



Agenda

North Clackamas School Board
Thursday, May 11, 2023 - 6:30 PM
Zoom/YouTube
12400 SE Freeman Way
Milwaukie, OR 97222

Times listed on the agenda below are only estimates and may be adjusted.

OPEN SESSION

6:30	Call to Order	
	Community Comments	
	Native Land Acknowledgement	3
	Flag Salute	4
	Minutes - April 13, 2023	5
	Consent Agenda	
	A. Employment Changes	
	B. Policy Revisions	9
	C. 2023-2024 Board Meeting Calendar	15
	D. Educational Equity Advisory Committee (Senate Bill 732) Charter Approval	17
	E. Travel Request - Clackamas High School Speech and Debate	25
	F. Travel Request - Sabin-Schellenberg Professional Technical Center	38
	SkillsUSA	
	G. Travel Request - Clackamas High School Football	49
	H. Travel Request - Rex Putnam High School Football	57
7:05	1. LGBTQ+ Pride Month - Proclamation	62
	Presenter: Mitzi Bauer	
7:10	2. North Clackamas Education Association (NCEA) Featured Educator	
7:15	3. Bilquist Elementary - School Presentation	64
	Presenter: Khaliyah Williams-Rodriguez	
7:40	4. Board Reports	
7:50	5. Policy Revisions - Discussion	79

Presenter: Tiffany Shireman

8:00 6. Contract Award: CrowdStrike Falcon Subscription - Discussion/Action 136
Presenter: Cindy Detchon

8:05 7. Contract Award: Printer Copier - Discussion/Action 137
Presenter: Gwen Chapman

8:10 8. Construction Bid Award: Scouters Mountain Elementary School Modular Classroom Installation Project - Discussion/Action 138
Presenter: Cindy Detchon

8:15 Adjourn



Native Land Acknowledgment

We acknowledge the land on which we sit and which we call the North Clackamas School District rests on the traditional and indigenous lands and village sites of the Native peoples of the Kalapuya, Chinook, Molalla, and the Clackamas. We take this opportunity to offer gratitude for the ability to learn, work, and be a community on this land, and we offer thanks to the original caretakers of this region. We recognize the historic policies of colonization, genocide, relocation, and assimilation that affected Indigenous and Native families both past and present and that will affect those in the future, and honor the resilience and revitalization of our Indigenous and Native communities. We pay our respects to the Elders, both past and present, who have been the stewards of this land throughout the generations.



Flag Salute

I pledge allegiance to the Flag of the United States of
America, and to the Republic for which it stands, one Nation
under God, indivisible, with liberty and justice for all.

**NORTH CLACKAMAS SCHOOL DISTRICT 12
CLACKAMAS COUNTY, OREGON
MINUTES — BOARD OF DIRECTORS WORK SESSION MEETING
April 13, 2023
Zoom/YouTube**

Open Session

With due notice having been given and a quorum present, Chair Mitzi Bauer convened open session at 6:30 p.m. with the following members present:

Mitzi Bauer	–	Chair
Jena Benologa	–	Vice Chair
Orlando Perez	–	Director
Tory McVay	–	Director
Kathy Wai	–	Director
Steven Schroedl	–	Director
Shay James	–	Superintendent
Donna Collingwood	–	Board Secretary

Also present were Tiffany Shireman, Cindy Detchon, Michelle Riddell, Khaliyah Williams-Rodriguez, Joe Bridgeman, Matt Makara, Petra Callin, and Tammy O’Neill.

Community Comments -

- Michael Corbus (on behalf of his child Kylie Corbus), Oak Grove, spoke regarding community event.
- Jillian McSweeney-Nicodemus, Milwaukie, spoke regarding community conduct.
- Desi Nicodemus, Milwaukie, spoke regarding parent behavior.

Jena Benologa read the Native Land Acknowledgement. Tory McVay led the Pledge of Allegiance.

R22/23-65

Minutes – Steven Schroedl moved, Jena Benologa seconded the motion to approve the minutes of the regular Board Meeting held March 9, 2023.

Motion passed unanimously, 5-0. Orlando Perez was not present at time of vote.

R22/23-66

Consent Agenda – Steven Schroedl moved, Jena Benologa seconded the motion to adopt the consent agenda as recommended:

Employment Changes - Approve employment changes as listed, with a copy of the list made as part of the official minutes, as recommended by the Executive Director of Human Resources:

- Administrative terminations
- Licensed appointments, transfers, and terminations

Policy Revisions - Ad Hoc Committee

- Approve revisions to the following policies as recommended by the Ad Hoc Committee.
 - ACB-AR – Bias Incident Complaint Procedure
 - KL – Public Complaints
 - KL-AR – Public Complaints Procedure
 - JBA/GBN-AR (DELETE) - Sexual Harassment Complaint Procedure

2023-2024 Interdistrict Transfers - Approve for the 2023-2024 school year 70 Interdistrict transfer slots into North Clackamas and an unlimited number of interdistrict transfer slots out of North Clackamas.

K-12 Math Curriculum Adoption Postponement - Approve the postponement of math curriculum materials adoption for Kindergarten through 12th grade until the end of the 2023-2024 school year.

Travel Request -

- Grant permission for 12 students from Sabin-Schellenberg Professional Technical Center to travel to Orlando, Florida, April 21-26, 2023.

Motion passed unanimously, 5-0. Orlando Perez was not present at time of vote.

R22/23-67 **Proclamation - Arab American Heritage Month** - Kathy Wai moved, Tory McVay seconded the motion to adopt the proclamation recognizing April as Arab American Heritage Month in North Clackamas School District.

Motion passed unanimously. 5-0. Orlando Perez was not present at time of vote.

R22/23-68 **Proclamation - Asian & Pacific Islander American Heritage Month** - Steven Schroedl moved, Kathy Wai seconded the motion to adopt the proclamation recognizing May as Asian & Pacific Islander American Heritage Month in North Clackamas School District.

Motion passed unanimously. 5-0. Orlando Perez was not present at time of vote.

R22/23-69 **Proclamation - Licensed Appreciation Week** - Kathy Wai moved, Steven Schroedl seconded the motion to adopt the proclamation recognizing May 7-13, 2023 as Licensed Staff Appreciation Week in North Clackamas School District.

Motion passed unanimously, 5-0. Orlando Perez was not present at time of vote.

North Clackamas Education Association (NCEA) Featured Educator - NCEA Representative Michelle Arko recognized the NCEA Featured Educators of April, Nickolas Hurlbut, an art teacher at Milwaukie High School.

Board Reports - Board members made brief reports on activities and events they had attended.

Nutrition Services Report - Executive Director of Finance and Business Services Matt Makara and Director of Nutrition Services Greg Collins presented a report on services provided and the overall health of the full Nutrition Services Program.

Transportation Update Report- Assistant Superintendent of Operations Cindy Detchon and Director of Transportation Kathy Calkins presented a report on the department's primary responsibilities and highlighted several of the department's successes, challenges, and plans for the future.

2023-2024 Middle and High School Student Fee Schedules - Executive Director of Secondary Programs Petra Callin and Executive Director of Technology Joe Bridgeman discussed the 2023-2024 middle school and high school fee schedules. The Board asked for further discussion at a future time.

2023-2024 Board Meeting Calendar - The Board discussed the draft proposed 2023-2024 Board meeting calendar. This item will come back for approval in May.

Policy Revisions - Chief of Staff Tiffany Shireman presented revisions to the following policies as recommended by the Policy Review Committee:

DBEA – Budget Committee, to comply with Senate Bill 732 (2021) requiring a member of the educational equity committee be appointed to the budget committee when a position becomes open.

EH – Electronic Data Management, to better align language with statute and to revise language to reflect current terms and practices.

KBA – Public Records, to better align policy language with statute, including defining public record in alignment with ORS 192.311, and to revise language to reflect current terms and practices.

R22/23-70

Contract: Maxim Healthcare Staffing Services - Executive Director of Human Resources Michelle Riddell discussed authorizing NCS D staff to expend up to \$275,000 with Maxim Healthcare Staffing Services to provide special education paraeducators to temporarily fill current vacancies.

Tory McVay moved, Steven Schroedl seconded the motion to approve authorizing NCS D staff to expend up to \$275,000 with Maxim Healthcare Staffing Services to provide special education paraeducators to temporarily fill current vacancies.

Motion passed unanimously, 6-0.

R22/23-71 **Contract Award: School Bus & Vehicle Purchase** - Tory McVay moved, Orlando Perez seconded a motion to purchase ten general transit (77-passenger) buses and five Type 10 special needs (8-passenger) vehicles for \$2,396,443.35 from Western Bus via a Eugene School District contract

Motion passed 6-0.

R22/23-72 **Superintendent's Contract Extension** - Tory McVay moved, Steven Schroedl seconded the motion to approve a contract extension with Superintendent Shay James through June 30, 2026.

Motion passed 6-0.

There being no further business to come before the Board, the meeting adjourned at 8:56 p.m.

Unapproved

POLICY REVISIONS

CONSENT B

May 13, 2023

REASON FOR BOARD CONSIDERATION:

Approval of the attached policy revisions of NCSD Board Policies DBEA, EH, and KBA.

RECOMMENDATION:

The Superintendent’s Policy Review Team, with representation of both staff and Board, reviewed and supports the following policy revisions.

BUDGET IMPACT/SOURCE OF FUNDS:

There are no known or anticipated increases to costs with the proposed policy change.

ATTACHMENTS:

Drafts of the following policies to review:

Policy	Title	Reason
DBEA	Budget Committee	OSBA August 2022 Update, Senate Bill 732 was passed in the 2021 Legislative session requiring districts to establish an educational equity advisory committee.
EH	Electronic Data Management	OSBA August 2022 Update, to better align policy and administrative regulation language with statute and revise language to reflect current terms and practices.
KBA	Public Records	OSBA August 2022 Update, to better align policy and administrative regulation language with statute and revise language to reflect current terms and practices.

PRESENTER / STAFF CONTACT:

Tiffany Shireman, Chief of Staff



Code: DBEA
Adopted: 10/16/08
Revised/Readopted: 9/16/10; 3/17/11; 9/27/18
Orig. Code: DBEA

Budget Committee

By law, the budget committee is charged with making recommendations concerning financial priorities.

The budget committee will have the responsibility for reviewing the financial programs of the district, reviewing the proposed district budget as presented by the superintendent, and recommending an annual district budget in keeping with the provisions of applicable state laws.

Educational policy decisions are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The following will govern the make-up and process of establishing the district's budget committee:

1. The budget committee consists of seven members appointed by the Board plus the elected Board members of the district. To be eligible for appointment, the appointive member must:
 - a. Live and be registered to vote in the district;
 - b. Not be an officer, agent or employee of the district.
2. At least one member of the budget committee must be a member of the district's educational equity advisory committee.
3. No budget committee member may receive any type of compensation from the district;
4. At a regular meeting, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate;
5. At a regular Board meeting, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At a subsequent regular Board meeting, the Board will appoint persons to fill the vacant positions;

6. The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year.
7. If any appointive member is unable to complete the term for which the member was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at a subsequent regular Board meeting.

Budget Committee Responsibilities

The following items explain the budget committee responsibilities:

At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee;

1. A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action;
2. The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public;

The budget committee may request any information used in the preparation of or for revising the budget document from the superintendent or Executive Director of Finance and Business Services. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the Superintendent or as subsequently revised by the committee;

After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

END OF POLICY

Legal Reference(s):

ORS 174.130

ORS 192.610 - 192.695

ORS 294.305 - 294.565

ORS 329.711

ORS 433.835 - 433.875



Code: EH
 Adopted: 5/07/87
 Readopted: 6/23/11
 Orig. Code: EH

Electronic Data Management

The superintendent will provide for the preparation, maintenance and retention of records and reports as are required by law.

If a record is a public record then it may be subject to retention requirements based on the content of the message. Records shall not be destroyed if they have been requested under the Public Records Law or if they are part of litigation, even if their retention period has expired.

Employees will retain and destroy records in accordance with the Oregon Archives Division records retention schedule. Employees should consult the retention schedule to determine the retention period of the record.

The district’s retention system is to retain records that are part of the network and email system.

The district will comply with all state and federal laws and regulations concerning the custody and maintenance of public records.

“Retention schedule” means a general schedule published by the State Archivist in Oregon Administrative Rule (OAR) Chapter 166 in which certain common public records are described or listed by title and a minimum retention period is established for each.

END OF POLICY

Legal Reference(s):

[ORS 192.001 - 192.431](#)
[ORS 192.650](#)
[ORS 326.565 – 326.580](#)
[ORS 336.184 – 336.187](#)

[OAR 166-400-0010 - 166-400-0065](#)
[OAR 581-015-2300](#)
[OAR 581-022-2260](#)

[OAR 581-022-2305](#)
[OAR 581-023-0006](#)
[OAR 581-053-0070](#)

Cross Reference(s):

- DIC - Financial Reports and Statements
- DIE - Audits
- DJ - District Purchasing
- DJC - Bidding Requirements
- EBBB - Work-Related Injury/Illness Reports
- GBL - Personnel Records
- IGBAB/JO - Education Records/Records of Students with Disabilities
- JO/IGBAB - Education Records/Records of Students with Disabilities



Code: KBA
Adopted: 5/02/13
Revised/Readopted: 3/13/14; 12/13/18

Public Records**

A request to inspect or receive a copy of a public record shall be in writing and will be presented to the superintendent's or designee's office.

A "public record" includes any writing that contains information relating to the conduct of the public's business, prepared, owned, used or retained by the district regardless of physical form or characteristics, unless otherwise exempted by law.¹ "Writing" means handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols or combination thereof and all papers, maps, files, facsimiles or electronic recordings. Public record does not include any writing that does not relate to the conduct of the public's business and that is contained on a privately owned computer.²

All such information will be made available to individuals with disabilities in an accessible format, upon request and with appropriate advanced notice. Auxiliary aids and services available to ensure equally effective communications to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

The Board supports the right of the people to know about programs and services of their schools and will make reasonable efforts to disseminate information. Each principal is authorized to use available means to keep parents and others in the particular school's community informed about the school's program and activities.

No records will be released for inspection by the public or any unauthorized persons – either by the superintendent or any other person designated as custodian for district records – if such disclosure would be contrary to the public interest, as described in state law.

The Board reserves the right to establish a fee schedule which will reasonably reimburse the district for the actual cost of making public records available pursuant to law. The district will not be obligated to complete a request for which the requester has not paid the fee as permitted by state law. There will be no additional charge for auxiliary aids and services provided for persons with disabilities.

Employee and volunteer personal residential addresses, personal electronic mail addresses, social security numbers, dates of birth and personal telephone or cellular numbers, and other information listed in Oregon

¹ There are multiple definitions for "public record" in ORS 192. This definition comes from ORS 192.311 and applies to the inspection of records.

² In accordance with Bialostosky v. Cummings, 319 Or. App. 352 (2022), an individual board member may be considered a public body for public record purposes. Consequently, records created and retained solely by individual board members may be considered public records.

Revised Statute (ORS) 192.355 as exempt, contained in personnel records maintained by the district are exempt from public disclosure pursuant to ORS 192.363 - 368 and ORS 192.355(3). District electronic mail addresses assigned by the district to district employees are not exempt. This exemption does not apply to a substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member.

