

Philomath School District 17J

Code: GBN/JBA
Adopted: 8/17/06
Orig. Code: GBN/JBA

Sexual Harassment

The ~~Board~~ **district** is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, ~~or staff 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 stop, by other students, staff members, Board members or third parties.~~ **members or third parties.** ~~by other students, staff, Board members or third parties.~~

“Third parties” include, but are not limited to:

1. ~~s~~**S**chool volunteers;
2. ~~p~~**P**arents;
3. ~~s~~**S**chool visitors;
4. ~~s~~**S**ervice contractors or others engaged in district business, such as:
 - a. ~~e~~**E**mployees of businesses or organizations participating in cooperative work programs with the district, **and**
 - b. ~~and o~~**Others** not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

“District” includes:

1. ~~e~~**D**istrict facilities;
2. ~~e~~**D**istrict premises; **and**
3. ~~and n~~**ondistrict** property if the student or ~~employee~~ **staff member** is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the ~~control~~ **jurisdiction** of the district or where the employee is engaged in district business.

Sexual harassment of students and staff **members or third parties** shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff **members**;

3. The conduct or communication is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee staff member's ability to perform his/her their job responsibilitiesresponsibilities; or creates an intimidating, offensive, or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to:

- a. ~~Did the individual view the environment as hostile.~~ The degree to which the conduct affected one or more students education;
- b. ~~Was it reasonable to view the environment as hostile.~~ The type, frequency, and duration of the conduct;
- c. ~~The nature of the conduct.~~ The identity of and relationship between the alleged harasser and the subject or subjects of the harassment;
- d. ~~How often the conduct occurred and how long it continued.~~ The number of individuals involved;
- e. ~~Age and sex of the complainant.~~ The age and sex of the alleged harasser and the subject or students of the harassment;
- f. ~~Whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment.~~ The size of the school, location of the incidents, and context in which the occurred;
- g. ~~Number of individuals involved.~~ other incidents at the school; and
- h. ~~Age of the alleged harasser.~~ Incidents of gender-based but nonsexual harassment;
- i. ~~Where the harassment occurred; and~~
- j.i. ~~and other incidents of sexual harassment at the school involving the same or other students or staff members or third parties.~~

Examples of sexual harassment may include, but not be limited to:

- a. ~~Physical touching or graffiti~~ of sexual nature;
- b. ~~Displaying or distributing of sexually explicit drawings (including graffiti), pictures, photos and written materials;~~
- c. ~~Sexual gestures or obscene jokes;~~
- d. ~~Touching oneself sexually;~~
- e. ~~Talking about one's sexuality in front of others; and/or~~
- f. ~~and spreading rumors about, or rating other students (or others) as to appearance, sexual activity, or performance.~~

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee staff members or third parties who has have knowledge of conduct in violation of this policy, or feels s/he is they are a victim of sexual harassment, must immediately, immediately report his/her their concerns to the building principal, compliance officer, or superintendent -- whoever has overall responsibility for all investigations. Any student, 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. A sStudents may also report concerns to a teacher, counselor, or school nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint by a student, student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(4) to the complainant.

The student and/or the student's parents or staff member or third party who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken 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.

The initiation of a complaint in good faith about behavior that may violate this policy shall may not adversely affect the educational assignment or work educational environment of the staff a student complainant, 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 environment of a third-party complainant. There shall be no retaliation by the district against any person who (in good faith) reports, files a complaint, or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board district that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.

The superintendent shall ensure appropriate periodic sexual harassment training awareness or information is provided to all supervisors, staff members, and students —and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy, as well as the complaint procedure, will be made available upon request to all students, parents of students, and staff members and third parties, posted on the district website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in [all grade 6 through 12 schools] [all schools]. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

Legal Reference(s):

ORS 217.006	ORS 342.850	ORS 659A.029
ORS 317.700	ORS 342.865	
ORS 317.704	ORS 659.850	ORS 659A.030
ORS 342.708	ORS 659.006	

[Posting in "in grade 6 through 12 schools" is the minimum requirement per ORS 342.700.]

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2014).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2014).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2014); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2014).

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

Corrected 5/2/19

Philomath School District 17J

Code: GBN/JBA-AR
Revised/Reviewed: 8/17/06
Orig. Code: GBN/JBA-AR

Sexual Harassment Complaint Procedure

Building principals, the compliance officer, and the superintendent have responsibility for **complaints and investigations** concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step **One**

Any sexual harassment information (**i.e.**, complaints, rumors, etc.) shall be presented to the building principal, compliance officer, or superintendent. All such information shall be reduced to writing, and will include the specific nature of the sexual harassment and corresponding dates.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. 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, students' parents, staff members and members of the public on the school or district website.

