver on those objectives throughout the year.

2. Receive and properly address, following Board policy and state law, any complaints from students, parents, or staff that rise to the level of the superintendent and the Board.

3. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;

4. Serve as educational leader to the Board, staff and community;

14. Act as the district's chief administrative officer;

15. Serve as district school clerk, performing such duties as required by law or by the Board;

16. Support the Board with scheduling~~Schedule~~ meeting places, providing for required notices,~~prepare an agenda~~ and ensuring any required recordings or~~record~~ minutes are created for all Board meetings and for all~~other~~ committee meetings authorized by the Board, as appropriate;

17. Attend all regular and special meetings of the Board, except when excused;

18. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;

19. Administer adopted Board policies;

20. Regularly review adopted Board policies and make recommendations for needed changes;

21. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;

22. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;

23. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;

24. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;

25. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;

26. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;

27. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;

28. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;

29. Resolve problems of operations and settle disputes referred through administrative channels;

30. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;

31. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;

32. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

33. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;

34. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

35. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;

36. Provide for~~Evaluate the~~ performance evaluations of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

37. Assign and control the promotion of students;

38. Maintain a continuous inventory of all district property, furniture, material and supplies;

39. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;

40. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;

41. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;

42. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;

43. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;

44. Direct the district in its relationships with federal, state and local government agencies;

45. Cooperate with universities and colleges in their student-teacher training programs;

46. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;

47. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;

48. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;

49. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;

50. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

ORS 332.075
ORS 342.143
ORS 342.173
ORS 342.850
OAR 584-020-0000 - 0035
OAR 584-046-0003 - 0024
OAR 584-080-0151
OAR 584-080-0152
OAR 584-080-0161

Cross Reference(s):

CBG - Evaluation of the Superintendent

Philomath School District 17J

Code: DBEA
Adopted: 12/15/05
Revised/Readopted: 6/14/18; 9/22/25
Orig. Code: DBEA

Budget Committee

Organization, Membership and Terms of Office

The district budget committee will consist of the five members of the Board and five electors appointed by the Board, as required by law. Terms of the appointed members will be three years each, with appointments made so that (as nearly as possible) the terms of one third of the members expire each year. At least one member of the budget committee must be a member of the district's educational equity advisory committee.[1] The Board will establish appropriate timelines and procedures for appointment of budget committee members.

A majority of the constituted committee is required for passing an action item. Majority for a 10 member budget committee is 6; therefore, if only 6 members are present, a unanimous vote is needed for passing an action item.

Presiding Officer and Orientation of Budget Committee

Organization: The budget committee will hold its first regular organizational meeting on a day set by the Board. A presiding officer shall be elected from among its members at this meeting. Such meeting may be prior to, or on the date that the budget message and document are presented.

Background information: ~~Budget committee members will be provided with data for the ensuing year, such as a Board's educational plan, and other pertinent material bearing on the preparation of a school budget.~~ Budget committee members will be provided with data for the ensuing year, such as the Board's educational plan, current and project enrollment numbers, known state budget forecasts, and other pertinent material bearing on the preparation of a school budget.

Meetings of the Budget Committee

The district's budget committee shall hold one or more meetings to receive the budget message, the budget document, and to provide members of the public with an opportunity to ask questions about, and comment on, the budget document. The budget committee shall announce the time and place for all such meetings, as provided by law. All meetings of the budget committee are open to the public.

Function of the Budget Committee

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

It is the function of the budget committee to approve budget estimates for an educational plan previously determined by the Board. No new program should be considered for the budget estimate that has not previously been submitted to the Board and approved as a part of the educational plan. The budget committee will determine levels of spending, but will not determine programs.

Final Action

The budget committee will approve an estimated district budget document for submission to the Board.

END OF POLICY

Legal Reference(s):

ORS 174.130
ORS 192.610 - 192.695
ORS 294.305 - 294.565
ORS 328.542
ORS 329.711
ORS 433.835 - 433.875
OAR 581-022-2307

House Bill 4066 (2026)

Philomath School District 17J

Code: EBBA
Adopted: 1/09/25

Student Health Services**

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

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will[1]:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;

2. Refer to available communicable disease prevention and management plan that includes school-level protocols[2];

3. Outline a district-to-school communication plan[3];

4. Provide information about health screenings, including immunizations and TB certificate requirements;

5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed[4];

6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;

7. Describe how hearing, vision and dental screenings are managed and/or verified for required students[5];

8. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more

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

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

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

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

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

new medical diagnose(s) impacting a student's access to education, and implement a student's individual health plan prior to attending school[6];

9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids[7];

10. Refer to adopted policy and procedures for medications in accordance with Oregon law[8];

11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities.[9][; and][.]

12. ~~[List the positions in the~~ The district will maintain the appropriate number of required staff ~~which shall be required to obtain and maintain a~~ with first-aid/CPR/AED cards in accordance with OAR 581-022-2220(3).~~]~~

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

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

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

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

[6] For definitions for this policy see ORS 336.201.

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

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

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

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

The district provides a menstrual product dispenser with a variety of products in every student bathroom[11] which meets the requirements of law.

