

# Philomath School District 17J

Code: GBH/JECAC  
Adopted:  
Orig. Code(s):

## Staff/Student/Parent Relations\*\*

*(This policy can assist administrators in dealing with custody issues)*

The Board encourages parents to be involved in their student's school educational activities and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

1. Receiving and inspecting their student's education records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody;
2. Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued. Unless provided by court order or a parental plan, a student shall not be released to the noncustodial parent nor shall the noncustodial parent be granted visitation or phone access during the school day.

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities.

The district will use reasonable methods to identify and authenticate the identity of both parents.

END OF POLICY

### Legal Reference(s):

ORS 107.101  
ORS 107.102

ORS 107.106  
ORS 107.154

ORS 109.056  
ORS 163.245 to -163.257

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).  
Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).

Corrected 5/2/19



# Philomath School District 17J

Code: GBHA  
Adopted: 12/19/91  
Orig. Code: GBHA

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## Parental/Family Relationship\*\*

In determining whether a person is acting in a parental relationship to a student, the district shall examine the facts and circumstances of each case.

Reasonable requests for relevant information from students or persons appearing to be in a supervisory role of a student may be made.

Characteristics that describe a parental relationship include:

1. Whether the person has physical custody and control of the student
2. Whether the person supplies the student with food, clothing, shelter, or other incidental necessities
3. Whether the person provides the child with care, education, and discipline
4. Whether the person may authorize ordinary medical, dental, psychiatric, psychological, hygienic, or other remedial care and treatment for the child and, in an emergency where the child's safety appears to urgently require it, whether the person may authorize surgery or other extraordinary care.

END OF POLICY

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### Legal Reference(s):

ORS 329.145  
ORS 339.133  
ORS 419B.373

Corrected 5/2/19



# Philomath School District 17J

Code  
Adopted:

GBI

## Gifts and Solicitations

~~In lieu of giving gifts to employees, students and their parents shall be discouraged from giving gifts to district employees. The Board welcomes, as appropriate, the encouraged to writing of letters by students to staff members expressing gratitude and appreciation.~~

Individual employees ~~will refrain from~~ ~~will limit~~ giving gifts<sup>1</sup> to staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them. Collecting money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or retirement gifts. Staff-initiated "sunshine funds" are exempt from this policy.

No staff member may solicit funds in the name of the school or district through the use of, including but not limited to, internet-based or crowd-funding types of fund raising, without the approval of the ~~principal~~ ~~superintendent~~ ~~their supervisor~~.

Individual employees need to be accountable for maintaining integrity and avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

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

Commented [PH1]:

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without the superintendent's approval. Staff members may not be made responsible or assume responsibility for collecting money or distributing any fund-drive literature within the schools without the superintendent's approval.

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

END OF POLICY

### Legal Reference(s):

ORS 244.010 to -244.400  
ORS 339.880

OAR 584-020-0000 to -0045  
OAR 199-005-0005 to -199-020-0020

Corrected 5/2/19

<sup>1</sup> "Gift" means something of economic value given to a public official or the public official's relative or household member without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or the relatives or household members of public officials on the same terms and conditions; and something of economic value given to a public official or the public official's relative for valuable consideration less than that required from others who are not public officials. See ORS Chapter 244 for gift definition exceptions.



# Philomath School District 17J

Code: GBI-AR  
Revised/Reviewed:

## Internet-Based, Crowd Funding Solicitation

All district or school internet-based, crowd funding or other similar types of monetary solicitation shall be in compliance with all district fund-raising policies, requiring preapproval from ~~the [principals]~~ ~~[superintendent]~~ **their supervisor**.

The ~~[principals]~~ ~~[superintendent]~~ **supervisor** shall monitor the internet-based and/or crowd-funding site to ensure that no student information is disclosed improperly and no images are used without permission.

The ~~[principals]~~ ~~[superintendent]~~ **supervisor** shall insure that the internet-based and/or crowd-funding site is legitimate, and that the terms of the site are being followed.

All technology requests for funding shall follow appropriate policies and use guidelines.

~~All district or school funding will be on the district's system.~~

All technology purchases or request for purchase will be approved by the {director of technology}.