Step ~~II~~Two

The district official receiving the information or complaint shall promptly initiate an investigation. ~~S/he~~ **The official** will arrange such meetings, as may be necessary, to discuss the issue with all concerned parties within five (5) working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The ~~district~~ official(s) conducting the investigation shall notify the complainant **in writing** when the investigation is concluded **and if a violation of the policy was found to have occurred to the extent allowable by law**. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter **provided in step 1 and**, the date and details of notification to the complainant **of the results of the investigation**, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step ~~III~~Three

If a complainant is not satisfied with the decision at Step ~~II~~Two, ~~s/he~~ **the complainant** may submit a written appeal to the superintendent or designee. Such appeal must be filed within ~~ten~~(10) working days after receipt of the Step ~~II~~Two decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within ~~ten~~(10) working days.

Step ~~IV~~Four

If a complainant is not satisfied with the decision at Step ~~III~~Three, ~~s/he~~ **the complainant** may submit a written appeal to the Board. Such appeal must be filed within ~~ten~~(10) working days after receipt of the Step ~~III~~Three 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 appeal. The Board shall provide a written decision to the complainant within ~~ten~~(10) working days following completion of the hearing.

Step ~~V~~Five

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.

~~If the complaint is not satisfactorily settled at the Board level, the employee may appeal.~~ **Direct complaints related to employment may be filed with** the U.S. Department of Labor, Equal Employment Opportunity Commission or the Oregon Bureau of Labor and Industries.

~~The student may appeal to~~ **Direct complaints related to educational programs and services may be made to** the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer, or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or participating in a practicum under OAR Chapter 584, Division 17 when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the Teacher Standards and Practices Commission within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Oregon Department of Human Services, ~~Community Human Services,~~ **Child Care Division** representatives as possible child abuse.

~~In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board chairman.~~

Corrected 5/2/19

Philomath School District 17J

Code: GBNA
Adopted: 2/17/15
Orig. Code: GBNA

Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying -- Staff

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, bullying, menacing, and acts of cyberbullying of staff, students or third parties by staff, students or third parties is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or **the** Board.

Individuals may also be referred to law enforcement officials. Licensed staff will be reported to Teacher Standards and Practices Commission, as provided by Oregon Administrative Rule (OAR) 584-020-0041.

The superintendent is directed to develop administrative regulations to implement this policy. **The** Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures and provisions to ensure annual notice of this policy is provided to students, staff and third parties.

END OF POLICY

Legal Reference(s):

ORS 166.190
ORS 166.197
ORS 166.065
ORS 166.155 to -166.165
ORS 332.072
ORS 332.107
ORS 659A.030

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2014).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Corrected 5/2/19

Philomath School District 17J

Code: GBNA-AR
Revised/Reviewed: 2/17/15
Orig. Code: GBNA-AR

Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying Complaint Procedures -- Staff

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, menacing and acts of cyberbullying.

Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
2. "District" includes district facilities, district premises and nondistrict property if the employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips, athletic events or where the employee is engaged in district business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff member for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored work activity, work group or work assignment, grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student/staff); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person's willingness to participate.
4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability or sexual orientation.
5. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.
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 an employee.

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. "Cyberbullying" means the use of any electronic communication device to convey a message in any form (text, image, audio or video) that is 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; a pattern of repeated mistreatment that harms, intimidates, undermines, offends, degrades or humiliates an employee.
- 8. "Menacing" includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Complaint Procedures

Principals and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, menacing and acts of cyberbullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any employee who has knowledge of conduct in violation of Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence – Student shall immediately report his/her/their concerns to the designated district official.

Any employee or third party who has knowledge of conduct in violation of Board policy or feels he/she has been hazed, harassed, intimidated, bullied, cyberbullied or menaced in violation of Board policy or this administrative regulation shall immediately report his/her/their concerns to the designated district official. 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.

Complaints will be promptly investigated in accordance with the following procedures:

- Step 1 Any hazing, harassment, intimidation, bullying, menacing or acts of cyberbullying information (complaints, rumors, etc.) shall be presented to the principal or superintendent. Complaints against the principal shall be filed with the superintendent. Information may be presented anonymously. Complaints against the superintendent shall be filed with the Board

chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 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 10 working days following completion of the hearing.

Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Documentation related to the incident may be maintained as a part of the employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying, menacing or acts of cyberbullying complaints and documentation will be maintained as a confidential file in the district office.