END OF POLICY

Legal Reference(s):

ORS 329.025
ORS 332.107
ORS 336.201
ORS 336.204
ORS 336.211 – 336.214
ORS 342.458
OAR 581-021-0017
OAR 581-021-0031
OAR 581-021-0587
OAR 581-021-0590
OAR 581-022-2050
OAR 581-022-2220
OAR 581-022-2515

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

Cross Reference(s):

GBE - Staff Health and Safety
JH - Student Welfare
JHH - Student Suicide Prevention

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

Philomath School District 17J

Code: EFA
Adopted: 11/15/18
Revised/Readopted: 4/20/23; 11/16/23

Local Wellness

The district is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

Implementation

The district shall manage and coordinate the implementation of this local wellness policy.

Implementation will consist of, but not be limited to, the following:

1. Delineating roles, responsibilities, actions and timelines specific to each school;

2. Generating and disseminating information about who will be responsible to make what change, by how much, where and when;

3. Establishing standards for all foods and beverages provided (but not sold) to students during the school day on participating school campuses;

4. Establishing standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating school campuses that meet state and federal nutrition standards for NSLP and SBP, competitive foods, permit marketing of same that meets the competitive food nutrition standards, and promotes student health and reduces child obesity; and

5. Establishing specific goals for nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

The Board designates the principal(s) to be responsible for ensuring each school meets the goals outlined and complies with this policy.

Notification of Policy

The district will inform the public about the content and implementation of the local wellness policy, and post the policy and any updates to the policy on the district website annually. Included will be, if available, the most recent assessment of the implementation, and a description of the progress being made in attaining the goals of the policy. The district will publicize the name and contact information of the district or school official(s) leading and coordinating the policy and information on how the public can get

involved with the local wellness policy. This information will be published on the district's website and in district communications.

Triennial Progress Assessments

At least once every three years, the district will evaluate the implementation of this policy and its progress with a triennial assessment and produce a progress report that will include:

1. The extent to which schools under the jurisdiction of the district are in compliance with the policy;

2. The extent to which the district's policy compares to model local school wellness policy; and

3. A description of the progress made in attaining the goals of the district's policy.

The district will publish the triennial progress report on the district website when available. The district will update or modify the policy based on results of the triennial assessment.

Community Involvement, Outreach and Communications (Review of, and Updating Policy)

The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy. The district will communicate information about opportunities. The district will ensure that communications are culturally and linguistically appropriate to the community.

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public will be solicited to participate in the periodic review and update of the local school wellness policy.

NUTRITION PROMOTION AND NUTRITION EDUCATION

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based strategies and techniques and nutrition messages and by creating food environments that support healthy nutrition choices.

The district's available meal program(s) will operate to meet meal pattern requirements and dietary specifications in accordance with the Healthy, Hunger-Free Kids Act and applicable federal laws and regulations.

The District will support nutrition and food services operation as addressed in Board policy EFAA – District Nutrition and Food Services and its accompanying administrative regulation EFAA-AR – Reimbursable Meals and Milk Programs.

Water

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The district controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed Smart Snacks Standards[1].

Celebrations and Rewards/Incentives

All foods and beverages offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, and classroom snacks brought by parents.

Fund Raising

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day. Such requests to conduct a fund raiser will be submitted to the [principal] for approval before starting.

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards for competitive foods set by the USDA.

PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

A quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards and program minute requirements in order to meet ODE's physical education content standards and state law.

Physical activity should be included in the school's daily education program for grades K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

In order to ensure students are afforded the opportunity to engage in physical education and physical activity in the school setting, the following goals are established:

1. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;

2. Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually;

3. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;

4. Physical activity during the school day (including, but not limited to, recess, classroom physical activity breaks or physical education) will not be used as a punishment or a reward;

5. At least 50 percent of the weekly physical education class time in grades K through 8 shall be devoted to actual physical activity;

[1] Oregon Department of Education, Oregon Smart Snacks Standards

A student with a disability shall have suitably adapted physical education incorporated as part of their individualized education program (IEP) developed under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them from participating in regular physical education instruction, shall have suitably adapted physical education incorporated as part of their individualized health plan, developed by the district.

Other Activities that Promote Student Wellness

The district will integrate wellness activities throughout the entire school environment ~~(districtwide)~~. The district will strive to coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicated and work toward the same set of goals promoting student well-being, optimal development and strong educational outcomes.

The district will provide activities and encourage practices which promote local wellness.

DEFINITIONS

1. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act available for sale to students on the school campus during the school day.

2. "Food and beverage marketing is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

3. "Oregon Smart Snacks Standards" means the State's minimum nutrition standards for competitive foods and beverages (ORS 336.423).

4. "School day" means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day i.e., at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.

"School campus" means, for the purpose of competitive food standards implementation, all areas of property under the jurisdiction of the school that are accessible to students during the school day.

END OF POLICY

Legal Reference(s):

ORS 327.531
ORS 327.537
ORS 329.496
ORS 332.107
ORS 336.423
OAR 581-051-0100
OAR 581-051-0305
OAR 581-051-0306
OAR 581-051-0310
OAR 581-051-0400

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2018).
National School Lunch Program, 7 C.F.R. Part 210 (2022).
School Breakfast Program, 7 C.F.R. Part 220 (2022).
House Bill 3199 (2023).

