

**Philomath School District 17J Corrections, Meetings, and Communications**  
**Section G: Personnel**  
**April 19, 2019**

**GA — Personnel Policy Goals**

4/1/19 Removed policy(ies)

**GAA — Personnel: Definitions 4/1/19**

4/1/19 - 1<sup>st</sup> paragraph end of sentence inserted “(TSPC)”. #1 insert quotes around teacher. #2 insert deleted “permanent” and inserted “contract” before teacher and inserted quotes; deleted “one who has completed three consecutive years with at least 135 days of employment each of the three years as a teacher in the district schools and has been rehired for a fourth year of teaching in the district” inserted “any teacher who has been regularly employed by a district for a probationary period of not more than three successive school years and who has been retained for the next succeeding school year.”; #3 inserted quotes around “Probationary teacher”; deleted “employed under regular contract and who works at least 135 consecutive days in any school year as a teacher in the district and has not received permanent status by Board action according to the provisions of Oregon law” and inserted “not a contract teacher and who is employed for at least 135 consecutive days in any school year as a teacher in the district. At least 30 consecutive days of employment in the district in a successive year shall be sufficient to keep the service intact, and the teacher shall not lose credit for previous probationary years served.”; #4 inserted quotes around “temporary teacher”, after resignation inserted “contract non-extension”, deleted “permanent” and inserted “contract”; #5 inserted quotes around “substitute teacher”, deleted “Licensed teacher and inserted probationary or “contract teacher”#6 inserted quotes around “intern or student teacher”, deleted after enrolled deleted “student of a college or university who teaches under the supervision of the staff of such institution and of the district in order to acquire practice experience in teaching.” Inserted “candidate of an approved educator preparation provider, who teaches under the supervision of the staff of the provider and of the employing district, in order to acquire practical financial compensation from the district or education service district.”; #7 inserted quotes around “administrator”, deleted “who has been granted administrative authority and who spends more than one half time in the organization providing direction, supervision, control or evaluation of district employees or programs. Administrators also fit the definition of supervisory employees in that they have the authority to use independent judgement to make decisions regarding employee hiring, transfer, suspension, lay off, recall, promotion, discharge, assignment, reward, discipline or the responsibility to direct employees or to adjust their grievances or effectively recommend such action.” Inserted “who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license. An administrator includes, but is not limited to all superintende4nts, assistants superintendents, principals and academic program directors in public schools or education service districts, who have district responsibility for supervision or evaluation of licensed teachers and who are compensated for their services with public funds.”; #8 inserted quotes around “specialist”; Pg. 2 #8 inserted quotes around “specialist”; paragraph 2 inserted quotes around “Classified personnel”; #1 inserted quotes around “regular classified employees” and after requiring inserted “four”, #2 inserted quotes around “Part-time regular classified employees” and after less inserted “than four”, #3 inserted quotes around “Temporary/Substitute classified employees” deleted next paragraph 3; paragraph 4 inserted quotes around “Confidential employee” and deleted “means one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the are of collective bargaining and inserted “are designated in accordance with Oregon law (Oregon 243.650(6)). Such employees will be excluded from any bargaining unit. Salaries and benefits for confidential employees will be established by the Board. Paragraph 5 inserted quotes around “Supervisory Employee” deleted “means any” and inserted “are those”, after authority deleted “in the interest of the employer”, after action deleted “in conjunction therewith”. Next sentence deleted “However, the exercise of any function of authority enumerated in this subsection shall not necessarily require the conclusion that the individual so exercising that function is a supervisor within the meaning of ORS 240.060, 240.065, 240.080, 243.650, to 243.782, 292.055, 341.290, 662.715 and 662.785”; Delete last two paragraphs.

**GAB — Job Descriptions**

4/1/19 - 1<sup>st</sup> sentence after serve inserted “to”, #1 deleted “To”; #2 deleted “To”; #3 deleted “To”; #4 deleted “To”; #5 deleted “To”; second paragraph after before reasons deleted “any of several” Page 2 last paragraph deleted “annually” an chosed bracketed language “as needed”, after superintendent deleted “and will be presented to the Board for a resolution rescinding those that have been replaced and accepting new ones.”

**GBA — Equal Employment Opportunity**

4/1/19 - After orientation inserted “gender identity”, after status inserted “familial status.”

## **GBA-AR — Veterans' Preference**

4/1/19 Chose proposed draft with edits. Page 2 - Step 2 deleted human resource director and inserted "superintendent or designee"; Step 3 delete bracketed language and insert "superintendent or designee" Step 5 first sentence delete bracketed language and insert "superintendent or designee" second sentence after preference deleted "points", after 5 deleted "points" and inserted percent, after 10 deleted "points" and inserted percent. Deleted paragraphs 6 & 7. Section Filing a Complaint 1<sup>st</sup> sentence delete bracketed language and insert "superintendent's office" In foot note 5 delete "The points are based on a 100 point scoring matrix"