All **money and** non-monetary items obtained become property of the district, ~~and all inventory procedures apply.~~

~~All monetary donations shall be recorded in the proper school or district fund. No school or district banking information shall be given out. A check will be requested to be mailed to the [school] [or district] in the name of the [school] [or district] and not to the individual.~~

~~A file will be maintained by the [principal] [superintendent] that documents the [principal] [superintendent] approval, details of the project, a print out of the website, copies of all agreements and permission forms, copies of any checks of monetary donation received as well as the inventory listing non-monetary donations.~~

Corrected 5/2/19





# Philomath School District 17J

Code: GBJ  
Adopted: 10/09/06  
Orig. Code: GBJ



## Weapons in Schools -- Staff

*What are you trying to prohibit in this policy? The definitions are not supported in statute. This includes more than staff but all persons including third party. See Policy KGB - Public Conduct on District Property. The district cannot prohibit third parties from carrying a weapon if they have a concealed carry permit on school property or activities. As an employer you can prohibit staff from carrying, even with a concealed carry permit. For threats of violence See Policy JFCM)*

To protect the educational climate and the health and safety of persons and property on the school grounds and at school functions, the following items are prohibited:

1. Guns: any device which projects a missile by spring, explosion or compressed gas; or a device which is capable of disabling a person by the emission of an electric charge or gaseous substance.
2. Explosives: any device which by heat, impact, friction or detonation will explode with such force as to cause potential injury to a person or damage property, i.e., manufactured or home-made bombs with explosive material, firecrackers reworks, fire/smoke bombs; blasting caps and other types of detonators.
3. Firebombs: a breakable vessel containing a flammable substance with a device for its intentional ignition, or detonation.
4. Other dangerous items: to include, but not limited to: knives and straight razors (regardless of blade length), noxious or poisonous gases, poisons and drugs, metal knuckles, chains, clubs, nunchucks, hum-chuks, black-jacks, and Chinese stars. Certain tools/knives may be used if related to classroom instruction.

Principals or other district employees, in emergency situations involving a student(s) and or any individual in possession of a dangerous weapon with the intent to cause bodily injury or damage to property, are instructed to "immediately" call 911 for a Law Enforcement Officer and to notify the district office (Crisis and Emergency Plans).

In "low threat" situations, the principal is to use individual discretion to:

1. Isolate suspect
2. Confiscate weapons other than guns. (Searches for guns should always be conducted by Law Enforcement Officer).
3. Contact suspect and hold for police/law enforcement.

END OF POLICY

**Legal Reference(s):**

~~ORS 161.015~~

~~ORS 166.210 to -166.370~~

~~ORS 332.107~~

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2016).  
Doe v. Medford Sch. Dist. 549C, 232 Or. App. 38, 221 P3d 787 (2009).

Corrected 5/2/19

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# Philomath School District 17J

Code:  
Adopted:

GBJ

## Weapons in Schools - Staff \* (Version 2)

*(Deleted the reference to starter gun at request of the committee following a conversation between Shelley and Emily from ODE even though the district was sent the federal law - Federal law 18 U.S.C 921A (3) that specifically states starter gun)*

Employees, district contractors and/or their employees and district volunteers shall not possess a dangerous or deadly weapon or firearm on district property or at school-sponsored events. This prohibition includes those who may otherwise be permitted by law to carry such weapons.

For purposes of this policy, as defined by state and federal law, weapon includes:

1. "Dangerous weapon" means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. "Deadly weapon" means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. "Firearm" means any weapon ~~(including a starter gun)~~ which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any other destructive device including any explosive, incendiary or poisonous gas.

Weapons under the control of law enforcement personnel are permitted.

The superintendent will ensure notice of this policy is provided.

Employees in violation of this policy will be subject to discipline up to and including dismissal. Individuals contracting with the district and volunteers will be subject to appropriate sanctions. A referral to law enforcement may be made.

END OF POLICY

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### Legal Reference(s):

ORS 161.015

ORS 166.210 to -166.370

ORS 332.107

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).  
Doe v. Medford Sch. Dist. 549C, 232 Or. App. 38, 221 P3d 787 (2009).

Corrected 5/2/19



# Philomath School District 17J

Code: GBK/JFCG/KGC  
Adopted: 4/21/14  
Orig. Code: GBK/JFCG/KGC

## **Tobacco-Free Environment Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems**

For the purposes of this policy, “tobacco products” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). 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.

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

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. The use, distribution or sale of tobacco products use, or inhalant delivery systems distribution or sale by staff on district property, including parking lots, at district sponsored events, in district owned, rented or leased vehicles or otherwise while on duty on or off district premises is prohibited. Tobacco use, distribution or sale of tobacco products or inhalant delivery systems by all others on district property, in district vehicles or at district sponsored events on or off district premises, including parking lots is also prohibited. Staff and/or all others authorized to use private vehicles to transport district students to school-sponsored activities are prohibited from using tobacco products or inhalant delivery systems in those vehicles while students are under their care.