The district will not disclose the identification badge or card of an employee without the employee's written consent if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the district to identify district employees. A duplicate of the photograph used on the badge or card shall not be disclosed.

The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

The district shall retain and maintain its public records in accordance with Oregon Administrative Rule (OAR) 166-005-0010 and Chapter 166, Division 400 and ORS Chapter 192.

END OF POLICY

Legal Reference(s):

[ORS 180.805](#)

[ORS Chapter 192](#)

[OAR 137-004-0800\(1\)](#)

[OAR 166-005-0010](#)

[OAR 166-400](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2021); 28 C.F.R. Part 35 (2021).

OREGON DEP'T OF JUSTICE, OREGON ATTORNEY GENERAL, *Public Records and Meetings Manual*.

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Bialostosky v. Cummings, 319 Or. App. 352 (2022).

2023-2024 BOARD MEETING CALENDAR

CONSENT C
May 11, 2023

ORIGINATED BY:

This is an annual agenda item.

BACKGROUND:

Oregon law, ORS 332.045, requires that the Board establish the dates, time, and locations for regular meetings.

This time is set aside for the Board to discuss the Board meeting calendar for the 2023-2024 school year.

ATTACHMENTS:

2023-2024 Board meeting calendar

PRESENTER:

Mitzi Bauer, Board Chair

North Clackamas School Board

2023-2024 Meeting Calendar

Meetings typically held at NCSB Administration Building or online, starting at 6:30 p.m.

July 2023						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Regular Board Meeting
- Regular/Governance Meeting
- Governance Meeting
- School Closed/Holiday

- Hold for Special Meeting/Governance
- OSBA Conferences
- NSBA Conferences

Historically the OSBA's Annual Convention falls on the second Friday-Sunday in Novem

Board Adopted 5/11/23

This calendar is subject to change. Any modifications to date, time, or location will be properly noticed per Oregon state law.

EDUCATIONAL EQUITY ADVISORY COMMITTEE
(SENATE BILL 732) CHARTER APPROVAL

CONSENT D
May 11, 2023

SUPERINTENDENT'S RECOMMENDATION:

Board Approval of the Educational Equity Advisory Committee Charter, including term limits and proposed list of committee members.

ORIGINATED BY:

Per Senate Bill 732, and OAR 581-022-2307, the school board is responsible for appointing members for this committee from those proposed by the superintendent.

BUDGET IMPACT/SOURCE OF FUNDS:

Minimal.

BACKGROUND:

With the enactment of the Oregon State law, SB 732, School Districts serving more than 10,000 students must establish an Educational Equity Advisory Committee. Complying with this law aligns firmly with the North Clackamas district's vision and strategic plan, in that the district is committed to examining and improving our system by affirming students' many identities while building inclusive, barrier-free schools and workplaces.

Information about the Educational Equity Advisory Committee was previously shared with the Board on September 8, 2022 and October 13, 2022.

The attached charter details the purpose, goals, timeline and duties of the committee, as well as the process for outreach and selection of committee members. The representation analysis can assist the board in determining whether committee membership is primarily representative of underserved student groups. Please note that one member from the Educational Equity Advisory committee will also serve on the budget committee when a vacancy occurs on the budget committee.

ATTACHMENTS:

- [Charter for the Educational Equity Advisory Committee](#), per Senate Bill 732
- [Committee Representation Analysis](#)

PRESENTER / STAFF CONTACT:

Shay James, Superintendent

Katie Cunningham, Administrator for Community Connections and Enrollment Options



Educational Equity Advisory Committee Charter (SB 732)

May 11th, 2023

Text of the Law	581-022-2307 Educational Equity Advisory Committees
Purpose	<p>To advise the school board and superintendent about the educational equity impacts of policy decisions</p> <p>To inform the board when a situation arises at a school that negatively impacts underrepresented students and advise on how to best handle the situation</p>
Goals	<ul style="list-style-type: none"> ● Provide space for student, staff and community voice around issues of racial equity ● Prioritize input from student, staff and family members who identify as members of historically underrepresented communities ● Provide opportunities for meaningful feedback from a diversity of school sites, departments, and areas of involvement with NCSD
Additional Duties	<ul style="list-style-type: none"> ● Engage with the school district's strategic plan, especially our efforts to honor students' cultural heritage, foster their well-being, cultivate joy in learning, and engage each student to reach their full potential ● One member of the committee will also serve on the district's budget committee
Timeline	<ul style="list-style-type: none"> ● September- December 2022- Design committee met to create application and outreach process. ● January 2023- February 2023- Outreach and Application period. ● March 2023- Committee member selection process ● April- June 2023- Onboarding sessions with committee members ● School year 2023-24 and beyond- Committee functions as Advisory to Board and Superintendent
Membership	<ul style="list-style-type: none"> ● 5-6 students ● 5-6 staff members ● 6-8 parents/caregivers
Outreach process	<ul style="list-style-type: none"> ● Broad Outreach ● Intentional Outreach ● Focused Outreach
Interest Form review process	<p>Review happens in multiple phase review process:</p> <ul style="list-style-type: none"> - Phase 1- team divides interest forms into student, staff and parent groups - Team rank orders top 10-15 applicants in each group, based on the following questions for reviewing interest forms

	<ul style="list-style-type: none"> - Phase 2- new team analyzes top 10-15 applicants per group and selects members to balance identity indicators, age level of students, and geography/feeder system
Term Limits	<p>Students- 1 year Parents- 2 years with an option to extend for 3 Staff- 2 years with an option to extend for 3</p>
Meeting Calendar and Focus for each Session	<p>Time-sensitive duties:</p> <ul style="list-style-type: none"> ● Engage with the Strategic Plan ● One member also to serve on budget committee ● Create and present an optional annual report to the school board ● When policy additions or changes are under discussion, should bring to the attention of this committee <p>Common features of each meeting:</p> <ul style="list-style-type: none"> ● Community builder, re-visiting of norms, time-sensitive topic(s), open forum for equity issues that have arisen since last meeting, space to review equity impacts of recent policy decisions ● Dinner served and childcare provided <p>Special topic focus for each meeting</p> <ul style="list-style-type: none"> ● Onboarding sessions in Spring of 2023 <ul style="list-style-type: none"> ○ Community building and Community agreements ○ Purpose of the committee, NCSD Equity Lens, protocols for sharing input, practice looking at equity impacts of policy decisions ● October- Strategic Plan ● January- Review proposed policy changes ● March- Budget Committee information ● May- prepare optional annual report to the board

Attachments

Attachment A: Committee Description (published in multiple languages and used during outreach phase)

Educational Equity Advisory Committee

What is the purpose of this committee?



Per recent Oregon legislation, Senate Bill 732, all school districts of 10,000 or more students will establish an Educational Equity Advisory Committee. Here in the North Clackamas School District, we inspire graduates who are empowered to act with courage in life and to strengthen local and global communities. To that end, we are intentional about listening to the perspectives of historically marginalized communities so that we can continue to build a culture of affirmation and support for *all* of the students and families we serve.

What influence will this committee have?

The Educational Equity Advisory Committee will be made up of 15-18 members that includes students, parents, NCSD team members, and community members. This group will have direct access to advising the superintendent and members of the school board on the equity impacts of policy decisions.¹ The committee will also inform NCSD leadership when a situation arises that negatively impacts students from historically marginalized communities.²

What level of commitment will this committee require?

The committee will meet once per quarter during each school year, with an option to add more meetings should members desire it. These in-person meetings will be two hours in the early evening, with dinner, and childcare provided. The committee will meet in community circles, with a chance for each individual to share input from their lived experience and respond to topics brought forth by the group and/or the district facilitator. Members who want an additional level of influence may elect to participate in presentations to the school board, but this is not required. Certificates of participation will be provided at the end of each school year. Students will serve for one year, parents and community members will serve for two years, with the option to extend their commitment to three years.

Who should apply? Individuals who...

- Possess a strong commitment to creating safe, supportive learning and working environments for *all* students, families, and staff
- Identify as a member of an underrepresented community, and/or view themselves as a strong ally of such communities
- Are willing to utilize their lived experience to provide feedback and guidance to the school board and superintendent
- Have the ability to work and communicate well with others from various backgrounds

Interested in joining?

¹ For example, in January 2022, the school board updated the policy around House Bill 2697, regarding how schools respond to bias incidents. This committee could look at the updated policy and discuss the successes and challenges of effective implementation. [[Policy ACB, Every Student Belongs](#), [Policy ACB-AR](#)]

² For example, perhaps a parent notices that there are no parents of color on the PTA at their child's school, or a student discovers that all materials regarding Advanced Placement classes were only sent out in English. The committee will be a safe place to discuss such issues and advise district leadership on how to remedy them.



If you are interested in joining, please complete [this interest form](#). You will be notified of the next steps by Friday, February 3rd, 2023.

If you have any questions, please contact: (503) 353-6008, or cunninghamka@nclack.k12.or.us

Attachment B: Interest Form (published in multiple languages, available on paper or Google Form)

Interest Form for the Educational Equity Advisory Committee

If you have any questions, contact Katie Cunningham at
(503) 353-6008 or cunninghamka@nclack.k12.or.us

1. If you would prefer to have a phone conversation about the information below (rather than explain it in writing), please let us know the best phone number to reach you, and you will be contacted by a team member from the North Clackamas School District office.

2. I have read the description for this committee: [Yes] [No]

NCSD Ed Equity Advisory Committee Description

3. First and Last Name

4. Connection to North Clackamas Schools (check all that apply)

- Student
- Parent or caregiver
- NCSD staff member
- Community member

5. Which school(s) are you most connected to within North Clackamas Schools? (For example, if you attend or have children who attend a particular school, please list which ones. If you are a staff member or community member connected to multiple schools, please explain.)

6. Please tell us a little about yourself and why you are interested in serving on the NCSD Equity Advisory Committee.

7. Your Identity: It is important that committee members represent a variety of identities, especially those representing student groups who have historically faced marginalization. This includes students of color, tribal students, English language learners, LGBTQ2SIA+ students, students experiencing and surviving poverty and houselessness, students with disabilities, women/girls, and students from migrant and rural communities.

I understand the purpose of the following identity questions

8. Please share your identity and allyship information. Check all that apply. Feel free to use the "Other" space to share any further identity/allyship information.

- Person of Color
- Tribal membership
- English is a Second Language
- LGBTQ2SIA+ Community
- Surviving poverty and/or houselessness
- Students with Disabilities
- Woman/Girl
- From a migrant community
- From a rural community
- Other:

9. Is there anything else you'd like to let us know?



Educational Equity Advisory Committee Charter (SB 732) Analysis of Representation of Historically Underserved Student Populations among Proposed Committee Members

Link to SB 732 OAR	581-022-2307 Educational Equity Advisory Committees
Text of the OAR pertaining to committee membership	<p>As required per OAR 581-022-2307, “The school district board is responsible for appointing members from those proposed by the superintendent, and ensuring that membership is primarily representative of underserved student groups” (3c).</p> <p>The law defines “underserved student groups” in the following way: “Underserved” refers to communities, groups, families and students that the dominant or mainstream educational system has historically and currently excluded, impacted, marginalized, underserved and/or refused service due to institutionalized and intersectional racism and systemic oppression. This includes students of color, tribal students, English language learners, LGBTQ2SIA+ students, students experiencing and surviving poverty and homelessness, students with disabilities, women/girls, and students from rural communities” (1e).</p>
Representation Analysis	The interest form asked participants to self-identify in the following categories. The sum of the number of members representing each identity indicator is larger than the overall number of proposed committee members, because many proposed members represent an intersectionality of identities
Total Number of Proposed Members	<ul style="list-style-type: none"> ● 19 members
Person of Color	<ul style="list-style-type: none"> ● 14 members
Tribal membership	<ul style="list-style-type: none"> ● 1 member
English is a Second Language	<ul style="list-style-type: none"> ● 3 members
LGBTQ2SIA+ Community	<ul style="list-style-type: none"> ● 5 members

Surviving poverty and/or houselessness	<ul style="list-style-type: none">• 3 members
Students with Disabilities	<ul style="list-style-type: none">• 4 members
Woman/Girl	<ul style="list-style-type: none">• 12 members
From a rural community	<ul style="list-style-type: none">• 1 member

TRAVEL PERMISSION REQUEST
Clackamas High School Speech and Debate

CONSENT E
May 11, 2023

SUPERINTENDENT'S RECOMMENDATION:
Board approval of the request to travel.

BACKGROUND:

Clackamas High School is requesting permission for 6 students and 2 chaperones to travel to the National Speech and Debate tournament, June 10-17, 2023 in Phoenix, Arizona. This trip will cost approximately \$1,200.00 per student to be funded by speech account funds, fundraising activities, National Speech and Debate Association grant, and personal contributions. Students will have the opportunity to compete in the National Speech and Debate tournament hosted by the National Speech and Debate Association.

SOURCE OF FUNDS:

See attached Application for Permission to Travel

ATTACHMENTS:

Application for Permission to Travel and required attachments

STAFF CONTACT:

Petra Callin, Executive Director of Secondary Programs

Section II – Budget Information – Cost per Student

Expenses (per student)

- 1. Transportation \$ 400
- 2. Lodging (no home stays) \$ 350
- 3. Meals \$ 300
- 4. Fees/Event Expense \$ 150
- 5. Other \$ _____

Description of other expenses: _____

6. Total cost per student (total lines 1 through 5): \$ 1200

7. # of chaperones 2

8. # of students 6

9. Total # of students + chaperones 8

10. Total cost of participation (Line 6 x Line 9): \$ 9600

11. Substitute Teachers: (rates are effective 2022-2023)

a. 1 # Full-Day Substitute(s) x 2 # of Days @ \$273.60 = \$ 547.20

b. 2 # Half-Day Substitute(s) x 2 # of Days @ \$136.80 = \$ 273.60

c. Total Sub Cost \$ 820.80

TOTAL COST OF FIELD TRIP/TRAVEL (Line 10 plus line 11c.): \$ 10,420.80

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ 10,420.80

Briefly describe fund-raising activities and other resources: _____
We currently have \$9,000 in the speech account and will be doing fundraising between now and June. Any costs not covered by fundraising will be paid by students. We have also received a \$250 grant from the NSDA.

No students will be denied participation due to lack of funds. Adequate sources of revenue must be made available to all students.

Section III – Transportation and Lodging Information

- Transportation:
- NCS D bus
 - Nondistrict commercial transportation (bus, train, plane)
 - NCS D mini bus (Type 20)
 - Private/personal vehicles (Must have parent/guardian release form)
 - Rental Vehicle (no rental of 15-passenger vans allowed)

For use of NCS D minibus or Rental Cars, please identify the NCS D current certified mini-bus drivers:

Name of Driver(s): Ameena Amdahl-Mason

Philip Coleman

NCS D mini buses cannot be used for trips which total more than 600 miles round trip.

Number of miles round trip: n/a

Name the type(s) of nondistrict transportation to be used (including to and from airport) and company name:

Parents will drive their children to the airport. When in Phoenix, we will use rental cars.

Name and location of lodging and description of room arrangements (chaperones may not share rooms with students; see item #2 under Chaperone Guidelines). Students are not allowed to stay with host families without written permission from Superintendent or designee. This is in accordance with Volunteer Policy IICC-AR(1):

We will be staying at Home2 Suites by Hilton Mesa Longbow 5643 East Longbow Parkway, Mesa,

For all travel requests, transportation details and a pre-trip driver requirements forms (If driving a Type 20 NCSD minibus must be included).