## **GBC — Staff Ethics**

4/1/19 Paragraph header 1 deleted "Conflict of Interest" and inserted "prohibited Use of Official Position for Financial Gain"; First paragraph after will inserted "attempt to", deleted "his/her" and inserted "their", after obtain deleted "personal", after financial deleted "benefit" and inserted "gain", after detriment deleted "or financial gain or avoidance of financial detriment, after for inserted "themselves" after relatives inserted "members of household", after employee inserted "a household member", after associated inserted "if the financial gain or avoidance of financial detriment would not otherwise be available but for the district employee's employment with the district; 2<sup>nd</sup> paragraph after package inserted "as approved by the Board, after honorarium deleted "allowed by Oregon Revised Statute (ORS) 244.042; added new 3<sup>rd</sup> paragraph "The employee may receive district or school logo apparel as part of the employee's official compensation package." 4<sup>th</sup> paragraph inserted "personal" before financial; after question deleted "of conflict of interest with" and inserted "district employees." Inserted new 2<sup>nd</sup> sentence "This would also apply to any personal financial benefit for the district employees' relative or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated." #1 after employees inserted "relatives, or members of the district employee's household", changed their to "the" and inserted "employee's" #2 after other deleted "item" and insert "intellectual property"; Page 2 paragraph 1 deleted "an" and insert "district" before employee twice in sentence.; Insert new paragraph 3 and 4 "Potential conflict of interest" means any action or any decision or recommendation by a district employee that could result in a financial benefit or detriment for self or relatives or for any business with which the district employee or relatives are associated, unless otherwise provided by law. "actual conflict of interest" means any action or any decision or recommendation by a district employee that would result in a financial benefit or detriment for self or relatives or for any business with which the district employee or relative es are associated, unless otherwise provided by law." Paragraph 4 after avoid deleted "both potential and actual conflicts of interest" and inserted violation of nepotism provisions and district policy", after following deleted "rules", after relatives inserted "or member of the household of the district employee"; #1 before ORS inserted "Oregon Revised Statute"; deleted heading "Relative means:" and deleted sentences #1 and #2" inserted new paragraph "Members of household" means any person who resides with the employee. On page 3 insert new first paragraph "Relative" means: the spouse, parent step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits to the employee, or who receives any benefit from the employee's public employment." Under section Gifts insert new paragraph 2 "Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the district employee. All gift-related provisions apply to the employee and their relatives. The \$50 gift limit applies separately to the employee, and to the employee's relatives, meaning that the employee and relative can accept up to \$50 each from the same source/gift giver. A gift may be received by the district employee from, but not limited to, another district employee, a student or parent of a student or a vendor within the \$50 gift limit. Except for exclusions in ORS 244.040(2), an item received by an employee from the district is prohibited."; delete heading "Relatives" and sentences a. and b. inserting new paragraph "Relative" means: the spouse, parent, step parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits to the employee, or who receives any benefit from the employee's public employment." Insert new paragraph "Member of household" means any person who resides with the employee." Inserted new foot notes #1, 2. Deleted foot note 3 and inserted new footnotes 4 and 5; Section Determining the Source of Gifts section 1<sup>st</sup> paragraph insert "the employee's relatives or members of the employee's household" before should. Section Determining the Value of Gifts 2a. delete "dinner" and insert "meal" at end of sentence, 2c. delete "dinner" and insert "meal" at end of sentence. Under section Exceptions page 6 paragraph under (2) deleted "this" inserted "the" after exception inserted "in a. above", #5 edit ORS ORS 244.020(7)(b)(1)(i);code should be ORS #7 insert "An" and delete "gift" and insert "item".

## **GBC-AR — Staff Ethics**

4/1/19 - ON HOLD – For business manager review.

**GBCA — Staff Dress**

4/1/19 - Deleted "Religious" in policy title. #1 deleted "Comply with dress and grooming language described with their job description", insert new #2 Dress in a manner consistent with their assigned duties; and new #3 "Be groomed in such a way that does not disrupt the educational process nor cause a health or safety hazard"; delete "Dress in a manner that communicates to students a pride in personal appearance; delete "Based on district evaluation procedures and recommendations from their supervisor" before staff.

**GBCA-AR — Staff Religious Dress**

4/1/19 - 2<sup>nd</sup> paragraph delete "district" insert "employer" in paragraph.

**GBD — Board-Staff Communications**

4/1/19 - Delete paragraphs 1, 2, 3, 4, 5. Insert new paragraphs "The Board desires to maintain open communication channels between itself and the staff. The basic lines of communication will be through the superintendent. This policy does not restrict protected labor relations communications of bargaining unit members. The superintendent will develop and recommend to the Board, processes for communications between the Board and district employees. Official communications or reports to the Board or Board committee from any staff member or members should be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. All official communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will communicate as appropriate to keep staff fully informed of the Board's concerns and actions."

**GBDA — Mother Friendly Workplace 4/1/19**

4/1/19 – ON HOLD

**GBE — Staff Health and Safety 4/1/19**

4/1/19 – Removed District policy(ies) version 1

**GBE — Staff Health and Safety 4/1/19**

4/1/19 Chose proposed policy – version 2 – Chose all bracketed language. 2<sup>nd</sup> & 3<sup>rd</sup> paragraph inserted "or designee" after superintendent.