Cross Reference(s):

EFAA - District Nutrition and Food Services

Philomath School District 17J

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

Reconsideration of Core Instructional Materials
(Version 2)

The Board, a staff member of the district or a parent or guardian of a student of a school of the district may raise concern about core instructional materials[1] used in the district's educational program. Access to, or use of, materials under reconsideration will not be restricted during the reconsideration process.

Complaints alleging a material constitutes protected-class discrimination should be submitted through the district's discrimination complaint policy and procedures.

This reconsideration process will be completed in its entirety and not subverted or ended prematurely. The person making a request for reconsideration may withdraw their request at any time during the process.

1. Concern

   a. Concerns about core instructional materials should be submitted to the principal. If a staff member receives an informal inquiry, the staff member is to forward the inquiry to the principal promptly.
   b. Any concern made to the principal about core instructional materials by any person(s) will be made known to the staff member(s) most directly involved with its use.
   c. The principal will arrange to meet with the person(s) with the concern and may include the staff member(s) most directly involved with its use,] in an effort to resolve the issue informally, within 15 days of receipt of the concern.

      (1) The principal initially receiving a concern will explain to the person the district's selection procedure.
      (2) The principal initially receiving a concern will explain to their best ability the particular place the material in question occupies in the educational program and its intended educational usefulness or include someone who can identify and explain the use of the material.

   d. The principal will inform the person(s) submitting the concern that if they are not satisfied with the outcome of the informal inquiry process above, they may file a written request for reconsideration of the material within 10 days of the conclusion of 1.c. The initial contact from

[1] "Core instructional material," sometimes referred to as basal, means any organized system, which constitutes the major instructional vehicle for a given course of study, or any part thereof. Core instructional materials may include adaptive or personalized learning programs, digital textbooks, and print textbooks and are adopted and paid for by the district. Core instructional materials may include such instructional materials as a hardbound or a softbound book or books or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media.

Concerns and requests for reconsideration of supplementary instructional materials or school or classroom library materials will be processed in accordance with the applicable administrative regulation.

the person and any outcome of a meeting or conversation will be documented and maintained by the principal.

2. Request for Reconsideration

a. A staff member of the district or a parent or guardian of a student of a school of the district wishing to file a request for reconsideration of core instructional materials must complete Step 1 above prior to filing a request for reconsideration.

b. Only requests for reconsideration from the Board, committee or administrator responsible for the adoption of textbooks or instructional materials, a staff member of the district or a parent or guardian of a student of the district will be considered. All requests for reconsideration will be in writing on the form prepared for this purpose, signed by the person making the request, and must be submitted to the superintendent. All school offices will make forms available.

c. Upon receipt of a written request for reconsideration, the superintendent [or designee] will appoint a reconsideration committee.

d. The reconsideration committee will be made up of at least nine{[2]} members:

(1) Two teachers designated by the superintendent or designee;
(2) One school librarian designated by the superintendent or designee;
(3) One administrator designated by the superintendent or designee;
(4) Four members from the community having expressed willingness to serve on this committee appointed by the Board;
(5) One student selected by the student council when the challenged material is at the high school level.

The reconsideration committee may include other designated district personnel in discussions about complaints which relate to an underrepresented group or a protected class.

The committee selected will only serve to consider the material, which is the subject of the request for reconsideration, unless otherwise specified.

e. The use of the material identified in the request for reconsideration will not be suspended and shall not be removed during the reconsideration process. Materials will not be removed for discriminatory reasons.

f. The reconsideration committee will convene to consider the request for reconsideration received by the district. The committee will receive the request for reconsideration and copies of related materials and instructions on procedure during this committee meeting.

3. Procedures for the Reconsideration Committee

a. The procedures for the reconsideration committee are as follows:

(1) Select a chair and a secretary. The chair of the committee will not be an employee of the district. The secretary will be an employee of the district;
(2) Be responsible for documenting all proceedings; adhering to Public Meetings Law, when required; adhering to established policies, procedures and guidelines; and preparing and representing the recommendations to the superintendent;

[2] {An odd number of members is recommended.}

(3) Establish a calendar for review of the material;
(4) Review copies of the request for reconsideration;
(5) Review applicable materials such as a copy of the district or school mission statement; professional reviews of the materials being reconsidered, when available; state standards; and curriculum planning;
(6) Review copies of material being reconsidered, as available;
(7) Consider the material's suitability in the context of the original use and the context in which the request for reconsideration was made;
(8) Review the material under reconsideration in its entirety, considering the theme, concept, vocabulary, and illustrations as they apply to:

(a) The suitability of the material for the instructional objectives established for the lesson(s) in which it was used, including its presentation and follow-up;
(b) The material's level of difficulty; and
(c) The age group(s) with which it was used.

b. An opportunity will be provided to the person who filed the request and staff member(s) involved to offer oral or written testimony on the reconsideration; outside consultants, lay people, other staff members, or other individuals may be offered an opportunity to provide offer oral or written testimony on the reconsideration within such procedures and limitations as may be established by the chair with the consensus of the committee.
c. The person who made the request for reconsideration will be kept informed by the superintendent or designee concerning the status of the request throughout the committee process. The person and known interested parties will be given notice of committee meetings.
d. Every request for reconsideration will be acted upon by the committee. However, the committee may consider requests with similar concerns together.
e. Review and discuss possible options for decision, including:

(1) Continued use of the material as used, with no restrictions;
(2) Restricted or modified use of the material in terms of subject area, grade level, and/or districtwide, related to the specific request for reconsideration; or
(3) Removal of the material from the educational setting in which it was used.