I have read and understand all trip guidelines.

3/3/23

Trip Leader Signature

Date

Section IV – Required Attachments for building level approval only.

The following attachments must accompany this application:

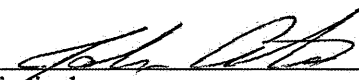
- Detailed Itinerary which includes all planned activities and outline of student expectations specific to the trip.
- Pre-trip Driver Requirements (NCSD minibus-Type 20) upon departure.
- Copy of Permission Release Forms and Emergency Information
- List of chaperones and verification of current background check on file.

Section V – Required Attachments to be sent to district level. (All other forms stay at the building.)

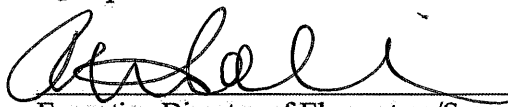
- Detailed itinerary which includes all planned activities and outline of student expectations specific to the trip.
- List of chaperones and verification of current background check on file.

Section VI – Approval

Principal Level: Approved
 Denied


Principal 3/6/23
Date

District Level: Approved
 Denied


Executive Director of Elementary/Secondary 5/5/23
Date

Date of Board Approval: _____

High School Tournament Event Schedules and Venues

Phoenix/Mesa, Arizona
June 11-16, 2023



All schedules are subject to change. Schedule in Mountain Time.

- [Access the Hotels/Venues Map](#)
- [Access the Hotel Block Booking Site](#)
- [Nats23 Middle School Schedules and Venues](#)

Venues Note:

- The [Phoenix Convention Center](#) will host registration on Sunday, final rounds on Thursday-Friday, and all House and Senate competition Monday-Friday
- All other events, including Big Questions, World Schools, supplemental speech, Extemp Debate, and the Middle School National Tournament will be held in Mesa public schools. Tentatively, those schools include Westwood HS, Mountain View HS, Mesa HS, Red Mountain HS, and Skyline HS.
- More information on which venue will host each event will be announced by April 1.

Updated 2/27/23

SUNDAY, JUNE 11

Tournament Registration and Special Events

Venue: Phoenix Convention Center

8:30 a.m.	NSDA Store and Tournament Expo Open
8:30 a.m.	Early Registration Opens (Tournament Officials only, optional)
9:00 a.m.	Registration Opens
10:00 a.m. – 11:00 a.m.	New Coach Reception 1
10:00 a.m.	Tournament Officials Meeting
12:00 p.m.	Parliamentarian Meeting (mandatory)
1:00 p.m. – 2:00 p.m.	District Leader Reception
2:30 p.m. – 4:00 p.m.	Speech Judge Training (optional)
2:30 p.m. – 4:00 p.m.	Congress Judge Training (optional)
2:30 p.m. – 4:00 p.m.	Debate Judge Training (optional)
2:30 p.m. – 4:30 p.m.	World Schools Debate Judge Training (Mandatory for WSD judges)
3:00 p.m. – 4:00 p.m.	New Coach Reception 2
4:00 p.m.	NSDA Store and Tournament Expo close
5:00 p.m. – 7:00 p.m.	Late Registration (the <u>last</u> registration opportunity after this for schools will be Monday, 7:00 a.m. to 9:00 a.m. MT)

This schedule is subject to change. More information about Sunday events coming soon.

MAIN DEBATE EVENTS

2023 Tentative Master Schedule

Policy (CX) • Lincoln-Douglas (LD) • Public Forum (PF)

Monday

Venues: Mesa Public Schools

Round 1 9:00 a.m.
Round 2 11:30 a.m.
Round 3 2:15 p.m.
Round 4 5:00 p.m.

Tuesday

Venues: Mesa Public Schools

Round 5 8:00 a.m.
Round 6 10:30 a.m.

(Teams who win at least 8 prelim ballots will advance to Rounds 7 / 8)

Round 7 2:00 p.m.
Round 8 4:00 p.m.

6:30 p.m.	Online Postings	Tabroom.com
12:00 p.m. to 10:00 p.m.	Supplemental Re-registration	Tabroom.com
<i>(All competitors eliminated on Tuesday are eligible if pre-registered)</i>		

Wednesday

Venues: Mesa Public Schools

8:00 a.m. CX / LD / PF (Round 9)
11:30 a.m. CX / LD / PF (Round 10)
3:00 p.m. CX / LD / PF (Round 11)
6:00 p.m. CX / LD / PF (Round 12)

Thursday

Venues: Mesa Public Schools

8:00 a.m. CX / LD / PF (Round 13)
10:00 a.m. LD / PF (Round 14)
11:00 a.m. CX (Round 14)
12:00 p.m. LD / PF (Round 15)
1:30 p.m. LD / PF (Round 16 - if needed)
2:00 p.m. CX (Round 15)
5:00 p.m. CX (Round 16 - if needed)

Friday

Final rounds of Policy, Lincoln-Douglas, and Public Forum will be held at the Phoenix Convention Center.

MAIN SPEECH EVENTS

2023 Tentative Master Schedule

USX • IX • OO • INF • HI • DI • DUO • POI

Monday

Venue: Mesa Public Schools

Round 1	9:00 a.m.	(Draw at 8:30 a.m.; be in draw at 7:55 a.m.)
Round 2	11:30 a.m.	(Draw at 11:00 a.m.)
Round 3	2:00 p.m.	(Draw at 1:30 p.m.)
Round 4	4:00 p.m.	(Draw at 3:30 p.m.)

Tuesday

Venue: Mesa Public Schools

Round 5	8:30 a.m.	(Draw at 8:00 a.m.)
Round 6	10:30 a.m.	(Draw at 10:00 a.m.)

(The top 60 competitors in each event after prelims will advance to Rounds 7 / 8)

Round 7	2:00 p.m.	(OO, INF, HI, DI, DUO, POI)
	2:30 p.m.	(USX/IX - Draw at 2:00 p.m.)
Round 8	4:00 p.m.	(OO, INF, HI, DI, DUO, POI)
	4:30 p.m.	(USX/IX - Draw at 4:00 p.m.)

6:30 p.m.	Online Postings	Tabroom.com
12:00 p.m. to 10:00 p.m.	Supplemental Re-registration	Tabroom.com
<i>(All competitors eliminated on Tuesday are eligible if pre-registered)</i>		

Wednesday

Venue: Mesa Public Schools

Round 9	8:30 a.m.	(Draw at 8:00 a.m.)
Round 10	10:30 a.m.	(Draw at 10:00 a.m.)
Round 11	2:30 p.m.	(Draw at 2:00 p.m.)
Round 12	4:30 p.m.	(Draw at 4:00 p.m.)

Thursday

Venue: Phoenix Convention Center

10:00 a.m. Finalists' Sound and Light Check (All Speech Events)
Final rounds of POI, HI, DI, and DUO will be held.

Friday

Venue: Phoenix Convention Center:

Final rounds of IX, USX, OO, and INF will be held.

Extemporaneous Debate

2023 Tentative Schedule

VENUES: Mesa Public Schools (Wed-Thurs) • Phoenix Convention Center (Fri)

Tuesday

9:00 a.m. - 5:00 p.m. Registration for supplemental-only schools

12:00 p.m. - 10:00 p.m. Online re-registration through Tabroom.com is required to confirm participation

Wednesday

8:15 a.m. mandatory meeting for Extemp Debate judges obligated for Wednesday. Please review Tabroom instructions emailed to you on Tuesday evening!

<i>Round</i>	<i>Time</i>		<i>Prep</i>	<i>Venue: Mesa Public Schools</i>
1	9:00 a.m.	(preset)	8:30 a.m.	
2	11:30 a.m.	(preset)	11:00 a.m.	
3	1:30 p.m.	(preset)	1:00 p.m.	
4	3:30 p.m.	(preset)	3:00 p.m.	
5	6:00 p.m.		5:40 p.m.	

Thursday

<i>Round</i>	<i>Time</i>		<i>Prep</i>	<i>Venue: Mesa Public Schools</i>
6	8:30 a.m.		8:00 a.m.	
7	11:00 a.m.		10:30 a.m.	
8	1:30 p.m.		1:00 p.m.	
9	3:30 p.m.		3:00 p.m.	
10	5:00 p.m.		4:30 p.m.	
11	6:30 p.m.		6:00 p.m.	

Friday

<i>Round</i>	<i>Time</i>		<i>Prep</i>	<i>Venue: Mesa Public Schools</i>
12	8:30 a.m.		8:00 a.m.	
13	9:30 a.m.		9:00 a.m.	
14**	10:30 a.m.		10:00 a.m.	**If needed
15**	11:15 a.m.		10:45 a.m.	**If needed
16**	12:00 p.m.		11:30 a.m.	**if needed

Supplemental Speech Events

2023 Tentative Time Schedule

VENUES: Mesa Public Schools (Wed-Thurs) • Phoenix Convention Center (Fri)

PATTERN A: Extemp Commentary, Original Spoken Word Poetry, Prose, Expository

PATTERN B: Impromptu, Poetry, Storytelling

Tuesday

9:00 a.m. - 5:00 p.m. In-person registration for supplemental-only schools

12:00 p.m. - 10:00 p.m. Online re-registration through Tabroom.com is required to confirm participation

Wednesday

<i>Round</i>	<i>Time</i>	<i>Draw</i>	<i>Venue: Mesa Public Schools</i>
1A	8:30 a.m.	Commentary Draw – 8:00 a.m.	
1B	10:00 a.m.		
2A	12:00 p.m.	Commentary Draw – 11:30 a.m.	
2B	1:30 p.m.		
3A	3:00 p.m.	Commentary Draw – 2:30 p.m.	
3B	4:30 p.m.		

Thursday

<i>Round</i>	<i>Time</i>	<i>Draw</i>	<i>Venue: Mesa Public Schools</i> <i>(if applicable)</i> <i>(if applicable)</i>
Doubles A	8:30 a.m.	Commentary Draw – 8:00 a.m.	
Doubles B	10:00 a.m.		
Octafinals A	11:30 a.m.	Commentary Draw – 11:00 a.m.	
Octafinals B	1:00 p.m.		
Quarters A/B	2:30 p.m.	Commentary Draw – 2:00 p.m.	
Semis A/B	4:00 p.m.	Commentary Draw – 3:30 p.m.	

Congressional Debate

VENUES: Phoenix Convention Center (Mon-Fri)

Monday

Venues: *Phoenix Convention Center*

- 8:00 a.m. Opening Ceremony (in-person, all competitors)
- 9:00 a.m. Round 1: Elect presiding officer (PO); set agenda; convene
- 12:45 p.m. Recess for lunch
- 2:15 p.m. Round 2: Elect PO; convene
- 5:45 p.m. Recess

Tuesday

Venues: *Phoenix Convention Center*

- 8:00 a.m. Round 3: Elect PO; convene
- 11:30 a.m. PO recognition; Leadership Bowl voting; recess

3:00 p.m.	Online Postings	Tabroom.com
12:00 p.m. to 10:00 p.m.	Supplemental Re-registration	Tabroom.com
<i>(All competitors eliminated on Tuesday are eligible if pre-registered)</i>		

Wednesday

Venue: *Phoenix Convention Center*

- 8:00 a.m. Elimination Round Opening Ceremony (in-person, all elim competitors)
- 8:30 a.m. Senate Semifinal and House Quarterfinal Round 1: Elect PO; set agenda; convene
- 11:45 a.m. Recess for lunch
- 1:30 p.m. Senate Semifinal and House Quarterfinal Round 2: Elect PO; convene
- 4:30 p.m. PO recognition; Leadership Bowl voting; recess
- 7:00 p.m. Posting of Senate Finalists and House Semifinalists

Thursday

Venue: *Phoenix Convention Center*

- 8:00 a.m. Senate Final/House Semifinal Opening Assembly
- 8:45 a.m. Senate Final and House Semifinal Round 1: Elect PO; set agenda; convene
- 12:00 p.m. Recess for lunch
- 1:30 p.m. Senate Finals and House Semifinal Round 2: Reconvene
- 4:45 p.m. PO recognition, Leadership Bowl voting; recess
- 7:00 p.m. Posting of House Finalists

Friday

Venue: *Phoenix Convention Center*

- 8:15 a.m. House Final Round 1: Elect PO; set agenda; convene
- 11:30 p.m. Recess for lunch
- 12:45 p.m. House Final Round 2: Reconvene
- 3:45 p.m. PO recognition; Leadership Bowl voting; recess

Note: Contestant chamber assignments will be released on Tabroom.com on Monday morning.

Big Questions Debate

2023 Tentative Time Schedule

VENUES: Mesa Public Schools (Mon-Thurs)

Monday

10:00 a.m. Judge training for all Big Questions judges
11:30 a.m. Round 1
2:00 p.m. Round 2
4:30 p.m. Round 3

Tuesday

9:00 a.m. Round 4
11:30 a.m. Round 5
3:00 p.m. Round 6

6:30 p.m.	Online Postings	Tabroom.com
12:00 p.m. to 10:00 p.m.	Supplemental Re-registration	Tabroom.com
<i>(All competitors eliminated on Tuesday are eligible if pre-registered)</i>		

Wednesday

10:00 a.m. Round 7
12:30 p.m. Round 8
3:30 p.m. Round 9

Thursday

10:00 a.m. Round 10 **If needed
12:30 p.m. Round 11 **If needed
3:30 p.m. Round 12 **If needed
5:00 p.m. Round 13 **If needed

Friday

The final round of BQ will be held at the Phoenix Convention Center.

World Schools Debate

2023 Tentative Time Schedule

VENUES: Mesa Public Schools (Mon-Wed)

Monday

- 8:00 a.m. Makeup WSD Judge Training (for judges unable to attend Sunday)
- 9:00 a.m. Round 1 (Prepared Motion)
- 10:30 a.m. Round 2 (Prepared Motion)
- 1:30 p.m. Team Roll Call (Gym) and Judge Roll Call (Auditorium)
- 1:45 p.m. Impromptu Resolution Announced and Prep Begins
- 2:45 p.m. Round 3 (Impromptu Motion)
- 4:45 p.m. Round 4 (Prepared Motion)

Tuesday

- 8:15 a.m. Team Roll Call (Gym) and Judge Roll Call (Auditorium)
- 8:30 a.m. Impromptu Resolution Announced and Prep Begins
- 9:30 a.m. Round 5 (Impromptu Motion)
- 12:30 p.m. Team Roll Call (Gym) and Judge Roll Call (Auditorium)
- 12:45 p.m. Impromptu Resolution Announced and Prep Begins
- 1:45 p.m. Round 6 (Impromptu Motion)
- 3:45 p.m. Announcement of Triple Octafinalists
- 4:15 p.m. Team Roll Call (Gym) and Judge Roll Call (Auditorium)
- 4:45 p.m. Triple Octafinals (Prepared Motion)

6:30 p.m.	Online Postings	Tabroom.com
12:00 p.m. to 10:00 p.m.	Supplemental Re-registration	Tabroom.com
<i>(All competitors eliminated on Tuesday are eligible if pre-registered)</i>		

Wednesday

- 8:00 a.m. Roll Call for All Double Octafinalist Teams and Judges
- 8:15 a.m. Double Octafinals (Prepared Motion)
- 9:45 a.m. Roll Call for All Octafinalists Teams and Judges
- 10:00 a.m. Impromptu Resolution Announced and Prep Begins
- 11:00 a.m. Octafinals (Impromptu Motion)
- 1:30 p.m. Roll Call for All Quarterfinalist Teams and Judges
- 1:45 p.m. Impromptu Resolution Announced and Prep Begins
- 2:45 p.m. Quarterfinals (Impromptu Motion)
- 4:45 p.m. Roll Call for All Semifinalist Teams and Judges
- 5:00 p.m. Impromptu Resolution Announced and Prep Begins
- 6:00 p.m. Semifinals (Impromptu Motion)

Thursday

Finals of World Schools Debate (Prepared Motion) will be held on Thursday at the Phoenix Convention Center.