**GBE-AR — Staff Health and Safety – Safety Rules**

4/1/19 - Removed administrative regulation(s)

**GBEB — Communicable Diseases – Staff**

4/1/19 - No changes, keep proposed draft

**GBEB-AR — Communicable Diseases – Staff**

4/1/19 - Page 2 #3 chose bracketed language. Section Equipment and Training #3 chose bracketed language.

**GBEBA — HIV, AIDS, HBV and HCV – Staff**

4/1/19 – Deleted all "his/her" language and inserted "their" in document. Deleted paragraph 4.

**GBEC — Drug-Free Workplace 4/1/19**

4/1/19 - No changes, keep proposed draft

**GBEC-AR — Drug Free Workplace**

4/1/19 Removed administrative regulation(s)

**GBEDA — Drug and Alcohol Testing – Transportation Personnel**

4/1/19 - No changes, keep proposed draft

**GBEDA-AR — Drug and Alcohol Testing – Transportation Personnel 4/1/19**

4/1/19 - Page 2 - 11c. after supervisors inserted "or their designee"; g deleted "Health and" before Human. Page 5 - 4a. deleted "50" inserted "25", c. sentence 2 inserted "Unless advised otherwise by their consortium." Page 6 – 5e. after supervisor inserted "or designee".

**GBG — Staff Participation in Political Activities**

4/1/19 - Removed policy(ies)

**GBH/JECAC — Staff/Student/Parent Relations**

4/1/19 - Combine paragraph 2 & 3.

**GBHA — Parental/Family Relationship**

4/1/19 Removed policy(ies)

**GBI — Gifts and Solicitations**

4/1/19 – 1<sup>st</sup> paragraph insert "In lieu of giving gifts to employees". After be deleted "discouraged from giving gifts to district employees. The Board welcomes, as appropriate, the" inserted "encouraged to". Changed "write" to "writing" and deleted "by students to staff members". 2<sup>nd</sup> paragraph chose bracketed language "will limit". #3 delete "the and bracketed language and inserted "their supervisor." #5 – 2<sup>nd</sup> sentence after without deleted "the superintendent's" and inserted "their supervisors"

**GBI-AR — Internet-Based, Crowd Funding Solicitation**

4/1/19 - Deleted bracketed language in paragraphs 1, 2, 3 and inserted “supervisor”. Deleted paragraph 5. Paragraph 7 after All inserted “money and” after district deleted “and all inventory procedures apply.” Deleted paragraphs 8 & 9.

**GBJ — Weapons in Schools – Staff**

4/1/19 - Removed districts policy(ies)

**GBJ — Weapons in Schools - Staff 4/1/19**

4/1/19 - Chose proposed version 2 - #3 removed “(including a starter gun)”.

**GBK/JFCG/KGC — Prohibited Use, Distribution of Sale of Tobacco Products and Inhalant Delivery Systems**

4/1/19 - Changed policy title deleting “Tobacco Free Environment” inserted “Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems”. 1<sup>st</sup> paragraph 1<sup>st</sup> sentence after tobacco inserted “products”, after include inserted “but not limited to.” after form deleted “nicotine or nicotine delivering dev ices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g. e-cigarettes) and inserted “This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.” Inserted new paragraph 2 “For the purpose of this policy, “inhalant delivery system” means a device that can b e used to deliver nicotine or cannaboids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.” Paragraph 3 delete “The Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on district property and at school sponsored activities. In light of scientific evidence that use of tobacco is hazardous to health, and to be consistent with district curriculum and Oregon law, it is the intent of the Board to establish a tobacco-free environment. Consequently, student possession, use, distribution or sale of tobacco, including any smoking device, on district premises, at school-sponsored activities on or off district premises, in district-owned, rented or leased vehicles, or otherwise while the student is under the jurisdiction of the school, is prohibited.” 1<sup>st</sup> new sentence inserted “The use, distribution or sale of” after tobacco inserted “products” and deleted “use” and inserted “or inhalant delivery systems” deleted “distribution or sale” after property inserted “including parking lots”. Sentence 2 deleted “Tobacco” begin sentence with “Use”, after sale insert “of tobacco products or inhalant delivery systems” after by inserted “all”, after premises, inserted “including parking lots” and deleted “also” before prohibited. 3<sup>rd</sup> sentence, after tobacco inserted “products or inhalant delivery systems” Paragraph 4 after staff deleted “and students”, after products inserted “or inhalant delivery systems”, after grounds inserted “including parking lots,”. Sentence 2 deleted “Tobacco” beginning sentence with Advertising, after buildings inserted “on school grounds including parking lots”. Deleted paragraph 5. Page 2 – Deleted 2<sup>nd</sup> sentence “When considering disciplinary action for a child with disabilities, the district must follow the requirements of Board policy JGDA/JGEA-Discipline of Students with Disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination, and an interim alternative educational setting. Paragraph 2 after by inserted “all”. Paragraph 3 chose bracket language “may”. Deleted paragraph’s 4, 5, 6. Paragraph 7 after by delete “minors” and insert “person under the age of 21 years of age” after grounds insert “or at district-sponsored activities.” Paragraph 8 after develop delete “administrative regulations” and insert “guidelines”, before staff delete “student/parent and”. Delete last paragraph

**GBL — Personnel Records 4/1/19**

4/1/19 – 3<sup>rd</sup> paragraph 2<sup>nd</sup> sentence delete “teacher’s” and insert “staff member’s”. 4<sup>th</sup> paragraph 1 delete “personnel” throughout sentence and insert “superintendent’s”. #3 delete “his/her” and insert “their”. Delete #7 bracketed language.