Any decision to prohibit the use of, or refusal to approve the use of materials, on the basis that the materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260 (1), i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent; have disabilities; are immigrants or refugees; or are lesbian, gay, bisexual or transgender is prohibited.

The reconsideration committee will consider the material's suitability in the context in which the request for reconsideration was made.

Following the discussion and review of possible options for recommendation, a committee member may offer a motion outlining the committee's recommendation. Action will be taken on the motion and any subsequent motions within the procedures outlined above and consistent with Oregon law.

f. Procedures for voting:

PROPOSED

(1) A quorum[3] will be present to act upon any business to come before the committee.
(2) All outcomes of motions and votes by name will be recorded and reported in the minutes of the meeting(s).
(3) Only votes of the members present at the time of the vote will be recorded[4].

A vote in the affirmative from a majority of those present is required for a motion to pass.

The committee's recommendation will be issued within 45 days of receipt of the request by the district.

The written recommendation and its justification[5] from the committee will be forwarded by the superintendent or designee to the person who requested the reconsideration and to the Board within five days of the recommendation.

4. Board Review

The Board will review the committee's recommendation and make a final decision at a Board meeting within 30 days of receipt of the committee's recommendation. The Board's decision, at minimum, should include a reference to grade level and subject area, for which the subject material can be used, if any, and a written explanation of the decision. The district will provide a copy of the Board's decision to the person who requested the reconsideration, and it will be made available to the public. The committee's recommendation and explanation will be made available to the public prior to any removal.

The timelines may be modified by the district based on the availability of staff and/or committee participants. Notice of a modified timeline must be provided to the person who made the request, and the staff member(s) involved.

Requests for reconsideration of the same material will not be accepted for at least two calendar years following issuance of a decision on said material.

PROPOSED

[3] A "quorum" is a majority (one-half of an odd number of members rounded up to the next whole number; one-half of an even number of members plus one). A quorum of a five-member committee is three; a quorum of a six-member committee is four; a quorum of a seven-member committee is four.

[4] Committee members may attend virtually. Members attending virtually are considered present for quorum and voting purposes.

[5] Includes an explanation supporting the recommendation.

OSBA Model Sample Administrative Regulation

Code: IIA-AR(6)
Revised/Reviewed:

Independent Adoption of Core Instructional Materials

This administrative regulation applies to independent adoption of core instructional materials—materials which are not included on the state-approved list and are not supplemental, school library, or classroom library materials. The committee will include relevant subject area criteria published by the Oregon Department of Education.

1. Prior to an adoption study, teachers, administrators, parents, community members, and students may suggest materials they feel should be considered for adoption. Their specific suggestions or recommendations should be submitted to the curriculum coordinator/curriculum administrator of the content area to be reviewed.

2. The curriculum coordinator/curriculum administrator will compile and present all suggestions listed in Step 1 to a review committee. The review committee will be comprised of at least five members including the curriculum coordinator/curriculum administrator, two teachers, two parents of students in the district selected by the curriculum coordinator/curriculum administrator to represent elementary and secondary levels and a district administrator or a librarian, as deemed appropriate.

3. In order to inform constituents who may wish to volunteer for the review process, an announcement will be made at a regular Board meeting, a public notice will be written, and affected parents will be notified at each building within one month of the committee's first meeting.

4. The committee will conduct a preliminary study of materials suitable for basic adoption. Publishers and curriculum consultants may be invited to participate in the study. Material under consideration for adoption by the committee will be available for review by district constituents upon request. An evaluation/rating instrument will be employed for all program/instructional materials considerations.

   The decision to use, or refuse to approve the use of, materials on the basis that the materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260 (1)[, i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent, have disabilities, are immigrants or refugees, or are lesbian, gay, bisexual or transgender] is prohibited.

   The committee will decide whether to first initiate a pilot or trial use of a particular series or text or to proceed directly with an adoption. Any trial use or pilot should be coordinated and compatible with the proposed revisions in the curriculum guide. The proposed pilot or trial use must have approval of the principal and the teachers involved.

5. After a trial use or pilot in the classroom and/or committee review, the committee will release results of its evaluation of the instructional materials studied to the superintendent. Specific recommendations will be prepared and forwarded to the superintendent. The committee must show evidence of having used an evaluation or instrument to ensure conformity with curriculum program goals.

6. The superintendent or designee will review the recommended adoption and ensure that:

   a. Appropriate procedures have been complied with;
   b. Compatibility exists with other texts or skills presented at the same grade level in other curriculum areas;
   c. The cost is within budgeted amounts.

   The superintendent or designee will issue a recommendation either endorsing the adoption proposal and forwarding it to the Board for approval or referring it back to the committee for revision or further study.

7. The Board may rule on the adoption recommendation or direct the superintendent to further action as it deems appropriate or conducive to reach established goals and objectives.

It is a principal's responsibility to implement and maintain the district-adopted instructional materials. The district must not prohibit the use of, or refuse to approve the use of, materials on the basis that the materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260 (1).