TRAVEL PERMISSION REQUEST

Sabin-Schellenberg Professional Technical Center - SkillsUSA

CONSENT F

May 11, 2023

SUPERINTENDENT'S RECOMMENDATION:

Board approval of the request to travel.

BACKGROUND:

Sabin-Schellenberg Technical Center is requesting permission for 14 students and 4 chaperones to travel to the SkillsUSA Nationals, June 19-24, 2023 in Atlanta, Georgia. This trip will cost \$1,830.00 per student. Scholarships will be available to each student with remaining funds provided by SkillsUSA fundraising. Students will have the opportunity to compete in Automotive, Construction, Cosmetology, and Culinary Arts competitions.

SOURCE OF FUNDS:

See attached Application for Permission to Travel

ATTACHMENTS:

Application for Permission to Travel and required attachments

STAFF CONTACT:

Petra Callin, Executive Director of Secondary Programs

Section II – Budget Information – Cost per Student

Expenses (per student)

- 1. Transportation \$ 980
- 2. Lodging (no home stays) \$ 425
- 3. Meals \$ 150
- 4. Fees/Event Expense \$ 265
- 5. Other \$ 10

Description of other expenses: \$10 Shuttle to and from airport

6. **Total cost per student (total lines 1 through 5):** \$ 1830

7. # of chaperones 4

8. # of students 14

9. **Total # of students + chaperones** 18

10. **Total cost of participation (Line 6 x Line 9):** \$ 32940

11. Substitute Teachers: (rates are effective 2022-2023)

a. 0 # Full-Day Substitute(s) x 0 # of Days @ \$273.60 = \$ 0.00

b. 0 # Half-Day Substitute(s) x 0 # of Days @ \$136.80 = \$ 0.00

c. **Total Sub Cost** \$ 0

TOTAL COST OF FIELD TRIP/TRAVEL (Line 10 plus line 11c.): \$ 32940

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ 32940

Briefly describe fund-raising activities and other resources:

Students will pay \$500, \$200 SSC scholarships for each student. Each program will use SkillsUSA funds that have already been raised and advisors will use Pathways funds.

No students will be denied participation due to lack of funds. Adequate sources of revenue must be made available to all students.

Section III – Transportation and Lodging Information

- Transportation:
- NCSD bus
 - Nondistrict commercial transportation (bus, train, plane)
 - NCSD mini bus (Type 20)
 - Private/personal vehicles (Must have parent/guardian release form)
 - Rental Vehicle (no rental of 15-passenger vans allowed)

For use of NCSD minibus or Rental Cars, please identify the NCSD current certified mini-bus drivers:

Name of Driver(s): _____

NCSD mini buses cannot be used for trips which total more than 600 miles round trip.

Number of miles round trip: _____

PROGRAM NAME:

Itinerary	
Trip Description Atlanta Georgia	
Departure Date 6/19/23	Departure Time 5:15 AM
Return Date 6/24/23	Return Time 7:50pm
Agenda Activities:	
Day: Monday	Date: 6/19/23
Time 5:15am	Activity Fly out of PDX
Time 3:50pm	Activity Arrive ATL
Time 4:00pm	Activity Catch shuttle to hotel
Time 4:30pm	Activity Check into hotel, eat dinner at hotel
Time 7pm	Activity Oregon State Skills Meeting at hotel
Time 9pm	Activity Students do kit checks to prepare for contests
Time 10pm	Activity Advisor /student check in before bedtime
Time	Activity
Time	Activity
Time	Activity
Time:	Activity
Time	Activity

Agenda Activities:

Day: Tuesday	Date: 6/20/23
Time 7-8am	Activity breakfast
Time 8am	Activity Convention Center orientation and contests
Time 12pm	Activity lunch at convention center
Time 5pm	Activity dinner
Time 7pm	Activity Opening session
Time 9	Activity Advisor student meeting
Time 10pm	Activity bedtime
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity

Agenda Activites:	
Day: Wednesday	Date: 6/21/23
Time 7am	Activity Breakfast
Time 8am-5pm	Activity part 1 competition
Time noon	Activity lunch at convention center
Time 8am-5pm	Activity Techspo after competition
Time 6pm	Activity dinner
Time 7pm	Activity Pin trading
Time 9pm	Activity Advisor/ Student checkin
Time	Activity
Time	Activity
Time	Activity
Time	Activity

Notes/Additional Items

Agenda Activities:

Day: Thursday	Date: 6/22/23
Time 7-8am	Activity Breakfast
Time 8am-12pm	Activity Competitions
Time 12pm	Activity Lunch at convention center
Time 12-5pm	Activity Competitions
Time 6pm	Activity Champion's Festival carnival rides & dinner
Time 9:30pm	Activity Return to hotel
Time 10pm	Activity Student/Advisor check in before bed
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity

Agenda Activities:

Day: Friday	Date: 6/23/23
Time 7-8am	Activity Breakfast
Time 9am-12pm	Activity Community Service Project
Time 12pm	Activity Lunch at convention center
Time 12-5pm	Activity Student down time to swim/shop at mall connected to hotel
Time 5-8:30pm	Activity Awards Ceremony
Time 9pm	Activity State Delegation Celebration & dinner at hotel
Time 10pm	Activity Bedtime
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity

Agenda Activites:	
Day: Saturday	Date: 6/24/23
Time 7am	Activity Breakfast & pin trade
Time noon	Activity Check out of hotel & eat lunch
Time 12:30pm	Activity catch shuttle to airport
Time 3:10pm	Activity flight from ATL
Time 7:50pm	Activity Arrive PDX - Parent/guardian pick up
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity
Time	Activity

Notes/Additional Items

Condensed Conference Agenda

Saturday, June 17

8:30 a.m. – 9:30 a.m.

Activate, Leverage, and Engage Registration

9:30 a.m. – 4:00 p.m.

Activate, Leverage, and Engage

Sunday, June 18

9 a.m. – 4 p.m.

Activate, Leverage, and Engage

Monday, June 19

9 a.m. – 3 p.m.

Activate, Leverage, and Engage

1 p.m. – 6 p.m.

SkillsUSA Store Grand Opening

Tuesday, June 20

7:30 a.m. – 5 p.m.

SkillsUSA Store Open

9 a.m. – 12 p.m.

Advisor of the Year Interviews

9:30 a.m. – 4:30 p.m.

Academy of Excellence

9:30 a.m. – 3:30 p.m.

SkillsUSA University

10 a.m. – 5 p.m.

SkillsUSA Championships

10 a.m. – 5 p.m.

SkillsUSA TECHSPO

7 p.m.

Opening Session

Wednesday, June 21

7:30 a.m. – 5 p.m.

SkillsUSA Store Open

8 a.m. – 5 p.m.

SkillsUSA Championships

8 a.m. – 5 p.m.

SkillsUSA TECHSPO

9 a.m. – 5 p.m.

Models of Excellence Interviews

9:30 a.m. – 4:30 p.m.

Academy of Excellence

9:30 a.m. – 3:30 p.m.

SkillsUSA University

1:30 p.m. – 3:30 p.m.

Annual Meeting of SkillsUSA, Inc.

6 p.m. – 9 p.m.

Models of Excellence Dinner

Thursday, June 22

7:30 a.m. – 2 p.m.

SkillsUSA Store Open

8 a.m. – 5 p.m.

SkillsUSA Championships

8 a.m. – 5 p.m.

SkillsUSA TECHSPO

9:30 a.m. – 4:30 p.m.

Academy of Excellence

9:30 a.m. – 3:30 p.m.

SkillsUSA University

6 p.m. – 9:30 p.m.

Champions' Festival

Friday, June 23

9 a.m. – Noon

Community Service Project

5 p.m.

Awards Session

TRAVEL PERMISSION REQUEST
Clackamas High School Football

CONSENT G
May 11, 2023

SUPERINTENDENT'S RECOMMENDATION:
Board approval of the request to travel.

BACKGROUND:

Clackamas High School is requesting permission for 70 students and 10 chaperones to travel to McMinnville, Oregon for Linfield University's Youth Football Camp, June 17-20, 2023. The trip will cost approximately \$294 per person to be funded by the Trivia Night fundraiser, silent auction, and sponsored meals/promotions with local businesses. There will be 2 students per room. This trip is after school is out for the year, so students will not miss any school.

SOURCE OF FUNDS:

See attached Application for Permission to Travel

ATTACHMENTS:

Application for Permission to Travel and required attachments

STAFF CONTACT:

Petra Callin, Executive Director of Secondary Programs

Section II – Budget Information – Cost per Student

Expenses (per student)

- 1. Transportation \$ 14
- 2. Lodging (no home stays) \$ 120
- 3. Meals \$ 120
- 4. Fees/Event Expense \$ 40
- 5. Other \$ _____

Description of other expenses: _____

6. **Total cost per student (total lines 1 through 5):** \$ 294

7. # of chaperones 10

8. # of students 70

9. **Total # of students + chaperones** 80

10. **Total cost of participation (Line 6 x Line 9):** \$ 23,520

11. Substitute Teachers: (rates are effective 2022-2023)

a. _____ # Full-Day Substitute(s) x _____ # of Days @ \$273.60 = \$ 0

b. _____ # Half-Day Substitute(s) x _____ # of Days @ \$136.80 = \$ 0

c. **Total Sub Cost** \$ 0

TOTAL COST OF FIELD TRIP/TRAVEL (Line 10 plus line 11c.): \$ 23,520

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ 23,520

Briefly describe fund-raising activities and other resources: _____
Sponsored meals, promotions with local businesses. Trivia Night Fundraiser, Silent Auction.

Suggested family donations.

No students will be denied participation due to lack of funds. Adequate sources of revenue must be made available to all students.

Section III – Transportation and Lodging Information

- Transportation: NCSD bus Nondistrict commercial transportation (bus, train, plane)
 NCSD mini bus (Type 20) Private/personal vehicles (Must have parent/guardian release form)
 Rental Vehicle (no rental of 15-passenger vans allowed)

For use of NCSD minibus or Rental Cars, please identify the NCSD current certified mini-bus drivers:

Name of Driver(s): n/a

NCSD mini buses cannot be used for trips which total more than 600 miles round trip.

Number of miles round trip: _____

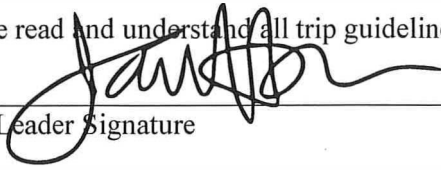
Name the type(s) of nondistrict transportation to be used (including to and from airport) and company name:

District bus from Clackamas High School. Some parents may provide transportation for their student.

Name and location of lodging and description of room arrangements (chaperones may not share rooms with students; see item #2 under Chaperone Guidelines). Students are not allowed to stay with host families without written permission from Superintendent or designee. This is in accordance with Volunteer Policy IICC-AR(1): Student athletes from Clackamas High School will all stay in the same dorm building together on the Linfield Campus. There will be 2 athletes per room and 2 chaperones on each floor in their own rooms.

For all travel requests, transportation details and a pre-trip driver requirements forms (If driving a Type 20 NCS D minibus must be included).

I have read and understand all trip guidelines.

 _____
Trip Leader Signature
4/19/23
Date

Section IV – Required Attachments for building level approval only.

The following attachments must accompany this application:

- Detailed Itinerary which includes **all** planned activities and outline of student expectations specific to the trip.
- Pre-trip Driver Requirements (NCS D minibus-Type 20) upon departure.
- Copy of Permission Release Forms and Emergency Information
- List of chaperones and verification of current background check on file.

Section V – Required Attachments to be sent to district level. (All other forms stay at the building.)

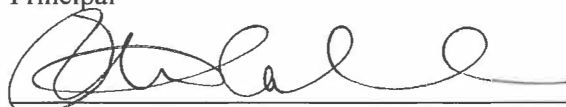
- Detailed itinerary which includes **all** planned activities and outline of student expectations specific to the trip.
- List of chaperones and verification of current background check on file.

Section VI – Approval

Principal Level: Approved
 Denied

 _____
Principal Date 5/5/2023

District Level: Approved
 Denied

 _____
Executive Director of Elementary/Secondary Date 5/5/23

Date of Board Approval: _____

Saturday 6/17		CLACKAMAS - LINFIELD DAY 1			
Time	QB/S	WR/CB	TE/OLB	F/ILB	OL/DL
10:00	10:00 AM - 1:00 PM COACHES ARRIVE CHECK IN / SETTLE				
11:00					
1:00	1:00 - 2:00 PM - CLACKAMAS ARRIVAL / CHECK IN (COACHES AT CHECK IN)				
1:30					
2:00	2:00 HEAD COACHES MEETING UNDER STADIUM				
2:10	SETTLE IN / COACHES CHECK IN AT DORMS MAKE SURE GUYS ARE WHERE THEY SHOULD BE				
2:20					
2:30					
2:40	2:40 - WELCOME TO CAMP ORIENTATION IN STADIUM (1/2 PADS)				
2:50					
3:00	3:00 TEAM WARM UPS				
3:15	3:15 - 4:40 - INDIES WITH LINFIELD COACHES				
3:30					
3:45					
4:00					
4:15					
4:30					
4:40	4:40 - 6:30 - DINNER (DEPENDENT ON ROTATION)				
5:00					
5:30					
6:30	CHILL				
7:00					
7:30	7:30 WARM UPS				
7:45	7:45 - 8:30 PM - TEAM OPTION TIME (PRACTICE / 7V7)				
8:15					
8:30					
9:15	9:15 - MEET IN STADIUM				
9:30	9:30 - 10 PM - TEAM BUILDING				
9:45					
10:00					
10:15	10:15 - DORM CHECK				

Sunday 6/18		CLACKAMAS - LINFIELD DAY 2			
Time	QB/S	WR/CB	TE/OLB	F/ILB	OL/DL
7:00	7:00 AM BREAKFAST (1 HOUR)				
8:00					
8:15	TRANSITION (45 MIN)				
8:30					
8:40	8:40 AM - TEAM MEET ON "L" OF MAIN FIELD (5 MIN)				
8:45	8:45 - TEAM WARMUPS (15 MIN)				
9:00	9:00 AM - 10:30 TEAM PRACTICE (OR INDIVIDUALS)				
9:10					
9:20					
9:30					
9:40					
9:50					
10:00					
10:10					
10:20					
10:30					
11:00	11:30 - LUNCH AND FREE TIME (1130 - 1 LUNCH ON ROTATIONS)				
11:30					
11:45	1:40 - TEAM MEET ON "L" OF MAIN FIELD (5 MIN)				
1:40					
1:45	1:45 - TEAM WARMUPS (15 MIN)				
2:00	2:00 PM - 3:30 PM (TEAM PRACTICE OR) INDIVIDUALS				
2:10					
2:20					
2:30					
2:40					
2:50					
3:00					
3:10					
3:20					
3:30					
4:00	4:30 - DINNER AND FREE TIME (430 - 630 LUNCH ON ROTATIONS)				
4:30					
5:30	7:00 PM - MEET IN STADIUM				
6:30					
7:00	7:00 PM - MEET IN STADIUM				
7:15	7:15 - GUEST SPEAKER IN STADIUM				
7:30	7:30 - TEAM WARM UP				
7:45	7:45 PM - TEAM OPTION TIME (PRACTICE, 7 ON 7, FILM??) NO PADS				
8:00					
8:15					
8:30					
9:30	9:30 PM - STADIUM - TEAM BUILDING				
9:45	10:00 PM - DORM CHECK				
10:00					