**GBM — Employee Complaints**

4/1/19 - 1<sup>st</sup> sentence after will deleted “develop a complaint procedure” and inserted “use the complaint process in administrative regulation KL-AR Complaints Procedure,”. Last paragraph deleted sentence 2<sup>nd</sup> sentence

**GBM-AR — Employee Complaint Procedure**

4/1/19 - Removed policy(ies)

**GBMA — Whistleblower 4/1/19**

4/1/19 - Chose to retain bracketed language.

**GBN/JBA — Sexual Harassment**

4/1/19 - 1<sup>st</sup> paragraph 1<sup>st</sup> sentence deleted “ Board” and inserted “district”. 2<sup>nd</sup> sentence after staff inserted “members, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official district bus top, by other students, staff members, Board members or third parties.” 2<sup>nd</sup> paragraph 4a – inserted “and” at end of sentence. 3<sup>rd</sup> paragraph #2 inserted “and” at end of sentence. #3 deleted “employee” and inserted “staff member” and deleted “control” inserted “jurisdiction” 4<sup>th</sup> paragraph after staff inserted “members or third parties”, #2 after staff inserted “members”. #3 deleted “employee” and inserted “staff

member's", deleted "his/her: and inserted "their". 3a. deleted "did the individual view the environment as hostile" and inserted "The degree to which the conduct affected one or more students education;", 3b. deleted "the nature of the conduct" and inserted "The identity of the relationship between the alleged harasser and the subject or subjects of the harassment", 3c. deleted "The nature of the conduct" and inserted "The identity of and relationship between the alleged harasser and the subject or subjects of the harassment", 3d deleted "how often the conduct occurred and how long it continued" and inserted "The number of individuals involved". 3e deleted "Age and sex of complainant" and inserted "The age and sex of the alleged harasser and the subject or students of the harassment" 3f. deleted "Whether the alleged harasser was in a position of power over the student or staff member subject to the harassment" and inserted "The size of the school, location of the incidents, and context in which it occurred". 3g deleted "Number of individuals involved" and inserted "other incidents at the school; and". 3h. deleted "Age of the alleged harasser" and inserted "Incidents of gender-based but nonsexual harassment". Deleted 3i and 3j. Under section Examples of sexual harassment may include, but not be limited to: a. after touching deleted "or graffiti". b after drawings inserted "(including graffiti)" and after pictures inserted "photos". e after other deleted "and" and inserted "or" 4<sup>th</sup> paragraph 2<sup>nd</sup> sentence after students deleted "or employee" and inserted staff members or third parties" after who deleted "has" and inserted "have", after policy deleted "or feels s/he is they are a victim of sexual harassment", after report deleted "his/her" and insert "their". Insert 2<sup>nd</sup> new sentence "Any study, staff member or third party that feels they are a victim of sexual harassment are encouraged to report as soon as possible their concerns to the building principal, compliance officer or superintendent – whoever has overall responsibility for investigations." Inserted new paragraph 5 "Upon receipt of a complaint by a student, student's parents, a staff member or third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(4) to the complainant." Page 3 – 1<sup>st</sup> sentence after and insert "or", after member insert "or third party", after notified delete "of the findings of the investigation and, if appropriate, the remedial action has been taken" insert "that the investigation has been concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal confidentiality laws." 2<sup>nd</sup> paragraph 1<sup>st</sup> sentence after policy delete "shall" and insert "may", delete "work" and insert "educational", delete "staff" and insert "a student", after complainant insert "any terms or conditions of employment or work environment of the staff member complainant or any terms or conditions of employment or of work or educational environme3nt of the third-party complainant." 3<sup>rd</sup> paragraph 1<sup>st</sup> sentence delete "Board" and insert "district". 3<sup>rd</sup> sentence delete "employees" and insert "Staff members". 4<sup>th</sup> sentence after or insert "the". 5<sup>th</sup> paragraph 1<sup>st</sup> sentence after staff insert "members". 2<sup>nd</sup> sentence after available insert "upon request" after students delete "and", after staff insert "members and third parties, posted on the district website and published.

#### **GBN/JBA-AR — Sexual Harassment Complaint Procedure**

4/1/19 - 1<sup>st</sup> paragraph 1<sup>st</sup> sentence after for insert "complaints and". Paragraph heading after Step delete "I" and insert "One". Insert new paragraph 3 "The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes. Insert new 1-6 below and 1-3.