Clothing, bags, hats and other personal items used by staff and students to display, promote or advertise tobacco products or inhalant delivery systems are prohibited on district grounds, including parking lots, at school-sponsored activities or in district vehicles. Tobacco advertising is prohibited in all school-sponsored publications, in all school buildings, on school grounds including parking lots and at all school-sponsored events. District acceptance of gifts or funds from the tobacco industry is similarly prohibited.

Student violations of this policy will lead to disciplinary action up to and including expulsion. Students may also be subject to removal from any or all extracurricular activities and/or denial or forfeiture of school honors or privileges (e.g., student body, class or club office positions; field trips; senior trip; prom;

valedictorian, etc.). School and/or community service may be required. A referral to law enforcement may be made. Parents shall be notified of all violations involving their student and action taken by the school.

Staff violations of this policy will lead to disciplinary action up to and including dismissal. 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.

Violations by **all** others will result in appropriate sanctions as determined and imposed by the superintendent or Board.

Information about community resources and/or cessation programs to help staff and students overcome tobacco use ~~will~~ **may** be provided.

~~The district will promote cessation resources and other positive alternatives to discipline. Tobacco use cessation programs may be established at district schools. Attendance or completion of tobacco use cessation programs by students may be allowed as a substitute to, or as a part of student discipline for possession, use, distribution or sale of tobacco at the discretion of the principal. Attendance at cessation programs not offered by the district is voluntary and related costs are the individual responsibility of the staff member, student and his/her parent and private health care system.~~

~~As part of the district's tobacco use prevention activities, the superintendent shall ensure that tobacco use instructional programs as recommended by the Oregon Department of Human Services, Health Services, Tobacco Prevention and Education Program and the Oregon Department of Education are an integral part of its drug and alcohol prevention curriculum. Programs must be integrated within the health education program and age and developmentally appropriate instruction provided at every level, pre-kindergarten through grade 12, with particular emphasis on grades six through eight. It is the expectation of the Board that tobacco use prevention concepts will be integrated into the instruction of other subject areas as practicable.~~

~~Staff responsible for teaching tobacco use prevention will be encouraged to collaborate with agencies and groups that conduct tobacco use prevention education and to participate in ongoing professional development activities that provide basic knowledge about the effects of tobacco use, effective instructional techniques and program-specific activities.~~

The superintendent shall consult with local officials to promote enforcement of law that prohibits the possession of tobacco by ~~minors~~ **persons under the age of 21 years of age** on or off district grounds **or at district-sponsored activities**.

This policy shall be enforced at all times. The superintendent will develop ~~administrative regulations~~ **guidelines** as necessary to implement this policy, including provisions for notification of the district's policy, through such means as ~~student/parent and staff~~ handbooks, newsletters, inclusion on school event programs, signs at appropriate locations; disciplinary consequences; and procedures for filing and handling complaints about violations of the district's policy.

The superintendent shall ensure that the district's tobacco use prevention program, policies, curricula, training and cessation programs are evaluated at regular intervals. The input of students, staff, parents and others from the community will be encouraged.

**END OF POLICY**

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**Legal Reference(s):**

.107  
.222  
.227  
.240

.250  
.835 - 433.990  
-021-0050 to -0075  
-021-0110

-022-0413  
-053-0015  
-053-0545(4)(c)(R)-(T)  
-053-0550(5)(q)-(s)

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).

Corrected 5/2/19





# Philomath School District 17J

Code:  
Adopted:

GBL

## Personnel Records \*

*(Would this policy assist the district?)*

An official personnel file will be established for each person employed by the district. Personnel files will be maintained in a central location.

All records containing employee medical condition information such as workers' compensation reports and release or permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The superintendent will be responsible for establishing procedures regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions to be placed in their personnel file. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's/staff member's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

Except as provided below, or required by law, district employees' personnel records will be available for use and inspection only by the following:

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

Anyone authorized as representatives of the U.S Comptroller, U.S Attorney General, US Secretary of Education, or state and local education authorities, or Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state-supported education programs or the enforcement of, or compliance with federal or state supported education programs or the enforcement of or compliance with federal or state regulations.

8-7. Attorneys for the district or the district's designated representative on matters of district business;

9-8. The disciplinary records<sup>2</sup> of a district employee convicted of a crime listed in Oregon Revised Statute (ORS) 342.143 are not exempt from disclosure under ORS 192.501 or 192.502 and shall be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record;

10-9. Upon request from a law enforcement agency, the Department of Human Services or the Teacher Standards and Practices Commission, a district shall provide the records of investigations of suspected child abuse by a district employee.