Monday 6/19		CLACKAMAS - LINFIELD DAY 3			
Time	QB/S	WR/CB	TE/OLB	F/ILB	OL/DL
7:00	7:00 AM BREAKFAST (1 HOUR)				
8:00					
8:15	TRANSITION (45 MIN)				
8:30					
8:40	8:40 AM - TEAM MEET ON "L" OF MAIN FIELD (5 MIN)				
8:45	8:45 - TEAM WARMUPS (15 MIN)				
9:00	9:00 AM - 10:30 TEAM PRACTICE (OR INDIVIDUALS)				
9:10					
9:20					
9:30					
9:40					
9:50					
10:00					
10:10					
10:20					
10:30					
11:00	11:30 - LUNCH AND FREE TIME (1130 - 1 LUNCH ON ROTATIONS)				
11:30					
11:45	1:40 - TEAM MEET ON "L" OF MAIN FIELD (5 MIN)				
1:40					
1:45	1:45 - TEAM WARMUPS (15 MIN)				
2:00	2:00 PM - 3:30 PM (TEAM PRACTICE OR) INDIVIDUALS				
2:10					
2:20					
2:30					
2:40					
2:50					
3:00					
3:10					
3:20					
3:30					
4:00	4:30 - DINNER AND FREE TIME (430 - 630 LUNCH ON ROTATIONS)				
4:30					
5:30	7:00 PM - MEET IN STADIUM (
6:30					
7:00	7:15 - GUEST SPEAKER IN STADIUM				
7:15	7:30 - TEAM WARM UP				
7:30	7:45 PM - TEAM OPTION TIME (PRACTICE, 7 ON 7, FILM??) NO PADS				
7:30					
7:45					
8:00					
8:00	9:30 PM - STADIUM - TEAM BUILDING				
8:15					
8:30	10:00 PM - DORM CHECK				
9:30					
10:00					

Tuesday 6/20		CLACKAMAS - LINFIELD DAY 4			
Time	QB/S	WR/CB	TE/OLB	F/ILB	OL/DL
7:00	7:00 AM BREAKFAST (1 HOUR)				
8:00					
8:15	TRANSITION (45 MIN)				
8:30					
8:40	8:40 - TEAM WARMUPS (20 MIN)				
8:45					
9:00	9:00 AM - 10:45 - FINAL TEAM SCRIMMAGES (JAMBOREE STYLE)				
9:10					
9:20					
9:30					
9:40					
9:50					
10:00					
10:10					
10:20					
10:30					
11:00	11:00 AM - CLOSING CEREMONIES				
11:30	11:30 AM - CHECK OUT AND DEPART				

TRAVEL PERMISSION REQUEST

Rex Putnam High School Football

CONSENT H

May 11, 2023

SUPERINTENDENT'S RECOMMENDATION:

Board approval of the request to travel.

BACKGROUND:

Rex Putnam High School is requesting permission for 45 students and 7 chaperones to travel to McMinnville, Oregon for Linfield University's Youth Football Camp, June 17-20, 2023. The trip will cost approximately \$294 per person to be funded by the Hour-A-Thon fundraiser. This trip is after school is out for the year, so students will not miss any school.

SOURCE OF FUNDS:

See attached Application for Permission to Travel

ATTACHMENTS:

Application for Permission to Travel and required attachments

STAFF CONTACT:

Petra Callin, Executive Director of High Schools

Section II – Budget Information – Cost per Student

Expenses (per student)

- 1. Transportation \$ 14
- 2. Lodging (no home stays) \$ _____
- 3. Meals \$ _____
- 4. Fees/Event Expense \$ _____
- 5. Other \$ 280

Description of other expenses: Camp fees, lodging and meals

6. **Total cost per student (total lines 1 through 5):** \$ 294

7. # of chaperones 7

8. # of students 45

9. **Total # of students + chaperones** 52

10. **Total cost of participation (Line 6 x Line 9):** \$ 15288

11. Substitute Teachers: (rates are effective 2022-2023)

a. _____ # Full-Day Substitute(s) x _____ # of Days @ \$273.60 = \$ 0.00

b. _____ # Half-Day Substitute(s) x _____ # of Days @ \$136.80 = \$ 0.00

c. **Total Sub Cost** \$ 0

TOTAL COST OF FIELD TRIP/TRAVEL (Line 10 plus line 11c.): \$ 15288

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ 15,288.00

Briefly describe fund-raising activities and other resources: _____

Hour-a-thon annual fundraiser. Camp is optional, payment plans available & some scholarships will be available

No students will be denied participation due to lack of funds. Adequate sources of revenue must be made available to all students.

Section III – Transportation and Lodging Information

- Transportation:
- NCSD bus
 - NCSD mini bus (Type 20)
 - Rental Vehicle (no rental of 15-passenger vans allowed)
 - Nondistrict commercial transportation (bus, train, plane)
 - Private/personal vehicles (Must have parent/guardian release form)

For use of NCSD minibus or Rental Cars, please identify the NCSD current certified mini-bus drivers:

Name of Driver(s): n/a

NCSD mini buses cannot be used for trips which total more than 600 miles round trip.


Number of miles round trip: 0

Name the type(s) of nondistrict transportation to be used (including to and from airport) and company name: District bus beginning at RPHS then to and from camp. No other transportation needed camp is all inclusive.

Name and location of lodging and description of room arrangements (chaperones may not share rooms with students; see item #2 under Chaperone Guidelines). Students are not allowed to stay with host families without written permission from Superintendent or designee. This is in accordance with Volunteer Policy IICC-AR(1): Students will stay in University Dorms. All meals will also be on campus. Chaperones will stay separate from students.

For all travel requests, transportation details and a pre-trip driver requirements forms (If driving a Type 20 NCSD minibus must be included).

I have read and understand all trip guidelines.



Trip Leader Signature

4/6/23

Date

Section IV – Required Attachments for building level approval only.

The following attachments must accompany this application:

- Detailed Itinerary which includes **all** planned activities and outline of student expectations specific to the trip.
- Pre-trip Driver Requirements (NCSD minibus-Type 20) upon departure.
- Copy of Permission Release Forms and Emergency Information
- List of chaperones and verification of current background check on file.

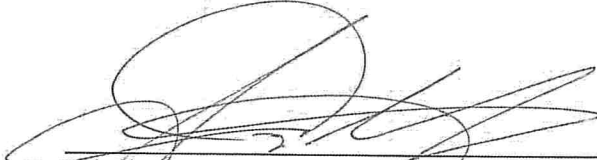
Section V – Required Attachments to be sent to district level. (All other forms stay at the building.)

- Detailed itinerary which includes **all** planned activities and outline of student expectations specific to the trip.
- List of chaperones and verification of current background check on file.

Section VI – Approval

Principal Level: Approved
 Denied


District Level: Approved
 Denied



Principal

04/21/23

Date



Executive Director of Elementary/Secondary

5/3/23

Date

Date of Board Approval: _____

Camp Schedule

Day 1	Day 2	Day 3	Day 4
10am - 2pm: Camp Registration	7am: Breakfast	7am: Breakfast	7am: Breakfast
3pm: Individuals 1/2 pads, Team Practice 30 mins	9am: Full Pads Individual Periods, Team Scrimmages	9am: Full Pads Individual Periods, Team Scrimmages	8:30am: Scrimmages Full Pads
5pm: Camp Orientation	11:30am: Lunch	11:30am: Lunch	11:00am: Closing Ceremony
5:30pm: Dinner	2pm: 1/2 pads, Individuals, Team Practice	2pm: 1/2 pads, Individuals, Team Practice	
7:45pm: Full pads team scrimmages	5:30pm: Dinner	5:30pm: Dinner	
	7:30pm: Guest Speaker, 7-on- 7 no pads	7:30pm: Guest Speaker, 7-on-7 no pads	
	9:30pm: Team Building	9:30pm: Team Building	

**LESBIAN, GAY, BISEXUAL, TRANSGENDER, and
QUEER (+) PRIDE MONTH**

PROCLAMATION

Agenda Item #1

May 11, 2023

SUPERINTENDENT’S RECOMMENDATION:

Adopt the proclamation recognizing June as Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) Pride Month in North Clackamas School District.

BACKGROUND:

Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) Pride Month is celebrated annually in June to honor the 1969 Stonewall riots. LGBTQ+ Pride Month strives to achieve equal justice and equal opportunity for lesbian, gay, bisexual, transgender, and queer Americans. In June of 1969, patrons and supporters of the Stonewall Inn in New York City staged an uprising to resist the police harassment and persecution to which LGBTQ+ Americans were commonly subjected. This uprising marks the beginning of a movement to outlaw discriminatory laws and practices against LGBTQ+ Americans.

In recent years, a national study found that 40 percent of transgender adults reported having made a suicide attempt, with 92 percent of these individuals reported having attempted suicide before the age of 25. Having a gender sexuality alliance reduces a child’s risk of attempting suicide by 50 percent and students at schools with gender sexuality alliances experience less bullying.

In NCSD, we recognize LGBTQ+ community as more expansive, and as such have noted the (+) in recognition of all in the community.

ATTACHMENTS:

Proclamation Lesbian, Gay, Bisexual, Transgender, and Queer (+) Pride Month

Resource: <https://www.oregonsuicideprevention.org/community/lgbtq/>

PRESENTER:

Mitzi Bauer, Board Chair



Lesbian, Gay, Bisexual, Transgender, Queer+ (LGBTQ+) Pride Month in North Clackamas School District

WHEREAS, North Clackamas Schools shares in the belief that diversity is our greatest strength and our lesbian, gay, bisexual, transgender, queer+ (LGBTQ+) students and staff have the same rights guaranteed to their peers; and

WHEREAS, each year, the month of June honors the 1969 Stonewall riots in Manhattan and the National Education Association has included LGBTQ+ Pride Month in its list of commemorative months since 1995; and

WHEREAS, we believe, like Jason Collins, the first openly gay major American sports athlete who said, "openness may not completely disarm prejudice, but it's a good place to start"; and

WHEREAS, LGBTQ+ youth are almost five times as likely to have attempted suicide compared to straight cis gender youth and each episode of LGBTQ+ victimization, such as physical or verbal harassment or abuse, increases the likelihood of self-harming behavior by 2.5 times on average; and

WHEREAS, a national study found that 40 percent of transgender adults reported having made a suicide attempt, with 92 percent of these individuals reported having attempted suicide before the age of 25; and

WHEREAS, having a gender sexuality alliance reduces a child's risk of attempting suicide by 50 percent and students at schools with gender sexuality alliances experience less bullying around gender non-conformity; and

WHEREAS, federal law guarantees students the right to form gender sexuality alliance clubs where other non-curricular clubs exist and our community is better because of the diversity of our population; and

WHEREAS, inclusion is a core value of our district and the school board is committed to helping end the crisis of suicide in our community by creating a safe and welcoming school district for all students;

NOW, THEREFORE, the North Clackamas School District Board of Directors proclaims June 2023 to be LGBTQ+ PRIDE MONTH and urges our community to join us in celebrating the diverse gender identity and sexual orientation that exists among our students, staff and community.

Adopted this 11th day of May, 2023.

Signed:

Chair, Mitzi Bauer, School District Board of Directors

BILQUIST ELEMENTARY - SCHOOL PRESENTATION

DISCUSSION

Agenda Item #3

May 11, 2023

SUPERINTENDENT'S RECOMMENDATION:

This item is presented for Board Information.

BACKGROUND:

This year, a school will be highlighted each month and will make a presentation to the School Board to engage in a discussion on student achievement.

Bilquist Elementary School is featured this month and will present the following:

- Welcome
- School Mission and Demographics
- Video "Voices from Bilquist"
- Social and Emotional Learning (SEL)
- Academic Goals
- Community Engagement & PTA
- Thank You - Q&A

ATTACHMENTS

- Oregon At-A-Glance School Profile
- Bilquist Elementary School Board Presenting Slides

PRESENTER/STAFF CONTACT:

Khaliyah Williams-Rodriguez, Executive Director of Elementary Programs

Karon Webster, Bilquist Elementary School Principal

Milica Leamy, Assistant Principal

Vickie Beraka, Instructional Coach

Jen Oleson, PTA President/5th Grade Teacher

Adrienne Courbis, 4th Grade Teacher

OTHERS NOTIFIED OF ITEM:

Bilquist Elementary Staff

Bilquist Elementary PTA and Families



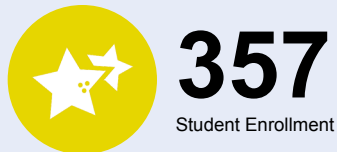
OREGON AT-A-GLANCE SCHOOL PROFILE

Bilquist Elementary School

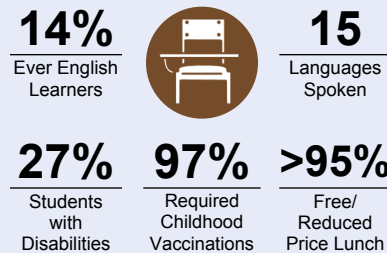
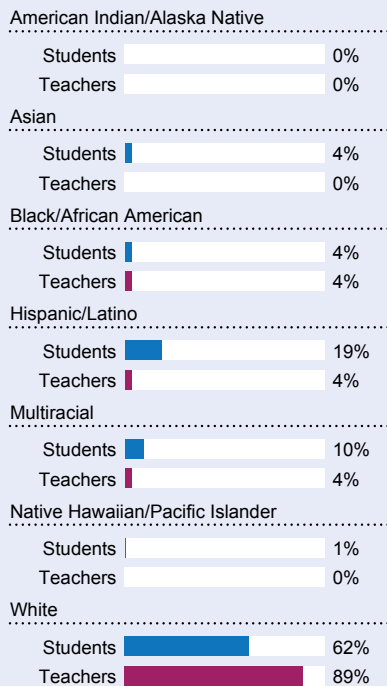
PRINCIPAL: Karon Webster | GRADES: K-5 | 15708 SE Webster Rd, Milwaukie 97267 | 503-353-5340



Students We Serve



DEMOGRAPHICS

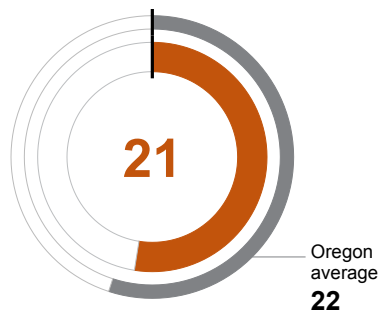


*<10 students or data unavailable

School Environment

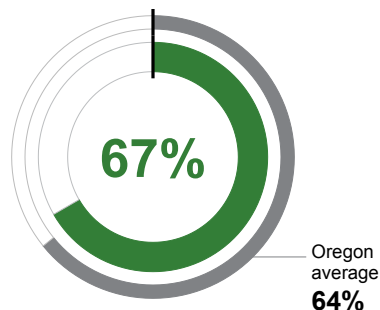
CLASS SIZE

Median class size.