PROPOSED

Philomath School District 17J

Code: GBN/JBA
Adopted: 8/17/06
Revised/Readopted: 8/19/19; 5/16/24
Orig. Code: GBN/JBA

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints[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.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties[2] 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] {Some districts choose not to use~~The District acknowledges that~~ the terms "complaint" and "complainant" because they feel the~~have a~~ stigma associated with the terms discourage~~them that discourages~~ 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] "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[3].

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
~~Susan Halliday~~	~~Superintendent~~	541-929-3169	~~susan.halliday@philomath.k12.or.us~~
Garth Gerot	Principal		garth.gerot@philomath.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.

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

Investigation

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

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

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

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notices

When a person[4] 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 of the complaint 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[5]:

1. Name and contact information for all persons designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

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

[5] Remember confidentiality laws when providing any information.

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

    a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
    b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

~~Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.~~

The notice must:

1. Be written in plain language that is easy to understand;

2. Use print that is of a color, size and font that allows the notification to be easily read; and

3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

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

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[6];

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~~ Philomath Academy Principal is designated as the Title IX coordinator and can be contacted at 541-929-3169. The Title IX coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR~~policy~~. The district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook.

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

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.[7] The district shall treat complainants and respondents equitably by providing supportive measures[8] to the complainant and by following a grievance procedure[9] prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.[10]

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.[11] The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);

2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and

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

---

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

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

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

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

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

~~[Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary[12], or both.]~~

No Retaliation

Neither the district or any person may retaliate[13] 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 (2020).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

Cross Reference(s):

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

[12] Of the United Stated Department of Education.

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

Philomath School District 17J

Code: JBA/GBN
Adopted: 8/17/06
Revised/Readopted: 8/19/19; 12/16/19; 5/16/24
Orig. Code: JBA/GBN

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints[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.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties[2] 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 District acknowledges that~~ the terms "complaint" and "complainant" because they feel the~~have a~~ stigma associated with the terms discourage~~them that discourages~~ 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] "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[3].

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
~~Susan Halliday~~	~~Superintendent~~	541-929-3169	~~susan.halliday@philomath.k12.or.us~~
Garth Gerot	Principal		garth.gerot@philomath.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.

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

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

Investigation

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

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

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

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and

5. Providing for additional 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[4] 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 of the complaint 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[5]:

1. Name and contact information for all persons designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

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

[5] Remember confidentiality laws when providing any information.

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[6];

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.

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

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.[7] The district shall treat complainants and respondents equitably by providing supportive measures[8] to the complainant and by following a grievance procedure[9] prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.[10]

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

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

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

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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[12], or both.]~~

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Neither the district or any person may retaliate[13] 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
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ORS 342.708
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ORS 342.865
ORS 659.850
ORS 659A.006
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ORS 659A.030

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

Cross Reference(s):

GBN/JBA - Sexual Harassment

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[12] Of the United Stated Department of Education.

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

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

Philomath School District 17J

Code: KG-AR(2)
Adopted:

Community Use of District Facilities
Staff Fitness Facility Use

The Philomath School District recognizes the importance of staff wellness and provides access to the school fitness facility/weight room for current employees. This administrative regulation outlines the rules, safety requirements, and liability agreements governing staff use. Access is a privilege that may be revoked for non-compliance.

1. Authorized Access & Scheduling

- **Eligibility:** Facility use is strictly limited to current, contracted district employees. Spouses, children, relatives, or external guests are strictly prohibited from entering the facility under staff access privileges.
- **Restricted Hours:** Staff may not use the facility during standard instructional school hours or during times when student athletic teams, physical education classes, school-sponsored clubs, or community groups have scheduled sessions.
- **Approved Hours:** Staff access is permitted only during designated hours: [e.g., 6:00 AM – 7:30 AM and 4:30 PM – 8:00 PM] on school operating days.

2. Safety & Operational Rules

- **Buddy System:** Staff members are strongly discouraged from training completely alone. If a workout occurs alone, the employee assumes all elevated risks and must not perform heavy, unspotted free-weight lifts.
- **Equipment Use:** Weights must be re-racked immediately after use. Safety collars and clips are mandatory on all barbells.
- **Reporting Faulty Gear:** Any damaged, frayed, or malfunctioning equipment must be reported immediately to the Athletic Director or Facilities Director. Do not attempt to use or repair faulty equipment.
- **Footwear & Attire:** Standard, clean athletic footwear and appropriate workout attire are required. Street shoes, boots, and open-toed shoes are prohibited.

3. Sanitation & Cleanliness

- **Wipe-Down Policy:** Users must thoroughly disinfect all touchpoints, pads, benches, and handles immediately after use using the provided sanitation wipes or spray.
- **Food & Beverage:** Food, protein shakes, and open containers are banned. Only water or sports drinks in sealed, spill-proof bottles are permitted.
- **Personal Belongings:** Gym bags, coats, and personal items may not obstruct pathways, walkways, or equipment zones.