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

Release of personnel records to parties other than those listed above, will be in line with ~~the district's public records procedures~~ [Board policy KBA - Public Records]. ~~The district will attempt to notify the employee of the request and that the district believes it is legally required to disclose certain records.~~

END OF POLICY

**Legal Reference(s):**

ORS 652.750  
ORS 339.370 to -339-375

ORS 342.143  
ORS 342.850

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).

Americans with Disabilities Act Amendments Act of 2008.

Corrected 5/2/19

<sup>2</sup> "Disciplinary records" is defined as records related to a personnel discipline action or materials or documents supporting that action.

# Philomath School District 17J

Code: GBM  
Adopted: 8/17/06  
Orig. Code: GBM

## Employee Complaints

The superintendent or designee will ~~develop a complaint procedure~~ use the complaint process in administrative regulation KL-AR Complaints Procedure, which will be available for all employees who contend they have been subject to a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations. The complaint procedure will provide an orderly process for the consideration and resolution of problems in the application or interpretation of district personnel policies.

The complaint procedure will not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor will it be used in any instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract nonrenewal or contract non-extension will not be processed under this procedure.

Reasonable efforts will be made to resolve complaints informally.

Administrative regulations will be developed to outline procedural timelines and steps under this policy, as necessary. ~~The district will use the complaint process in administrative regulation KL-AR Public Complaints Procedure to address any alleged violations of this policy.~~

END OF POLICY

### Legal Reference(s):

ORS 322.107

ORS 659A.199 to -659A.224

BAR 581-027-2405

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Corrected 5/2/19



# Philomath School District 17J

Code: GBM-AR  
Adopted: 8/17/06  
Orig. Code: GBM-AR

## Employee Complaint Procedure

*(How does this differ than the general Policy KL-AR Complaint Procedure? Recommend that you use that AR and reference it in the policy. See recommend language.)*

The Board believes that complaints are most effectively resolved when they are handled as close to their origin as possible.

Although no employee will be denied the right to petition the Board for redress of a grievance, the Board will refer complaints through the proper administrative channels for solution before investigation or action. Exceptions are complaints that concern the superintendent and/or Board actions or Board operations.

### Step One: Initiating a Complaint

Any employee who wishes to express a complaint should discuss the matter with the school employee involved (e.g., teacher, counselor, secretary, instructional assistant, administrator, etc.) It is the intent of the district to solve problems and address all complaints as close as possible to their origination.

### Step Two: The Building Administrator

If the complaint is not satisfactorily resolved and the complainant(s) wishes to carry the complaint further, they may file a written complaint with the administrator initially responsible. The written complaint should present the reason for the complaint with supporting statements and evidence. The statement should include the date and signature of the individual(s) who are making the complaint. The complaint should be filed within ~~ten~~ (10) working days of the problem, if possible.

Administrators receiving a written complaint will attempt to schedule and have a meeting with the complainant(s) within ~~ten~~ (10) working days of receiving the written complaint. The administrator shall investigate and evaluate the complaint and provide the complainant(s) with a written decision within ~~ten~~ (10) working days after the meeting.

### Step Three: The Superintendent

If such a discussion at Step Two does not resolve the complaint or if such discussion is not practical under the circumstances, the complainant, if he or she wishes to pursue the action, shall file a signed, written appeal with the superintendent clearly stating the nature of the complaint and a suggested remedy. The written appeal must be filed within ~~ten~~ (10) working days.

The superintendent shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her findings and conclusion. The superintendent will issue a written decision with 10 working days of receiving the written appeal.

#### Step Four: The Board

If the complainant is dissatisfied with the superintendent's findings and conclusion, the complainant may appeal the decision to the Board. This appeal should be filed within 10 working days of receipt of the superintendent's decision. This appeal should be filed within 10 days of receipt of the superintendent's decision. The Board shall, within ~~twenty~~ (20) working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ~~ten~~ (10) working days following completion of the hearing. The Board may put the item on the agenda or may call a special Board meeting or executive session to hear the matter. If the item is considered in executive session, the decision must be made in open session with written response to the complainant(s).

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# Philomath School District 17J

Code:  
Adopted:

GBMA

## Whistleblower \*

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

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

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

The district will use the complaint process in <sup>†</sup>administrative regulation KL-AR - Public Complaints Procedure} to address any alleged violations of this policy.

The district shall deliver a written or electronic copy of this policy to each staff member.

END OF POLICY

Legal Reference(s):

<sup>†</sup>If the district created and has a GBM-AR-Staff Complaints, it may want to consider inserting that language here.

**Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).**  
**Connick v. Myers, 461 U.S. 138 (1983).**

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