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 ~~district counsel~~ ~~Board vice chair~~ on behalf of the Board.

Corrected 5/2/19

Philomath School District 17J

Code: GBNAA/JFCFA
Adopted: 11/13/06
Orig. Code: GBNAA/JFCFA



Cyberbullying

The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as “cyberbullying,” by staff, students or third parties is prohibited and will not be tolerated in the district. “Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Staff and students will refrain from using personal communication devices or district property to harass or stalk another.

The district will take any report of cyberbullying seriously and will investigate credible reports promptly. Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or Board. The district may also report individuals to law enforcement if necessary.

Staff and students will receive internet/electronic use policies annually to ensure awareness of and compliance. The superintendent or designee is responsible for developing administrative regulations to facilitate training.

END OF POLICY

Legal Reference(s):

ORS 163.190
ORS 166.065
ORS 166.155 - 166.165
ORS 332.072
ORS 332.107

ORS 339.240
ORS 339.250
ORS 339.351 - 339.364
OAR 581-021-0045

OAR 581-021-0046
OAR 581-021-0055
OAR 581-022-1140

Corrected 5/2/19; Corrected
5/2/19

Philomath School District 17J

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

Licensed Staff Positions

(This is addressing hiring not licensed positions. If you feel you need the policy see recommended language.)

~~Licensed staff will be hired by the Board, at the recommendation of the superintendent. An applicant shall complete a district application form, submit references, be available for a personal interview, and will have the proper certification for the position (as required by law). The person recommended for hire will be the best qualified applicant for the position in the judgment of the superintendent.~~

~~The principal of the building to which file applicant is to be assigned will be consulted prior to the hiring.~~

~~All teaching positions will be assigned by the superintendent and by the building principal. Additional co-curricular duties will be assigned annually by the principal, with agreement by the superintendent.~~

~~Credit for experience may be given in the teacher's placement on the salary schedule, according to the Master Contract.~~

~~The employee is responsible for obtaining the proper certification and for placing it on file at the district office, prior to 30 days after reporting for duty. If the employee fails to comply by September 20, the position will be declared vacant, as required by law, and the employee will suffer loss of pay for any days previously worked.~~

~~The superintendent is authorized to temporarily place regular employees prior to approval by the Board, and to hire qualified temporary employees (substitutes) without Board approval. The superintendent shall establish licensed staff positions necessary to carry out the district's instructional goals.~~

~~Positions so established may include those which carry other than classroom teaching responsibility.~~

END OF POLICY

Legal Reference(s):

~~ORS 332.505~~

~~OSR 581-021-0045~~

~~Job York v. Portland Sch. Dist., No. RDA 83-7 (August 1983).~~

~~The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2016).~~

~~Title II of the Genetic Information Nondiscrimination Act of 2008.~~

~~Section 503 of the Rehabilitation Act of 1973.~~

Corrected 5/2/19

Philomath School District 17J

Code:
Adopted:

GCA

License Requirements

The Board, in adhering to Oregon Revised Statutes, shall require all applicants selected for employment for positions that require licensing, to hold a valid Oregon license issued by the Teacher Standards and Practices Commission (TSPC) as a condition of employment. The district must be able to verify the current license of applicants offered employment before the Board will consider approving their employment.

~~{If an applicant's teaching license application with the TSPC is pending, the applicant may teach {with Board superintendent approval} for 90 calendar days after the date of submission of the application, if the applicant has:~~

1. Submitted an application in the manner and form required by the TSPC, including payment of all required fees;
2. Completed a background clearance conducted by the TSPC that includes having:
 - a. Furnished fingerprints, if required;
 - b. Provided satisfactory responses to character questions in the form and manner required by the TSPC; and
 - c. Completed a criminal records check pursuant to state law and a background check through the interstate clearinghouse for revoked or suspended licenses, and is eligible for a teaching license.

The district will complete a review of the applicant's employment history prior to beginning employment.

The district will verify the employee is properly licensed on the 91st calendar day after the application was submitted to the TSPC, if the employee's license application is pending and the employee is teaching in the district.

~~{This 90-day teaching option will only be applied to those positions of high need, specialty areas or emergency assignments as determined by the district.}~~

The verification of licensure includes all license endorsements. It shall be each licensed staff member's responsibility to keep all endorsements current, ~~{and to submit them to the {superintendent's} office.}~~

END OF POLICY

Legal Reference(s):

ORS 339.374
ORS 342.120 to-342.203

OR 584-050-0035
OR 584-200-0020

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