DRAFT

4. Liability Waiver & Release of Claims

By utilizing the school fitness facility, the employee acknowledges and agrees to the following legally binding terms:

1. **Assumption of Risk:** I knowingly and freely assume all risks, both known and unknown, associated with my utilization of the gym equipment and facility, including but not limited to physical injury, illness, permanent disability, or death.
2. **Release from Liability:** I, for myself and on behalf of my heirs, personal representatives, and assigns, hereby release, waive, and forever discharge the Philomath School District, its school board, officers, agents, and employees from any and all claims, demands, or causes of action arising out of my voluntary use of the fitness facility.
3. **Medical Clearance:** I confirm that I am in good physical condition and have no medical impairments that would prevent me from safely utilizing this facility. I acknowledge that the District recommends consulting a physician before beginning any new exercise regimen.
4. **Liability Waiver:** A signed liability waiver must be on file at the District Office prior to any use of the fitness facility/weight room at the Philomath High School.

Employee Acknowledgment

By signing below, I certify that I have read, understand, and agree to abide by this Staff Fitness Facility Use Administrative Regulation and Liability Waiver.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Philomath School District 17J

Code: GCBDD/GDBDD
Adopted: 8/19/19
Revised/Readopted: 9/22/25

Sick Time-Non-Permanent Employees

"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 who falls within the following groups at the beginning of each fiscal year.]]~~:. ~~Coaches and seasonable stipends.~~

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~~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 rate of at least one hour of paid sick time for every 30 hours the employee works~~worked ~~, or 1-1/3 hours~~

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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)}

~~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.]]~~ ~~for an employee who falls in the following groups: both certified and classified substitutes, student employees and pool employees.~~

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~~ ~~for all employee groups, except certified substitutes who will take sick time in minimum~~ ~~increments of more than [one] hour[s]]~~ ~~[Sick time may be used in increments of less than one hour]~~~~not to exceed four hours~~ 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 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]}]~~five~~ 5 (five) 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,~~at least 24 hours in advance or~~ 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 (2024); 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35 (2025).
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2024); Family and Medical Leave Act, 29 C.F.R. Part 825 (2025).

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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"}

Cross Reference(s):

ACA - Americans with Disabilities Act
GBDA - Expression of Milk [or Breast-feed] in the Workplace
GCBDA/GDBDA - Family Medical Leave
GCBD/GDBD - Leaves and Absences

Philomath School District 17J

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed:

Family and Medical Leave *

(Version 2)

{This administrative regulation (AR) is intended for districts with 50 or more employees. If the district has 25 or more and fewer than 50 employees, use version 2 (Oregon Family Leave Act (OFLA)) of GCBDA/GDBDA-AR(1) - Family Leave *.}

Employee Eligibility

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

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave.[1] In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.

In determining average workweek, under FMLA and OFLA, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines. An employee is eligible to take leave for any purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or

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

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

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

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

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

In addition:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify each time the employee takes OFLA leave within the same leave year;

2. An employee unable to work because of a disabling compensable injury[2] need not requalify under OAR 839-009-0210 in order to use OFLA leave following a period the employee is off work due to the compensable injury.

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

Qualifying Reason

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

1. Serious health condition of the employee or the employee's covered family member. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care[3] or continuing treatment by a health care provider[4].

2. Parental leave[5] (separate from eligible leave as a result of a child's serious health condition):

    a. Bonding with and caring for the employee's newborn child (within 12 months following birth);
    b. Bonding with and caring for a newly adopted child or newly placed child in foster care{[6]} under the age of 18 (within 12 months of placement);

[2] As defined in ORS 656.005.

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

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

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

[6] {ORS 659A.159 uses the term "foster child." Districts can choose to use either "foster child" or "child in foster care" throughout this administrative regulation.}

c. Caring for a newly adopted child or newly placed child in foster care 18 years of age or older who is incapable of self-care because of a mental or physical disability (within 12 months of placement);

d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.

3. Military caregiver leave: leave for the care for a covered servicemember if the eligible employee is the spouse, child or next-of-kin of the servicemember with a serious injury or illness;

4. Qualifying exigency leave: leave arising out of deployment to a foreign country of the employee's spouse, child or parent who is a military member on active duty or call to covered active duty status.

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

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.

2. Sick child leave: leave taken to care for an employee's child who is suffering from an illness, injury, or condition that requires home care; or leave taken to care for an employee's child whose school or child care provider has been closed[7] in conjunction with a statewide public health emergency declared by a public health official.[8]

3. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.[9] ┼When such leave is used for a family member who is related by affinity, the district requires an attestation form signed and submitted by the employee.┼

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

Definitions

1. Family member:

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

[8] The district may request verification of the need for sick child leave under OFLA due to a closure during a statewide public health emergency. Verification may include:
1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

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

a. For the purposes of FMLA, "family member" means:

(1) Spouse[10];
(2) Parent[11]; or
(3) Child[12].

b. For the purposes of OFLA, "family member" means an eligible employee's:

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

2. Child:

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

[10] "Spouse" means individuals in a marriage, including "common law" marriage and same-sex marriage.

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

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

[13] "Affinity" means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:
1. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
2. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
3. The expectation to provide care because of the relationship or the prior provision of care;
4. Cohabitation and its duration and purpose;
5. Geographic proximity; and
6. Any other factor that demonstrates the existence of a family-like relationship.

3. In loco parentis:

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

4. Next of kin:

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

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

5. Covered servicemembers:

   For the purposes of FMLA, "covered servicemember" means:

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

      (1) Is undergoing medical treatment, recuperation or therapy;
      (2) Is otherwise in outpatient status; or
      (3) Is otherwise on the temporary disability retired list for a serious injury or illness; or

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

6. Covered veteran:

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

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

7. Public health emergency:

   For OFLA a "public health emergency" means;

   a. A public health emergency declared under ORS 433.441.