1. "Their rights;
2. Information about the internal complaint processes available through the school or district that the complainant may pursue;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the complainants and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district; and
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

This written notification must:

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

Page 2 heading delete after Step delete "II" and insert Two. 2<sup>nd</sup> sentence delete "S/he" and insert "The official". 3<sup>rd</sup> sentence after The delete "district", after complainant insert "in writing", after concluded insert

“and if a violation of the policy was found to have occurred to the extent allowable by law.” Paragraph 2 after letter insert “provided in step 1 and”, after complainant insert “of the results of the investigation”. 3<sup>rd</sup> paragraph after Step delete “III” and insert “Three”. 1<sup>st</sup> sentence of paragraph delete “II” and insert “Two”, delete “s/he” and insert “the complainant”. 2<sup>nd</sup> sentence delete “ten” and insert “10”. 4<sup>th</sup> paragraph after Step delete “IV” and insert “Four”. 1<sup>st</sup> paragraph after Step delete “III” and insert “Three”, delete “s/he” and insert “the complainant”. 2<sup>nd</sup> sentence delete “ten” and insert “10” before working, after Step delete “III” and insert “Three”. 3<sup>rd</sup> sentence delete “twenty” and insert “20” before working 4<sup>th</sup> sentence delete “ten” and insert “10”. Page 3 delete heading “Step Five” and insert two new paragraphs “Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within (10) working days of receipt by the superintendent, the complainant may appeal to the Board in step 4. “Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within (20) days, in open session what action, if any, is warranted.” 4<sup>th</sup> paragraph deleted “If the complaint is not satisfactorily settled at the Board level, the employee appeal” and insert “Direct complaints related to employment may be filed with”. 5<sup>th</sup> paragraph delete “The student may appeal to” and insert “Direct complaints related to educational programs and services may be made to”. 8<sup>th</sup> paragraph after Services, delete “Community Human Services” and insert “Child Care Division”. 9<sup>th</sup> paragraph delete entirely.

**GBNA — Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying -- Staff**

4/1/19 - 2<sup>nd</sup> paragraph before board insert “the”, 3<sup>rd</sup> paragraph before OAR insert “Oregon Administrative Rules”. 4<sup>th</sup> paragraph insert “The” at the beginning.

**GBNA-AR — Complaint Procedures -- Staff**

4/1/19 Page 1 inserted new #6 “Bullying is a pattern of repeated mistreatment that harms, intimidates, undermines, offends, degrades or humiliates an employee. Bullying situations may involve: a. Bosses or supervisors against subordinates, b. Employees against peers, c. A group of coworkers targeting another worker (mobbing), d. An organization or institution when bullying is entrenched and becomes accepted as part of the workplace culture. e. A third party such as a client or customer who bullies and employee.” Inserted new paragraph after e “Manager and supervisors who have high expectations, present tough demeanor, identify areas requiring improved performance, or impose discipline within the established workplace guidelines are not engaging in bullying as long as their actions are carried out in a respectful and fair manner.” #7 after is deleted “intended to harm, harass, intimidate, bully, insult, or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity, inserted “a pattern of repeated mistreatment that harms, intimidates, undermines, offends, degrades or humiliates an employee.” Under heading Complaint Procedures 2<sup>nd</sup> paragraph delete his/her and insert “their”. 3<sup>rd</sup> paragraph after policy delete “or feels he/she has been hazed, harassed, intimidated, bullied or menaced in violation of Board policy.” After report delete “his/her” and insert “their”. Insert new 2<sup>nd</sup> sentence “An employee or third party who feels they have been hazed, harassed, intimidated, bullied or cyberbullied shall report their concern as soon as possible to the designated district official. 4<sup>th</sup> paragraph in same section Step 1 delete 2<sup>nd</sup> sentence “Information may be presented anonymously.” After chair insert new sentence “Information may be presented anonymously.” Page 3 insert two new last paragraphs “Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board.” “Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board.

**GBNAA/JFCFA — Cyberbullying**

4/1/19 - Removed policy(ies)

**GC — Licensed Staff Positions**

4/1/19 Remove paragraphs 1, 2, 3, 4, 5. In paragraph 6 delete first sentence. In paragraph 7 insert new sentence “Positions so established may include those which carry other than classroom teaching responsibilities.”

### **GCA — License Requirements**

4/1/19 - 2<sup>nd</sup> paragraph chose bracketed language, deleted “Board” and inserted “superintendent” before approval.  
Paragraph 4 chose bracketed language. Deleted paragraph 5 bracketed language. Paragraph 6 deleted bracketed language and “office”

### **GCAA — Standards for Competent and Ethical Performance of Oregon Educators**

4/1/19 - Delete District Version.

### **GCAA — Standards for Competent and Ethical Performance of Oregon Educators**

4/1/19 – Chose to keep proposed draft.

### **GCAAA — Teacher – Position Description Duties and Responsibilities**

4/1/19 - Removed policy(ies)

### **GCAAA-AR — Licensed Staff -- Employment Provisions**

4/1/19 - Removed administrative regulation(s)

### **GCAB — Personal Electronic Devices and Social Media -- Staff**

4/1/19 - Delete 2<sup>nd</sup> paragraph “For the purposes of this policy, “online communication” has the meaning as set forth under Oregon Revised Statute (ORS) 163.431. The statute defines online communication as “communication that occurs via telephone text messaging, electronic mail, personal or instant messaging, chat rooms, bulletin boards or any other transmission of information by wire, radio, optical cable, cellular system, electromagnetic system, or other similar means.” 2<sup>nd</sup> page after email delete “using mailing lists to a group of students rather than individual students.” 2<sup>nd</sup> sentence after texting delete “a best practice is” and insert “they are”, delete “their school email account” insert group txt. 3<sup>rd</sup> sentence deleted “Students can text a staff member’s email account and then the staff member can build a group response or reply to individuals.” 4<sup>th</sup> sentence after parents delete “whenever possible” and insert “when appropriate”. Delete third paragraph “For the purposes of this policy, “visual depiction” and “visual recording” have the meaning as it appears in Oregon Revised Statute ORS 163.665. In addition, “sexually explicit conduct” includes the meaning as set forth in Oregon Revised Statute ORS 163.665.”