REGULAR ATTENDERS

Students who attended more than 90% of their enrolled school days.



Academic Progress

INDIVIDUAL STUDENT PROGRESS

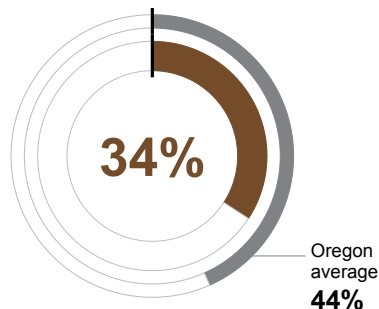
Year-to-year progress in English language arts and mathematics.

Data not available in 2021-22

Academic Success

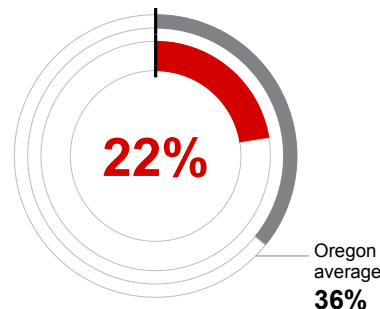
ENGLISH LANGUAGE ARTS

Students meeting state grade-level expectations.



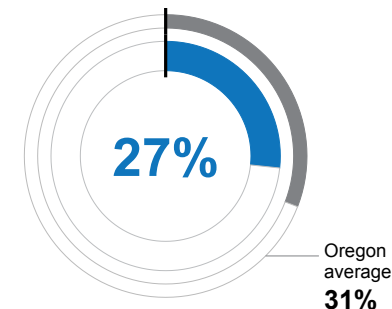
MATHEMATICS

Students meeting state grade-level expectations.



SCIENCE

Students meeting state grade-level expectations.



School Goals

As NCSD elementary school students enter one of our vibrant neighborhood, magnet, or charter schools, NCSD fosters a joy of learning, nurtures a positive vision for their future, and cultivates a school environment where all cultural heritages are valued. NCSD's elementary schools are striving to achieve this vision by focusing on the whole child and ensuring social, emotional, physical, and academic needs are met.

State Goals

The Oregon Department of Education is partnering with school districts and local communities to ensure a 90% on-time, four year graduation rate by 2025. To progress toward this goal, the state will prioritize efforts to improve attendance, provide a well-rounded education, invest in implementing culturally responsive practices, and promote continuous improvement to close opportunity and achievement gaps for historically and currently underserved students.

Safe & Welcoming Environment

NCSD believes the physical, social, and emotional safety of all students is a priority no matter their demographics or identities. Therefore, NCSD has an obligation to each student, family, staff member, and community member to provide environments that hold a fundamental sense of safety and respect. NCSD values all people regardless of background, race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, disability, or familial status.



OREGON AT-A-GLANCE SCHOOL PROFILE CONTINUED

Bilquist Elementary School



2021-22

Outcomes

Our Staff (rounded FTE)



23

Teachers



12

Educational assistants



1

Counselors/
Psychologists



89%

Average teacher retention rate



79%

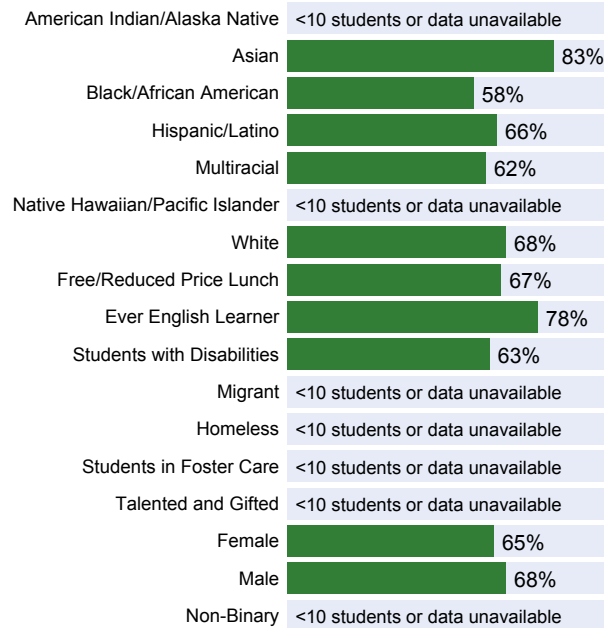
% of licensed teachers with more than 3 years of experience



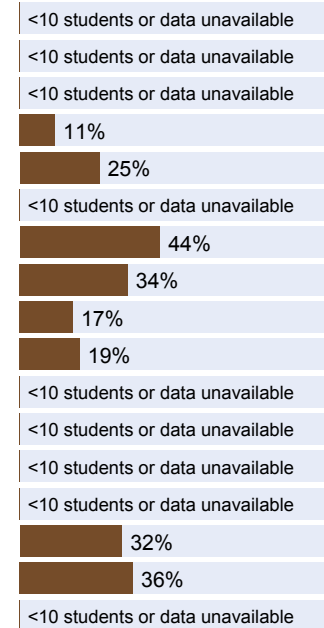
No

Same principal in the last 3 years

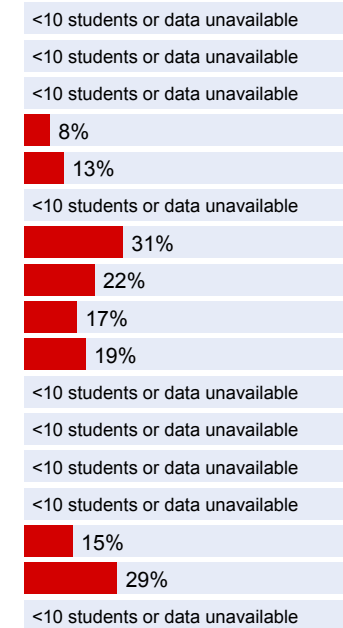
REGULAR ATTENDERS



ENGLISH LANGUAGE ARTS



MATHEMATICS



About Our School

BULLYING, HARASSMENT, AND SAFETY POLICIES

NCSD believes that in order for all students, families, and staff members to feel important and welcome as members of the school community, they must feel safe - physically, emotionally, and psychologically. For this reason, NCSD has a comprehensive set of policies that prohibit bullying and harassment, and NCSD has established multiple reporting and accountability measures designed to assist NCSD to respond quickly to these incidents. Information about NCSD's policies can be found at bit.ly/2CrTbnk.

EXTRACURRICULAR ACTIVITIES

North Clackamas School District offers a range of extracurricular activities for our elementary-aged students. Some examples may include: morning/after school CARE program, PTA/PTO-sponsored events, music and arts education, and partnerships with local, community-based organizations.

PARENT ENGAGEMENT

Engaged families are a key component in the academic success of students. NCSD provides multiple forums for families to become invested in their child's education, their schools, and the larger NCSD community. Whether their students are striving or thriving, NCSD believes it is essential for families to actively participate in their children's education, and NCSD's schools know this is a key responsibility.

COMMUNITY ENGAGEMENT

North Clackamas Schools welcomes and values the contributions of its community partners. Local businesses, social service organizations, and numerous individual volunteers add to the richness of the NCSD experience, both inside and outside of classrooms. Volunteers are welcome at our schools, and are a valued source of knowledge and expertise benefiting students and staff.



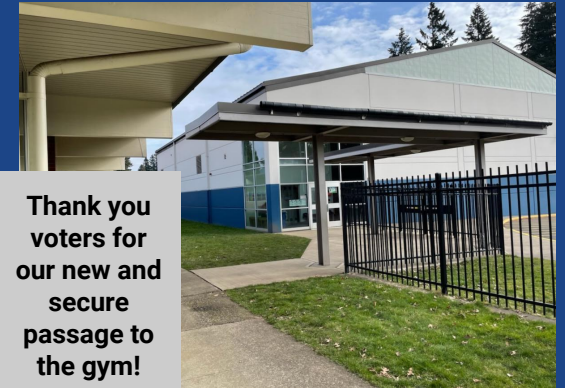
North Clackamas School Board Presentation

May 11, 2023



**Bilquist Elementary School
2022 -2023**

67



Thank you
voters for
our new and
secure
passage to
the gym!

Karon Webster, Principal

Milica Leamy, Assistant Principal

Vickie Beraka, Instructional Coach

Jen Oleson, PTA President/5th Grade Teacher

Adrienne Courbis, 4th Grade Teacher



Bilquist supports the North Clackamas Mission: Inspiring graduates who are empowered to **act with courage** in life and to **strengthen local and global communities**.

By building a caring school community, engaging students in academic learning, and strengthening social and emotional skills.

Current Demographics

Race:	Number:	Percent:
American Indian/ Alaskan Native	11	3%
Asian	27	7%
Black/ African American	36	10%
Hispanic	56	15%
Native Hawaiian/Other Pacific Islander	14	4%
Two More	32	8%
White	242	66%

Additional home languages- Amharic, Arabic, Cambodian, Cantonese, Chinese -other, Filipino, German, Korean, Hmong, Portuguese, Russian, Spanish, Ukrainian, Vietnamese

Voices from Bilquist



71

Special thanks to Tino Herrera from our NCSD Technology Department for video production.

Social and Emotional Learning (SEL)

Our SEL curriculum is focused on

- Encouraging student **autonomy** by honoring student voice in class and school-based decisions
- Focusing on student **belonging** by exploring school-community partnerships and seeking family connections
- Building student **competence** by encouraging more student problem solving

Biweekly assemblies that are focused on

- Developing a positive school culture
- Recognizing and acknowledging cultural events

Leadership opportunities for students in 5th grade

- Beginning in February 2023
- School announcements, roles in the assembly, and classroom deliveries



Academic Improvement Goals- Multi Tiered System of Support

Academic Growth

- By the end of the school year, **each 3rd -5th grade student will demonstrate expected growth or more in math** as measured by the STAR math assessment.
- By the end of the school year, each of our students, **K-5**, will demonstrate **growth in reading** as measured by STAR and other literacy assessments.

Components of MTSS supported by Instructional Coach

- Data and Data review process
- Documentation
- Collaboration
- Developing **teacher leadership** for MTSS

How We Will Get There

- Implementing the **Hi-5 Strategies**
- Teacher Teams have time to meet in Professional Learning Communities
- Multi-Tiered Systems of Support (MTSS)
 - Facilitated Data Review
 - **Targeted Reading Interventions**
 - Literacy support for paraprofessionals
- Teachers are supported to embed strategies learned at trainings in the areas of phonics and writing
- Provide professional development as needed around math intervention curriculum



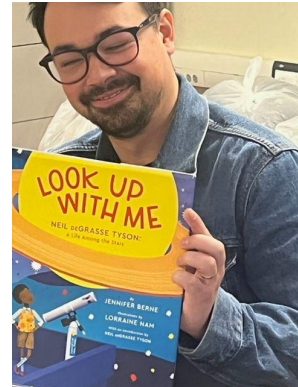
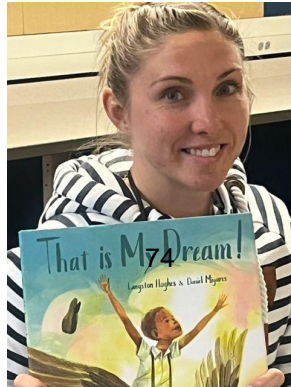
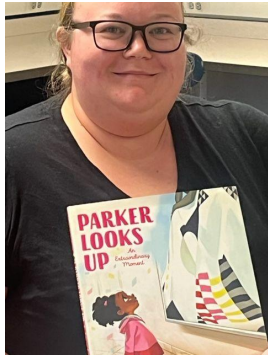
Equity

Overall goal

- To identify, remove and prevent barriers in order to help each student reach their full potential and improve student achievement.

This year's focus

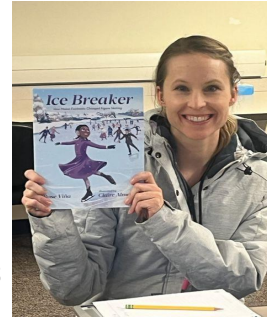
- To increase our knowledge of our students and their families, and expand on home cultures' representation at Bilquist.



Equity- Specific Actions

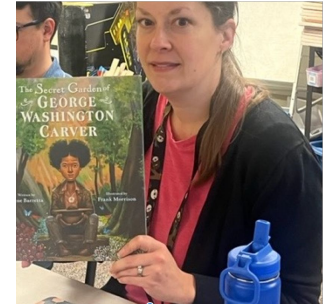
Offer opportunities for staff empowerment by

- Forming an Equity Committee
- Including a member of the Equity Committee on hiring teams
- Increasing resources on race and culture for teachers



Provide Professional development that will

- Encourage staff to attend district training on equity topics
- Offer monthly staff meetings focusing on equity
- Increase understanding of our school community

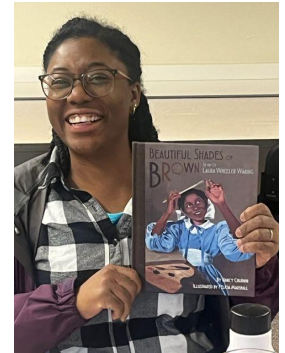


Implement school surveys by

- Looking at our Youth Truth Survey specifically for issues around equity

Incorporate learning about race and culture by hosting

- Assemblies
- Family events



Community Engagement & PTA



This fall the PTA held the annual Bilquist **Jog-a-Thon**. Students, staff & families had a blast!

- The **PTA** supports the school with needed equipment, field trips, teacher grants, music enrichment, literacy enrichment, and staff appreciation efforts.
- The **PTA** hosts numerous community events such as Walk & Roll to School Day, Family & Community Safety Night, Spaghetti Dinner & Staff Talent Show, movie nights, Bingo Night, and the Hippy Family Shake Dance .
- **Rotary Club** contributes funds to purchase Battle of the Books for 3rd-5th grade classrooms.
- **In 4 All**, a **STEM Connect Program**, facilitates hands-on lessons for 4th and 5th grade students in order to increase their interest in math and science.
- **Putnam High School Mentors** work in numerous classrooms on a daily basis.
- **Volunteers** are returning to support our school!
- Bilquist has an active **PTA** that fundraises via: *Jog-a-Thon, Cookie Dough & Gift Wrap Sales, The Bilquist Holiday Bazaar, monthly restaurant nights, and BoxTops for Education.*

We are looking forward to...

- Building more cross-grade activities to improve our whole school caring community.
- More participation at family activities including the *Dance Night*, *Bingo Night*, and the *STEAM Night*.
- Improved recess facilities including a GaGa Ball Pit and additional inclusive playground structures and playground equipment.
- Evidence of growth in academics through progress monitoring, STAR testing, and state tests.

Questions?

**Thank you for your continued support of
Bilquist!**

POLICY REVISIONS

DISCUSSION
Agenda Item #5
May 11, 2023

REASON FOR BOARD CONSIDERATION:

First reading of the attached revised policies.

RECOMMENDATION:

The Superintendent’s Policy Review Team, with representation of both staff and Board, reviewed and supports the following policy revisions.