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

Leave Period

For the purposes of calculating an employee's leave period for FMLA, the district will use ~~[the calendar year] [any fixed 12-month "leave year"] [the 12-month period measured forward from the date the employee's leave begins]~~ [a "rolling" 12-month period measured backward from the date the employee uses any FMLA leave~~]~~.

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

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

Leave Duration

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

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

2. Placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement; or

3. Care of the employee's parent with a serious medical condition.

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

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

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

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

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

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

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

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

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12[16]. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek[17]. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

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

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

Intermittent Leave

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

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

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

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

[18] See 29 CFR § 825.200(h).

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

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

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

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

Alternate Work Assignment

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

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

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

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

2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreement, as well as with state and federal law;

4. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and

5. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

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

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

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

2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreements, as well as with state and federal law;

4. The transfer is not used to discourage the employee from taking OFLA leave or to create a hardship for the employee.

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

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

Special Rules for School Employees

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

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

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

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

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

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

2. Limitation on Leave Near the End of the Term[19]

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

a. When the qualified leave begins more than five weeks before the end of the term, the district may require the employee to continue taking leave until the end of the term if:

(1) The leave will last at least three weeks; and
(2) The employee would return to work during the three-week period before the end of the term.

b. When the qualified leave begins during a five-week period before the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required by the district to remain on leave until the end of the term if:

(1) The leave will last more than two weeks; and
(2) The employee would return to work during the two-week period before the end of the term.

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

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

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

For the purposes of OFLA leave, if an employee[20] begins a period of bereavement leave during the three-week period before the end of the term and the duration of the leave is greater than five working days, the district may require the employee continue on family leave until the end of the term.

Paid/Unpaid Leave

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with FMLA and leave available under ORS 653.601 - 653.661 when taken for the same purpose. An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period ~~[{~~[21]~~}~~ to the extent that the total combined amount of accrued paid leave and benefits received from PFMLI does not exceed an amount equal to the employee's full wage replacement during the period of leave~~]~~. ~~[The total combined amount received by using accrued leave and PFMLI may exceed the employee's full wage replacement during the period of leave.]~~ The district will notify the eligible employee when the requested leave has been designated as FMLA or OFLA leave and ask the employee about the use of available accrued paid leave.

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

Benefits and Insurance

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

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.[22] The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

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

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

[21] {Select one of the two bracketed options based on district practice, i.e., keep the ending to this sentence OR delete this ending and keep the following bracketed sentence. See ORS 657B.030(2) for additional guidance.}

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

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

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

Fitness-for-Duty Verification

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

Application

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

For purposes of OFLA, an eligible employee shall provide at least [{[23]}30] days' written notice of the need for foreseeable leave before starting family leave. An employee may commence family leave without prior notice in the event of: an unexpected illness, injury or condition of a child of the employee that requires home care; the death of a family member; the closure of the school or child care provider of the employee's child due to a public health emergency unless the declaration of the emergency was issued by the Governor at least 30 days before commencement of the leave; or an illness, injury or condition related to the employee's own pregnancy or childbirth that disables the employee from performing any available job duties offered by the district. If an employee commences leave without prior notice as allowed above, the employee must give oral notice[24] to the employer within 24 hours of the commencement of the leave and must provide the written notice within three days after returning to work. Failure of an employee to provide the required notice for leave may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

The district may request additional information[25] to determine the requested leave qualifies as FMLA or OFLA leave as provided by law. The district may designate the employee as provisionally on FMLA or OFLA leave until sufficient information is received to properly make a determination.

An eligible employee able to give advance notice of the need to take leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

[23] {This number of days should align with the days provided in the leave request form.}

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

[25] See OAR 839-009-0260 for OFLA and 29 CFR § 825.305 et. al. for FMLA.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.[26]

For the purposes of OFLA, if an eligible employee is taking leave in an unforeseeable situation, an employee must give oral or written notice[27] within 24 hours before or after commencement of the leave.

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

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

Verification

Under FMLA, the district may require an eligible employee to provide medical certification, when appropriate[28], to support the stated reason for such leave. In most cases, the district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. The employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Under OFLA, the district may require an eligible employee to provide medical verification, when appropriate[29], to support the stated reason for qualifying OFLA leave. The district will provide written notification to an employee of this requirement and state the consequences for failure to provide the requested medical verification. If the employee gives advance written notice of foreseeable leave, the district may require the employee to provide medical verification for OFLA leave before the leave starts. If the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such medical verification within 15 calendar days after receipt of the district's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.

For the purposes of OFLA qualified leave, costs associated with obtaining the medical verification shall be borne by the district or be paid as otherwise allowed by law. The district will not delay the use of

[26] See 29 CFR § 825.304.

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

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

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

qualifying OFLA leave when medical verification is not received before the commencement of unforeseeable leave. The district may not require an employee to obtain a second opinion.