### **GCBD/GDBD — Leaves and Absences**

4/1/19 1<sup>st</sup> sentence inserted “or” before injury. Inserted new 4<sup>th</sup> paragraph “Other paid and unpaid leaves will be determined by the district’s collective bargaining agreements.” 8<sup>th</sup> paragraph after disabled insert “and unable to perform”, delete “from performing” and insert “their essential job functions”, delete “duties while on the job before” will, after issues delete “a certificate stating the type of work that is appropriate for reassignment, assuming such work is both suitable and available” insert “a Fitness-for-Duty Certification.”

### **GCBDA/GDBDA — Family Medical Leave 4/1/19**

4/1/19 - 1<sup>st</sup> sentence insert “When applicable” at beginning of sentence. Insert new 2<sup>nd</sup> and 3<sup>rd</sup> paragraph “FMLA applies to districts with 50 or more employees within 75 miles of the employee’s worksite, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year preceding the year in which the leave is to be taken. The 50 employee test does not apply to educational institutions for determining employee eligibility. OFLA and OMFLA applies to districts that employ 25 or more part-time or full-time employees in Oregon, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.” 3<sup>rd</sup> paragraph after under delete “federal law” insert “OFLA”. Insert new paragraph 6 “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 an employee’s eligibility for OMFLA.

### **GCBDA/GDBDA-AR(1) — Federal Family and Medical Leave/State Family Medical Leave 4/1/19**

4/1/19 - Removed District administrative regulation Version 1(s)

### **GCBDA/GDBDA-AR(1) — Federal Family and Medical Leave/State Family Medical Leave 4/1/19**

4/1/19 - Chose proposed version 2 with edits. Page 5 chose bracketed language “a “rolling” 12-month period measured backward from the date the employee uses any family and medical leave.” Page 10 under Paid/Unpaid Leave 1<sup>st</sup> paragraph chose bracketed language “the district requires the eligible employee to use any available accrued sick leave, vacation or personal leave days (or other available paid time established by Board policy(ies)/or collective bargaining agreement) in the order specified by the district and before taking FMLA and/or OFLA leaving without pay during the leave period.” Deleted footnote 10. Page 12 after district chose bracketed language “shall”. Pg. 13 Notification section chose bracketed language “superintendent”.

### **GCBDA/GDBDA-AR(2) — Request for Family and Medical Leave.**

4/1/19 - Inserted new form Pg. 1 & 2. Inserted new foot note 3 & 4.

**GCBDA/GDBDA-AR(3)(A) — Sample Letter to Employee – FMLA/OFLA Leave**

4/1/19 - Removed District administrative regulation(s).

**GCBDA/GDBDA-AR(3)(A) — Certification of Health Care Provider**

4/1/19 - No changes, keep proposed draft.

**GCBDA/GDBDA-AR(3)(B) — Sample Letter to Employee – OFLA Leave**

4/1/19 - Removed District administrative regulation(s).

**GCBDA/GDBDA-AR(3)(B) — Certification of Health Care Provider**

4/1/19 - No changes, keep proposed draft

**GCBDA/GDBDA-AR(3)(C) — Military Family Leave**

4/1/19 - No changes, keep proposed draft

**GCBDA/GDBDA-AR(3)(D) — Military Family Leave**

4/1/19 - No changes, keep proposed draft.

**GCBDA/GDBDA-AR(4) — FMLA/OFLA Eligibility Notice to Employee**

4/1/19 - No changes, keep proposed draft

**GCBDA/GDBDA-AR(5) — Medical Certification Form**

4/1/19 - Removed administrative regulation(s)

**GCBDA/GDBDA-AR(6) — Designation Notice – FMLA/OFLA**

4/1/19 - No changes, keep proposed draft

**GCBDA/GDBDA-AR(7) — Fitness-for-Duty Certification**

4/1/19 - No changes, keep proposed draft

**GCBDB/GDBDB — Early Return to Work**

4/1/19 - Removed district version 1 policy(ies)

**GCBDB/GDBDB — Early Return to Work**

4/1/19 - No changes, keep proposed version 2 draft

**GCBDD/GDBDD — Sick Time 4/1/19**

4/1/19 - Removed administrative regulation(s) district version 1

**GCBDD/GDBDD — Sick Time 4/1/19**

4/1/19 - Removed district policy(ies) version 1

4/1/19 - Keep proposed draft version 2 with edits. Paragraph 3 chose bracketed language. Paragraph 4 added new sentence “Paid sick time shall accrue at the rate of one hour for every 30 hours worked for an employee who falls in the following groups: both certified and classified substitutes, student employees and pool employees. Insert new Paragraph 5 “if an individual falls into more than one group identified above, sick time will accrue at the rate of the primary position. If an employee’s bargaining agreement grants equal or greater sick leave benefits, then sick time will run concurrently with sick leave.” Delete all bracketed language in paragraph 6. Paragraph 7 chose to keep all bracketed language. Paragraph 9 chose to keep all bracketed language and after increments inserted “for all employee groups, except certified substitutes who will take sick time”. Page 2 – Paragraph 3 chose bracketed language and deleted “three” inserted “five” before consecutive. Paragraph 6 chose bracketed language. Paragraph 7 chose bracketed language.