BUDGET IMPACT/SOURCE OF FUNDS:

There are no known or anticipated increases to costs with the proposed policy change.

ATTACHMENTS:

Drafts of the following policies to review:

Policy	Title	Reason
JBA/GBN	Sexual Harassment	These proposed policies/ARs are developed from OSBA model policies in alignment with current state laws. These proposed policies/ARs are also aligned with the recently adopted complaint appeal process recommended by the former NCSD Ad Hoc Committee.
JBA/GBN-AR(1)	Sexual Harassment Complaint Procedure	
JBA/GBN-AR(2)	Sexual Harassment Complaint Form	
GBN/JBA	Sexual Harassment	
GBN/JBA-AR(1)	Sexual Harassment Complaint Procedure	
GBN/JBA-AR(2)	Sexual Harassment Complaint Form	

PRESENTER / STAFF CONTACT:

Tiffany Shireman, Chief of Staff



Code: JBA/GBN
Adopted: 11/15/07
Revised/Readopted: 12/06/12; 1/08/15; 6/25/20;
11/11/20
Orig. Code: JBA/GBN

Sexual Harassment**

The Board is committed to the district being free of sexual harassment. Sexual harassment is strictly prohibited and shall not be tolerated. This policy applies to all students, staff members and 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.

The district processes reports or complaints of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106 in policy GBNAB. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBNAB and GBNAB-AR - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

Definitions

1. "Complainant" means current or former district students, district staff and third parties, that have filed a complaint under Policy GBN/JBA.
2. "District" includes district facilities, district premises and non-district property if the student or 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 jurisdiction of the district or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with a staff member's district job responsibilities.
3. "Third parties" mean any persons who are not students or staff members but are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official bus stop by other students or staff members¹.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and/or discipline, up to and including expulsion. 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 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.

Sexual harassment of students and staff members 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. Unwelcome conduct of a sexual nature that has the purpose or effect of unreasonably interfering with person's ability to perform their job; or
3. Creates an intimidating, offensive or hostile educational or working environment.
4. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, staff members or third parties.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexting, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or 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 students, staff member or third parties who has knowledge of conduct in violation of this policy or feels they are a victim of sexual harassment must immediately report their concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. Students may also report concerns to any staff member, who will promptly notify the appropriate district official. Notification to the district official (and the reporting staff member when the victim of the harassment is a student or third party) will allow the district official to coordinate efforts to take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

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

Upon receipt of a complaint by a student or student's parents, if applicable, 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 342.704(4) to the complainant.

When the investigation is concluded, the student, the student's parents (if applicable), the staff member or the third party who initiated the complaint shall be notified in writing 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 may not adversely affect the educational assignments or educational environment of 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 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.

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, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training 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, staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in all district work sites. Posted signs shall be at least 8 1/2 inches by 11 inches in size.

The superintendent or designee will establish a process of reporting incidents of sexual harassment. The superintendent may not modify or change the 3- step complaint procedure without Board approval.

All complaints must be received by the district on the later date of (1) within two years of the alleged violation or the complainant’s discovery of the alleged violation; or (2) one year after the affected student has graduated from, moved away from, or otherwise left the district.

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Cross Reference(s):

GBN/JBA - Sexual Harassment
GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing – Staff
JFCF - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/
Teen Dating Violence/Domestic Violence – Student
JHFE - Reporting of Suspected Abuse of a Child
JHFF/GBNAA - Reporting Requirements for Suspected Sexual Conduct with Students



Code: JBA/GBN
Adopted: 11/15/07
Revised/Readopted: 12/06/12; 1/08/15; 6/25/20;
11/11/20
Orig. Code: JBA/GBN

Sexual Harassment

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

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. Conduct that falls under Title IX will be processed under GBNAB and GBNAB-AR - Federal Law (Title IX) Sexual Harassment Complaint Procedure. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures may be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and GBNAB and GBNAB-AR - Federal Law (Title IX) Sexual Harassment Complaint Procedure. The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.¹

The superintendent shall ensure appropriate periodic sexual harassment awareness training 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.

Oregon Definitions

Sexual harassment of students, staff members or third parties² shall include:

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

¹ Common complaint procedures that may also be involved include but are not limited to: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF) or Staff (Board policy GBNA) , and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy JHFF/GBNAA).

² “Third party” means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) At a school-sponsored activity or program; or 3) Off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching of a sexual nature; graffiti of a sexual nature; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

The district official receiving the complaint shall follow the Oregon Procedures outlined under JBA/GBN-AR - Sexual Harassment Complaint Procedure.

No Retaliation

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

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

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

Publication

This policy shall be made available to students, parents of students and staff members. This policy shall be prominently published on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any student, parent of a student, school or district staff member, or third party upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

Proposed



Code: JBA/GBN-AR(1)
Revised/Reviewed: 12/06/12; 6/25/20; 10/22/20

Sexual Harassment Complaint Procedure**

A complaint under Policy GBN/JBA alleging sexual harassment may be made in writing or may be made verbally. All information, if not done at the time the complaint was made, shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates. The basis of the complaint must be related to conduct that is defined in Policy GBN/JBA as “sexual harassment.” For complaints that involve a District staff member other than the Superintendent, School Board or a School Board member, the executive director of human resources will determine the appropriate administrator for Step 1. For complaints about students or from students, the executive directors of elementary programs or secondary programs are responsible for determining the appropriate administrator for Step 1. For a complaint about policies, programs or services, the Superintendent is responsible for determining the appropriate administrator for Step 1.

1. 3-Step Appeal Process:

- 1.1 **Step 1 (School/Program Administrator):** After the District has received a complaint it will be referred to the appropriate administrator for investigation and resolution. The administrator responsible for Step 1 shall cause the District to provide written notice from the District to the complainant, as described in Section 11.6. It is the District’s intent that a complaint would be resolved at the lowest level. The administrator will investigate the complaint, attempt to resolve the complaint and make a Step 1 decision if the complaint cannot be resolved to the complainant’s satisfaction.
- (a) The administrator responsible for Step 1 has 30-calendar days to investigate the complaint, attempt to resolve the complaint and make a written decision on the complaint if the complaint is not resolved.
 - (b) The administrator responsible for the complaint at Step 1 has wide latitude to attempt to resolve the complaint by conferring with the complainant, the subject, and other parties involved. In some cases, it may involve the administrator requesting the complainant and the subject of the complaint to meet and try to resolve the dispute. In other cases, it may not be appropriate to have such a meeting.
 - (c) The 30-day time limit for Step 1 may only be extended by written agreement of the complainant.
 - (d) The administrator will include in the Step 1 decision a notice that the decision may be appealed within 7 calendar days after the decision is sent to the complainant. The notice will explain how to appeal the decision, where to send the appeal, along with the applicable timeline to appeal.

- (e) The complainant who appeals the Step 1 decision shall provide in writing the reason(s) for the appeal.
- (f) **Athletic Issues:** For complaints involving athletics (except for Title IX complaints which are not subject to this subsection), the first step in the complaint process is the coach directly responsible for the student athlete. If the issue is not resolved within 5-school days, the issue may be appealed to the high school athletic director. A decision of the athletic director may be appealed to the high school principal within 5-school days of the athletic director's decision. The decision of the high school principal is final and may not be appealed.
- (g) **Students with Disabilities:** Complaints about athletics that involve students who are eligible for special education or reasonable accommodations under either the IDEA or Section 504 will be process under applicable statutory procedures under those laws. Further information on this subject may be found in the OSAA Handbook.

1.2 **Step 2 (Superintendent or Designee):** If the complainant disagrees with the decision of the administrator in Step 1, the complainant may appeal the decision to the administrator indicated in the Step 1 decision. Normally this administrator would be the supervisor of the Step 1 administrator.

- (a) The Superintendent determines the appropriate Step 2 administrator.
- (b) The Step 2 administrator will review the investigation that occurred at Step 1, the Step 1 administrator's decision, and the complainant's written appeal.
- (c) The Step 2 administrator may, but is not required, to do more investigation if that administrator determines it is necessary. This may include additional interviews of the complainant and other relevant witnesses.
- (d) The Step 2 administrator will attempt to resolve the complaint with the complainant. If this is not possible, the Step 2 administrator will issue a final decision.
- (e) The administrator responsible for Step 2 has 30 calendar days to investigate the complaint, attempt to resolve the complaint and make a written decision on the complaint if the complaint is not resolved.
- (f) The 30-calendar day time limit for Step 2 may only be extended by written agreement of the complainant.
- (g) The administrator will include in the Step 2 decision a notice that the decision may be appealed within 7 calendar days after the decision is sent to the complainant. The notice will explain how to appeal the decision, where to send the appeal, along with the applicable timeline to appeal.

1.3 **Step 3 (School Board):** The School Board is the final step in the District's complaint process. For complaints under this policy, the School Board may hear the appeal. If the School Board decides to provide a hearing on the appeal it will render a decision within ninety (90) calendar days of initiation of the complaint. If a hearing on the appeal is granted, the process will include:

- (a) The Board will schedule a hearing on complainant's appeal. The Board leadership in consultation with the Superintendent and/ or legal counsel will determine whether the hearing will be in public session or in executive session, according to the Oregon public meeting law. The administrator will include in the Step 2 decision a notice that the decision may be appealed within 7 calendar days after the decision is sent to the complainant. The notice will explain how to appeal the decision, where to send the appeal, along with the applicable timeline to appeal.
- (b) The appeal before the Board will be on the record developed by the Step 1 and Step 2 administrators. No witnesses may be called. The Superintendent or designee will present its position. The complainant will present their position. The Board may ask clarifying questions of the parties. The Board will make a final decision on the appeal in an open public session.
- (c) The Board will provide a written order to the complainant following the Board decision.
- (d) The Board has 30-calendar days from the day it receives a written appeal to make a final decision in a Board meeting. The 30-calendar day timeline may be extended with written consent from the complainant.

1.4 It is the District's goal that the complaint process be resolved within 90 calendar days. For example:

- (a) 30 calendar days at Step 1 to review complaint, investigate and render decision.
- (b) 7 calendar days to appeal: Days 31-38.
- (c) Day 38 appeal received.
- (d) Day 68 for Step 2 decision.
- (e) 7 calendar days to appeal: Days 69-75.
- (f) Day 75 Step 3 appeal to the Board. The Board has 15 calendar days to have Board hearing (if applicable) and render final decision.

2. **Complaints made to Board Members:** From time to time Board members may receive complaints from community members, groups or staff by email or other means. Board members shall refer complainants to the Superintendent.

3. **Complaints filed with Public Agencies:** If the complainant chooses to engage in another complaint process with an outside agency such as the Oregon Department of Education, the Teacher Standards and Practices Commission, the Oregon Bureau of Labor and Industries, the Employment Relations Board, the Office for Civil Rights or other such agencies, the District is under no obligation to either begin or complete its complaint process.

3.1 If the complainant refuses to use the District complaint process and instead goes directly to a public agency with the complaint, the District is under no obligation to consider the same complaint in the future.

3.2 If the complainant withdraws their complaint within the first 30-calendar days after filing the complaint with the public agency but prior to receiving a decision or a dismissal notice from the public agency, the complainant may file a complaint under the applicable policy with the District provided that the complaint is filed with the District within the time limitation.¹

4. **Complaints that cannot be processed within 90-calendar days:** There may be situations where it is not practical that a complaint can go through the 3-step process from start to finish within the 90-day time period. An example of such a complaint might require an unusual amount of investigation at Step 1 that makes it impossible to complete Step 1 within 30-calendar days. Another example might be a complainant who raises an issue that can only be decided by the Superintendent or Board. A third example is a situation where the Board is not able to schedule a Board hearing within the 90-day window because of an event outside the control of the Board (e.g., a snow day closure with cancellation of the Board meeting, or a necessary party to the hearing being unavailable because of illness).

4.1 It is important that both the District personnel who are responsible for responding to the complaint as well as the complainant understand that there are many possible events that could delay the 3-step process that leads to a final Board decision within 90-calendar days of the date the complaint is filed. In these instances, the District will work with complainant to come to a mutual agreement on the path forward, which may include the following modification of the 3-step complaint procedures:

- (a) Mutual agreement on an extension of time for the complaint process: complainant must confirm such an agreement in writing.
- (b) Waive Step 1 and go directly to Step 2: Both the complainant and the District must mutually agree in writing to this process. The Step 2 process will complete the investigation and render a decision within 60-calendar days. Any appeal to the Board under Step 3 must be completed with a Board decision by day 90.
- (c) If a complaint is received at the end of the school year, and an investigation must include interviews of staff and students who may be unavailable during the summer months, it may be necessary for the District to request an extension of time to complete the investigation. If the complainant refuses the extension of time for the investigation at Step 1, the District may skip Step 1 to give the investigator the amount of time needed for the investigation. The process will then begin at Step 2 so that the investigation can be completed so there is enough time for a Step 2 decision and a Step 3 appeal.
- (d) If the complainant has not otherwise agreed to an extension of time and the District has not been able to render a final decision at the Board level in Step 3 within 90-calendar days, the complainant may appeal directly to the Deputy Superintendent of Public Instruction as outlined below.

¹ All complaints must be received by the District on the later date of: (1) within two years of the alleged violation or the complainant's discovery of the alleged violation, or (2) one year after the affected student has graduated from, moved away from, or otherwise left the District. If the alleged violation is continuing, the time limitation must run from the date of the most recent incident.

5. **Final Decisions of the School Board that may be appealed:** Certain Step 3 final decisions by the Board may be appealed to the Deputy Superintendent of Public Instruction, as allowed in OAR 581-002-0001 to 581-002-0023. The Board’s final decision regarding complaints of discrimination under Policy AC, complaints about restraint and seclusion of students, complaints about harassment of students in OAR Division 22 Standards and complaints of retaliation in ORS 659.852 may be appealed. All other decisions of the Board are final and may not be appealed to the Deputy Superintendent of Public Instruction.
- 5.1 In those complaints that may be appealed to the Deputy Superintendent of Public Instruction, a complainant may appeal if the Board has failed to render a decision within 90 calendar days of the initial filing of the complaint, unless the District and the complainant have agreed in writing to a longer period.
- 5.2 The appeal to the Deputy Superintendent of Public Instruction must be received by the Oregon Department of Education no later than one year after the date of the final decision by the District, or if the District fails to issue a final decision, not later than two years after the date the complainant first filed the underlying complaint with the District.
6. **Investigations:** Investigations will normally occur at Step 1 after a complaint is received. The Step 1 administrator may be the investigator, or a third-party investigator may conduct the investigation. The investigator will not be a person who is the subject of the complaint or who is directly involved in the subject matter of the complaint. The District staff responsible to determining the sufficiency of the complaint in Section 3.1 will normally determine who will investigate the complaint.
- 6.1 **Investigations involving District’s Legal Counsel:** At the sole discretion of the Superintendent or designee, it may become necessary to request the District’s legal counsel to assist the District in an investigation.
- 6.2 **Investigation Process:** There is no set investigative process. Each complaint should be investigated in a manner that makes the most sense, but should include interviews of the complainant, the subject of the complaint, and any relevant fact witnesses who know something about the issue.
- 6.3 **Burden of Proof:** The complainant has the burden of proof in determining the truth of the matter asserted. The subject of the complaint (for example, the staff person who is alleged to have done something wrong) bears the burden of proving a defense to the complaint. The investigator is entitled to make credibility findings based upon the demeanor of the interviewees.
- (a) The burden of proof is a preponderance of the evidence, whether it is more likely than not that the issue complained about is true, and whether it violates a District policy.
- (b) Sometimes it will not be possible for an investigator to determine which version of the facts is correct, such as when there are only two witnesses and the witnesses have contrary testimony. In this situation the investigator may but is not required to determine which witness is more believable. The investigator may also determine that neither witness is more believable than the other and the evidence is therefore inconclusive. In this case the complaint will be deemed denied.