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

1. The name of the child requiring home care;

2. The name of the school or child care provider that is subject to the closure;

3. A statement from the employee that no other family member of the child is willing and able to care for the child; and

4. A statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

Posted Notice

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite in an area that is accessible to and regularly frequented by employees.[30] The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.[31]

Record Keeping

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

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

Federal vs. State Law

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

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

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

Michele McRae <michele.mcrae@philomath.k12.or.us>

Question from our Policy Committee

Jennifer Griffith <jennifer.griffith@philomath.k12.or.us> Thu, Nov 5, 2026 at 11:32 AM
To: Michele McRae <michele.mcrae@philomath.k12.or.us>

Google helped me with some research. Since there are very few cases where FMLA would trump the benefits from Paid Leave Oregon, I think we leave the language in FMLA policy with "may" limit instead of "will or shall" limit to one 12 week period for married couples.

Adding the language for "parents of the same child" in addition to Spouse, seems like it would be more permissive, but outside of the intent of the Federal law for FMLA. Since this policy is based on Federal law, I think we should follow advice of OSBA and keep it as Spouse.

Paid Leave Oregon does not have separate specifications for spouses versus unmarried parents.

The program treats all biological, adoptive, or foster parents identically regardless of their marital status. [1]

Why the Rules Are Exactly the Same

- **Individual Benefit Rights:** Under Paid Leave Oregon, benefits belong to each individual worker based entirely on their own wages and employment status. They do not look at marital or relationship status when determining individual eligibility. [1, 2]
- **Inclusive Family Definition:** The program uses a highly inclusive definition of a child and family member. Both married parents and unmarried co-parents are legally recognized as having an individual relationship to the child, which grants them the exact same right to up to 12 weeks of individual paid bonding leave. [1, 2, 3]
- **No Combined Cap:** Whether you are married or unmarried, an employer cannot legally force you to combine or split your 12-week pools if you work at the same company. Each parent gets their own allocation.
  [1, 2]

Contrast with Federal Law (FMLA)

This is a major point of difference from federal law. Under the federal **Family and Medical Leave Act (FMLA)**, an employer *is* permitted to force a married couple to share a single 12-week pool of bonding leave if they work for the same company. Ironically, FMLA does not apply this restriction to unmarried couples. Paid Leave Oregon removes this distinction entirely by guaranteeing the full, independent leave benefit to all eligible parents, married or not. [1]

Under Paid Leave Oregon (PLO), spouses or parents who work for the same employer are not required to split or share a single 12-week pool of bonding leave. [1]

Key Rules for Spouses/Parents at the Same Employer

- **Individual Entitlement:** Each eligible employee qualifies for their own up to 12 weeks of paid family leave to bond with a new child during the first year after birth, adoption, or foster placement, regardless of whether their spouse or co-parent works for the same company. [1, 2]
- **Additional Medical Leave:** The parent who gave birth may also qualify for up to **2 additional weeks** of medical leave (for a total of up to 14 weeks) to recover from childbirth or pregnancy-related limitations, which is separate from bonding leave. [1, 2, 3]
- **Comparison to FMLA:** Unlike the federal Family and Medical Leave Act (FMLA), which limits married couples working for the same employer to a *combined* total of 12 weeks of leave for the birth or placement of a child, Paid Leave Oregon treats each worker individually. [1]
- **Job Protection:** Both employees are entitled to job protection (the right to return to the same job or an equivalent position) provided they have worked for that employer for at least **90 consecutive calendar days**. [1, 2]
- **Intermittent Leave:** Employees can take their bonding leave all at once, in separate blocks, or intermittently (in increments of full days or weeks) as permitted by the program. [1, 2, 3]

[Quoted text hidden]
--
Jennifer Griffith
Business Manager
PSD 17J

Michele McRae <michele.mcrae@philomath.k12.or.us>

Question from our Policy Committee

Spencer Lewis <slewis@osba.org> Thu, Oct 29, 2026 at 8:43 AM
To: Michele McRae <michele.mcrae@philomath.k12.or.us>

Good morning, Michele,

Good question. I would not change "spouse" to "parents of a shared child" as the term spouse is used in the federal law: 29 USC 2612(f)(1)

> **(f) SPOUSES EMPLOYED BY SAME EMPLOYER**
>
> **(1) IN GENERAL**
>
> In any case in which a husband and wife entitled to leave under subsection (a) are employed by the same employer, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12-month period, if such leave is taken—
>
> **(A)** under subparagraph (A) or (B) of subsection (a)(1); or
>
> **(B)** to care for a sick parent under subparagraph (C) of such subsection.

Federal guidance does provide some additional information:

> Definition of spouse. Under the FMLA, spouse means a husband or wife as defined or recognized in the state where the individual was married, including individuals in a common law marriage and married same-sex couples. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state. Individuals in civil unions and domestic partnerships are not considered spouses under the FMLA and, therefore, do not share FMLA leave when employed by the same employer.

If you changed the language to apply to parents of a shared child, you could find yourself in a situation in which you deny a federally-provided benefit to an employee and they could file a claim regarding the denial. If it went to the EEOC or a court, you would likely lose and be required to provide them the benefit.

I hope that helps. Let us know if you have any additional questions.

CELEBRATING 1946 80 2026 YEARS OREGON SCHOOL BOARDS ASSOCIATION

Spencer Lewis *he/him*
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From: Michele McRae <michele.mcrae@philomath.k12.or.us>
Sent: Wednesday, October 28, 2026 11:51 AM
To: Spencer Lewis <slewis@osba.org>
Subject: Question from our Policy Committee

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