**GCCA — Posting of Licensed Staff Vacancies 4/1/19**

4/1/19 Removed policy(ies)

**GCDA/GDDA — Criminal Records Checks/Fingerprinting 4/1/19**

4/1/19 - Paragraph 1 sentence 1 delete “further” before ensure, after require delete “criminal records checks and fingerprinting of”, after employees insert “not requiring licensure to undergo a criminal records checks and/or fingerprinting. 2<sup>nd</sup> sentence after other insert “individuals, after shall delete “also have” and insert “submit to”, after and insert “/or”; Paragraph 3 insert foot note “1” after following; #1 after full-time insert “considered by the district to have direct, unsupervised contact with students; #2 after all insert “district” after the delete “Employment Department” and insert “Oregon Department of Education, Child Care Division. #3 Insert new sentence “Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day; Insert new #5 “Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.” Paragraph 4 chose bracketed language, #1 chose bracketed language, #2, #3, 4, 5 deleted bracketed language. Inserted new paragraph 5 “A subject individual shall be subject to fingerprinting only after acceptance of an offer of employment or contract. Inserted new language Page 2 paragraph 2 – 1<sup>st</sup> sentence “A subject individual who has been convicted of any crimes prohibiting employment or contract will be terminated and/or will not be employed or



contracted. 2<sup>nd</sup> sentence change “An” to “A” and inserted “subject”, after who deleted “has failed” and inserted “fails”, after prevent deleted “his/her”, after employment inserted “or contract”. 3<sup>rd</sup> sentence chose bracketed language “will not”. 6<sup>th</sup> paragraph after contractor deleted “on a probationary basis pending” and inserted “before”. Inserted new paragraphs 8, 9, 10, 11, 12 as follows “The service of a volunteer in a position identified by the district as requiring a nationwide criminal records check including fingerprinting begin on a probationary basis pending the return and disposition of the nationwide criminal records check including fingerprinting. A subject individual who knowingly made a false statement or has been convicted of a crime listed in ORS 342.143 result in immediate termination from the ability to volunteer in the district. Fees associated with a criminal records check and/or fingerprinting may be charged. The superintendent shall develop administrative regulations as necessary to meet the requirements of law. Appeals - A subject individual may appeal a determination that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case and will be notified of such in writing by ODE.” “A volunteer required to submit to a fingerprint-based criminal records check may appeal a determination that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, if the results of the background check were provided by ODE or ODE’s vendor and will be notified of such in writing by ODE.”

#### **GCDA/GDDA-AR — Criminal Records Checks/and Fingerprinting**

4/1/19- Edited policy title to include “/and”. 1<sup>st</sup> paragraph heading delete “Subject”. #1 after hired insert “whether full time or part time. #2 delete “a license” and insert “An Oregon License with the Teacher Standards and Practices Commission (TSPC)”, after undergo delete “such checks” and inserted “a nationwide criminal records check and fingerprinting with TSPC”. #3 delete entirely. New #4 after contractor insert “and it’s employees”, before hired delete “or an employee of a district contractor, whether part-time or full time”, next paragraph after contractors insert “who are present on district property and regularly interact with students and are”. New #5 delete “Employment Department” insert “Oregon Department of Education, Child Care Division. New #7 after position delete “having” insert “allowing”. New #8 chose all bracketed language. Page 2 New #9 chose bracketed language and “will”. Insert new heading “Exceptions” 1<sup>st</sup> paragraph delete “An exception will be made to criminal records checks and fingerprinting”. Insert “A newly hired employee is not subject to fingerprinting”, delete “on file” before evidence and insert “on file that the newly hired employee was previously checked through”, delete “from a previous employer documenting a successfully completed” insert “an” before Oregon, after check insert “by a previous employer that was a school district.” Insert new Paragraph “Evidence of the prior check will be either a copy of the criminal records check or a written statement of verification from a supervisor or officer of the previous employer. #1 inserted “and” at end of sentence, #2 deleted “additionally” and inserted “The district shall maintain”, deleted “shall be maintained” at end of sentence. Under section Notification #1 after provide inserted “the following”, b after from deleted “such” and after checks inserted “that impact employment, contract or volunteering”, c after offers chose bracketed language. Inserted new e, f, g and chose bracketed language as follows: “An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contractor ODE forms (written or electronic) will result in immediate termination from employment or contract status; **f.** An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status; g. A volunteer candidate who knowingly made a false statement or has been convicted of any crime listed in ORS 342.143 will result in immediate termination from the ability to volunteer in the district.” #2 after provide insert “the written” after notice insert “described above” and after contract insert “or volunteer”. In heading “Processing insert “and” before Reporting. Page 3 #2 delete sentence. #3 delete “If the” and insert “All” delete “is”, after fingerprinting insert “pursuant to state law”, delete “he/she will be” and insert “are” before required, after report delete “within three working days”; #4, #5, #6 delete entirely. New #4 deleted sentences 1 and 2. Insert new sentence “To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.” Insert new #5 and #6 as follows: “ 5. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement, has knowingly made a false statement as to conviction of any crime or has a conviction of a crime prohibiting employment contract or volunteering. 6. A copy of the fingerprinting results will be kept by the district.” Page 4 insert new #2, 4, 5, 6 and chose bracketed language as follows “2. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with law will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction or designee that the employee has knowinRemoved policy(ies) gly made a false

statement as to the conviction of any crime; 4. Any volunteer who will be allowed to have direct, unsupervised contact with students that refuses to submit to a required criminal records check to acquire or maintain such a volunteer status in the district in accordance with law and/or Board policy will be denied such ability to volunteer in the district. 5. If the district has been notified by the Superintendent of Public Instruction that an individual knowingly made a false statement or has a conviction of any crime listed in ORS 342.143, the individual will be denied the ability to volunteer. 6. Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form will be denied the ability to volunteer in the district.” Under section Appeals 2<sup>nd</sup> paragraph inserted new sentence “A volunteer required to submit to a fingerprint-based criminal records check may appeal a determination that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, if the results of the background check were provided by ODE or ODE’s vendor and will be notified of such in writing by ODE.”

**GCEA — Substitute Teachers**

4/1/19 - Removed policy(ies)

**GCIA — Coaching Assignments**

4/1/19 - Removed policy(ies)

**GCII — Comparability**

4/1/19 - Removed policy(ies)

**GCL/GDL — Staff Development 4/1/19**

4/1/19 - Page 1 delete paragraph 4, #1, #2, #3 and insert “Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure. Once a licensed employee completes licensure requirements, the employee must submit evidence to the employee’s supervisor, who will verify that the licensed employee has successfully completed the professional development requirements to the superintendent, on the Teacher Standards and Practices Commission (TSPC) Professional Educational Experience Report (PEER) form.”

**GCN-AR — Core Teaching Standards**

4/1/19 - Removed administrative regulation(s)

**GCN/GDN — Evaluation of Staff 4/1/19**

4/1/19 - Removed district policy(ies)

**GCN/GDN — Evaluation of Staff 4/1/19**

4/1/19 - Keep proposed draft with edits page 2 last paragraph after by delete “their immediate supervisor at least twice during their first year of employment and, insert “a school district administrator” chose bracketed language “once each year” and deleted “thereafter”.

**GCPA — Layoff - Licensed Staff 4/1/19**

4/1/19 ON HOLD for Melissa to review.

**GCPA-AR — Layoff/Recall - Licensed Staff**

4/1/19 - ON HOLD

**GCPB/GDPB — Resignation of Staff 4/1/19**

4/1/19 – 2<sup>nd</sup> paragraph after Board inserted “authorizes the superintendent to”

**GCPC — Retirement of Staff**

4/1/19 - Removed policy(ies)

**GCPC/GDPC — Retirement of Staff**

4/1/19 - No changes, keep proposed draft version 2.

**GCPC/GDPC-AR — Reemployment of PERS-Retired Staff**

4/1/19 - ON HOLD for Melissa’s recommendation

**GCQBA — Copyrights and Patents**

4/1/19 - No changes, keep proposed draft

**GCQE — Student Teachers**

4/1/19 - Removed policy(ies)

**GD — Classified Staff/Classified Staff Positions**

4/1/19 – Delete last sentence of 1<sup>st</sup> paragraph. Deleted paragraph 2, 3, 4.

**GDA — Instructional Assistants**

4/1/19 Paragraph 1 – delete #s 2, 3, 4. New #2 after years insert “of age”. Paragraph 3 after have delete certification” and insert “demonstrated proficiency and fluency” Delete paragraph 4 and insert “Instructional assistant who work in Title IA programs/schools and provide instructional support must have: 1. Completed at least two years of study at an institution of higher education; or 2. Obtained an associate’s or higher degree; or 3. Met a rigorous standard of quality, and can demonstrate, through a formal state or local academic assessment or para-professional certificate program,

knowledge of, and the ability to assist in instructing, as appropriate, reading/language arts, writing and mathematics or reading readiness, writing readiness and mathematics readiness.” Insert new paragraph “The district will not require individuals newly hired as Title IA instructional assistants who have met another district’s academic assessment to meet the district’s academic assessment standards.” Insert new foot notes 1 on first page.

**GDCAA — Employment Provisions**

4/1/19 - Removed policy(ies)

**GDJ — Coaching Position Criteria -- For Non-District-Employee Applicants**

4/1/19 - Removed policy(ies)

**GDJA — Coaching -- Plan of Action**

4/1/19 - Removed policy(ies)