- 6.4 **Investigation Timeline:** The District's goal at each step is to conclude each step within 30 calendar days, for a total complaint process of 90 calendar days. Some complaints will have relatively simple issues to be investigated. Complaints that contain many issues over a period of several years may present challenges for the completion of an appropriate investigation within the 30 calendar day time frame. The Step 1 administrator responsible for initiating an investigation shall notify the complainant of any delays or impediments to a timely investigation.
- (a) **Agreement to Extend Investigation Timeline:** There may be circumstances that arise that make it impossible to complete an investigation with 30-calendar days, such as summer break, the unavailability of witnesses to participate in an interview, or the complexity or large number of issues to be investigated. If a delayed or prolonged investigation is necessary, the District will contact the complainant and explain the situation with the goal of getting consent for an extension of time. All extensions of time for the investigation will be put in writing and sent to the complainant.
 - (b) If the complainant refuses to allow for an extension of time for an investigation and it appears that an investigation cannot be completed within the time period allowed, the District may conclude the investigation and inform the complainant that the complainant may advance to the next level of appeal.
- 6.5 **Investigation regarding Sexual Harassment Complaints:** All complaints alleging sexual harassment shall be investigated by the District.
- 6.6 **Investigations Reports:** Complaint investigations will be concluded with a written investigation report. Depending on the investigation, the District may be required to keep the investigation report confidential pursuant to state or federal law.
- (a) The District will respond to public records requests for investigation reports consistent with the Oregon Public Records law in ORS Chapter 192.
 - (b) The District will notify complainants and the subject of the complaint regarding the results of an investigation. This will include (a) whether the complaint is substantiated and (b) the District's intended action for a substantiated complaint.
 - (c) The District will determine on a case-by-case basis whether the actual investigation report is subject to disclosure to the complainant, subject of the complaint, or the public according to the applicable District policy, state law, federal law and collective bargaining agreements with the associations.
7. **Complaints about the Superintendent:** A complaint that is directly against the Superintendent is not subject to the 3-step complaint process above. Any complaint received by the District under any complaint policy will be referred directly to the Board Chair.
- 7.1 The Board Chair shall notify the Vice Chair and District's legal counsel about the complaint. The District's legal counsel will notify the full Board of Directors about the complaint and the general nature of the complaint. The Board Chair will notify the Superintendent about the complaint.
 - 7.2 The Board Chair and Vice Chair will determine how to conduct a preliminary investigation of the complaint in consultation with the District's legal counsel. The Board Chair will keep the Board of Directors apprised of the status of the investigation.

7.3 If the nature of the complaint appears to the Board Chair and Vice Chair to be a complaint that could be resolved between the complainant and the Superintendent, the Board Chair will notify the Board of Directors that an informal resolution may be possible. The Board Chair shall complete an investigation and informal resolution within 30 calendar days of the filing of the complaint.

(a) The Board Chair shall contact the complainant and determine if the complainant is willing to engage in an informal resolution.

7.4 If the complainant is unwilling to engage in an informal resolution, or if the nature of the complaint alleges serious misconduct of the Superintendent or appears to the Board Chair and Vice Chair not to be a complaint that may be informally resolved, the Board of Directors shall be notified of this conclusion.

(a) The Board Chair shall present the complaint to the Board of Directors with a plan on how the allegations in the complaint will be investigated.

(b) At the conclusion of the investigation, the Board Chair will provide a summary of the investigation to the Board of Directors, the Superintendent, and the complainant.

(c) The Board Chair will schedule a hearing on the complaint before the Board of Directors at the next regularly scheduled Board meeting, or a special Board meeting.

i. The Board Chair shall provide written notification to the complainant and the Superintendent of the time and place of the hearing. The hearing will be conducted in public or executive session as determining by Oregon public meeting law.

ii. The Board will make a final decision on the complaint in an open public session and provide a written order of its decision to the complainant and the Superintendent.

iii. The complainant's right to appeal the Board's decision is subject to Section 5 above.

(d) The timeline to process a complaint shall be a total of 90-calendar days from the date of the complaint was received by the Board Chair.

8. **Complaints about the School Board or Individual Board Members:** Complaints about the Board or individual Board members should be filed with the Board's Secretary in the Superintendent's office. Complaints against the School Board or individual School Board members are not subject to the 3-step complaint process as described above. This is subject to resolution within 90 calendar days. This is because Board members are elected officials and not subject to the direction and control of the District administration.

8.1 Any complaint received by the District under any complaint policy will be referred directly to the Board Chair. The Superintendent will be notified of the complaint within 3 calendar days.

- 8.2 The Board Chair shall notify the Vice Chair and District's legal counsel about the complaint within 3 calendar days of receipt of the complaint. The District's legal counsel will notify the full Board of Directors about the complaint if the complaint is about the full Board within 7 calendar days of legal counsel's receipt of the complaint.
- 8.3 If the complaint is against one or more individual Board members, the Board Chair will notify the Board of Directors that a complaint has been filed against named Board member and the general nature of the complaint within 3 calendar days of the Chair's receipt of the complaint.
- (a) The Board Chair shall offer to meet with the individual Board members who are the subject of the complaint and will provide a copy of the complaint to the Board member(s). The District's legal counsel may be included in meetings with Board members.
- 8.4 The Board Chair in consultation with the Vice Chair will determine whether and how to conduct a preliminary investigation of the complaint in consultation with the District's legal counsel. The Board Chair will keep the Board of Directors apprised of the status of the investigation.
- 8.5 In all complaints against individual Board members, the Board has an interest in providing named Board members with some informal resolution process such as the Step 1 process that is afforded to complainants and subjects of complaints as described above. If at all possible, complaints directed at Board members should be resolved on an informal basis with the cooperation and participation of the complainant and the named Board member. The ultimate decision about whether an informal process occurs is at the discretion of the complainant, not the Board member about whom the complaint is made.
- (a) If an informal resolution is reached between a complainant and Board member(s), the informal resolution will be reduced to writing and the writing will be provided to the complainant and the involved Board member(s). The full Board will be notified that the complaint has been resolved.
- 8.6 If either the Board of Directors or the complainant determine that an informal resolution of the complaint is not possible, the Board will schedule the complaint for a hearing before the Board of Directors.
- (a) The Board Chair will schedule a hearing on the complaint before the Board of Directors at the next regularly scheduled Board meeting, a subsequent Board meeting if the agenda has already been published, or a special Board meeting.
- i. The Board shall provide reasonable prior written notification to the complainant of the time and place of the hearing. The hearing will be conducted in public or executive session as determined by the Oregon public meeting law.
- ii. The hearing before the Board will include:
- A. An opportunity for the Board member who is the subject of the complaint to respond to the complaint;

- B. An opportunity for the Board to review any investigative report that has been done on the complaint;
 - C. An opportunity for the complainant to address the Board;
 - D. An opportunity for Board members who will be deciding the complaint to ask questions of the complainant and the Board member who is the subject of the complaint; and
 - E. The Board Chair, or other Board member presiding at the hearing shall consult with the complainant to mutually agree on the order of presentation of the hearing. The Board Chair or Board member presiding at the hearing shall make the final decision on the order of presentation.
- iii. The District's legal counsel will assist the Board during the hearing.
 - iv. The Board will make a final decision on the complaint in an open public session and provide a written order of its decision to the complainant.
 - v. The complainant's right to appeal the Board's decision is subject to Section 5 above.
- (b) Complaint against Board Chair or Vice Chair: In the event the Board Chair or Vice Chair is individually the subject of a complaint (as opposed to all Board members being the subject of a complaint), the Board Chair or Vice Chair shall not be involved in the complaint process in Section 8. Other Board members may be appointed to process the complaint against the Board Chair or Vice Chair.
 - (c) Complaints against both Board Chair and Vice Chair: In the event both the Chair and Vice Chair are the sole subjects of a complaint (as opposed to a complaint against all Board members), the Board member with the most seniority on the Board will be appointed by the Board to process the complaint.
9. **Complaints by and against District Staff:** Special consideration is required in processing complaints by staff or against staff. These complaints will be evaluated by the appropriate District administrators.
- 9.1 **Complaints made by staff:** Complaints filed by District staff under a District complaint policy may be subject to the collective bargaining agreement of which the staff person is a member. If the matter complained about is a matter that is covered by the applicable collective bargaining agreement, that agreement controls, and the staff complaint will not be permitted.
- (a) Staff complaints under Policy KL: Although a District staff person may be a resident of the District, or be the parent of a student in the District, that alone does not give a staff person standing to file a public complaint under Policy KL unless the staff person is doing so either (a) because the complaint relates to their own child who is a student in the District; or (b) because the complaint relates to being a resident in the District, not a staff member of the District.

- (b) **Staff Complaint under Policy GBM:** Complaints under Policy GBM may only be made by current employees of the District. The complaint procedure will not be available to resolve disputes and disagreements related to the provisions of any collective bargaining agreements, nor in any other instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning the dismissal, nonrenewal or nonextension of any employee are not subject to Policy GBM. The Board's decision is final and may not be appealed to the Oregon Department of Education.
- 9.2 **Complaints about staff:** Complaints about District staff by District staff or third persons are confidential personnel matters subject to state law and applicable collective bargaining agreements. The complaint processes outlined above are all subject to applicable law and collective bargaining agreements.
- 9.3 Complaints about staff or staff performance shall be directed to the District's human resources office.
10. **Complaints Made by District Board Members:** District Board members have the right to use the District complaint policies. In doing so, the complainant/Board member waives the right to participate as a decision-maker in the appeal process outlined in Section 1.3.
- 10.1 Board members have the same protections as staff, students and third parties to not experience discrimination, harassment or other forms of conduct prohibited by District policy.
- 10.2 Board members are residents of the District. However, as a Board member they are in a unique position to challenge District policies and procedures in their role on the School Board. Unless the District makes a decision that directly affects a Board member as a District resident, or as the parent of a District student, Board members may not make a complaint under Policy KL.
- (a) Board member complaints about District staff: A complaint made by a Board member about a District staff person will be made directly to the Superintendent. The Superintendent will consult with the Board Chair and District legal counsel about the appropriate next steps, including notification to the staff person that is consistent with any applicable collective bargaining agreement and how the complaint will be investigated.
- (b) Complaints will begin at Step 2 at the Superintendent or designee level. Appeals from the Superintendent's decision shall be heard at the Step 3 level by the School Board. The complaining Board member(s) shall not participate in the Board decision at the Step 3 level.
- 10.3 Board members will refrain from filing complaints under the District complaint policies because of disagreement with policy decisions the Board has voted on or for decisions that have been delegated to the administration. Board members shall use the Board meetings to address policy concerns.
- 10.4 Board members agree that if a Board member is a complainant under a District complaint policy, that complaining Board member and the Board member who is the subject of the complaint agrees not to do the following:

- (a) Participate in the selection of an investigator;
- (b) Communicate with fellow Board members outside of a Board meeting about the complaint;
- (c) Lobby any fellow Board member to support a position on the complaint;
- (d) Deliberate on the complaint as a Board member;
- (e) Vote on a decision about the complaint; or
- (f) Retaliate against the complainant, District staff or other Board members in any way.

10.5 A Board member's failure to abide by this section may subject the Board member to the consequences of public censure.

11. **Notification to Complainants and Subjects of Complaints:** All notifications to complainants shall adhere to the following requirements:

11.1 Shall be sent regular mail and by email at the last known address of the complainant;

11.2 Be written in the language preferred and spoken by the complainant;

11.3 Clearly describe the decision;

11.4 Clearly describe the appeal process with identification of the time for appeal, and the person and address to whom the appeal must be addressed; and

11.5 Clearly identify any other agency to whom an appeal of the final decision may be appealed.

11.6 **Notification to Complainants Alleging Sexual Harassment:** The District will provide specific notifications to a complainant alleging sexual harassment, which includes:

- (a) Their rights;
- (b) Information about the internal complaint processes available through the school or District that the complainant may pursue;
- (c) 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;
- (d) Information about services available to the complainant through the school or District, including any counseling services, nursing services, or peer advising;
- (e) 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

- (f) Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.
- (g) This written notification must:
 - i. Be written in plain language that is easy to understand;
 - ii. Use print that is of the color, size and font that allow the notification to be easily read; and
 - iii. Include a statement that this information is made available on the school or District website.

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

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 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 registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (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 TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.



Code: JBA/GBN-AR(1)
Revised/Reviewed: 12/06/12; 6/25/20; 10/22/20

Sexual Harassment Complaint Procedure

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
Michelle Riddell	Title IX Coordinator	503.353.6000	riddellm@nclack.k12.or.us
William Ruehle	Associate Director – HR	503.353.6000	ruehlew@nclack.k12.or.us

These individuals are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. Complaints should be made on the form provided in JBA/GBN- AR(2)

Reporting

Any staff member who becomes aware of behavior that may violate this policy shall promptly report to the above district official. The district official (with coordination involving the reporting staff member when appropriate and working with building administrators as necessary) will take any action necessary to ensure that:

1. The student is protected and to promote a nonhostile learning environment;
2. The staff member is protected and to promote a nonhostile work environment; or
3. Any third party who is subjected to the behavior is protected and to promote a nonhostile environment.

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

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

Oregon Procedures

Upon receiving the report or complaint, the Title IX Coordinator or designee shall promptly designate the district official responsible for conducting the investigation of the complaint. For allegations involving students, the district official responsible for conducting the investigation will generally be the building administrator. For allegations involving staff or other persons, the Title IX coordinator will designate the

appropriate individual to conduct the investigation. The investigation will follow procedures and standards, including but not limited to, those identified in this procedure. The Title IX Coordinator will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated.

Notice

When a person¹ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol

¹ Student, staff member, or third party, or if applicable, the student or third party's parent or guardian.

or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

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

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Investigation and Determination

Step 1: All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

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

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

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

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

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

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

Conclusion of Investigation

All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties 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 within twenty-five working days of receipt of the report or complaint.

Appeal

Step 2 If a party is not satisfied with the decision at Step 1, the party may submit a written appeal to the District-Level Supervisor of the Step 1 decision-maker. Such appeal must be filed within five working days after receipt of the decision.

If a complaint is appealed to Step 2, the District-Level Supervisor shall evaluate the appeal, and confer with the parties involved, and, the supervisor may, but is not required to, conduct additional investigation. The District-Level Supervisor will provide a written response within twenty-five working days after receiving the Step 2 appeal. The written response shall provide information about how to appeal to Step 3.

If a party is not satisfied with the Step 2 result and wishes to pursue the appeal, the party shall file a signed, written appeal with the superintendent or designee within five working days after receipt of the written Step 2 response.

Step 3: If a complaint is appealed to Step 3, the superintendent or designee shall review the information from Step 2. The superintendent or designee shall evaluate the appeal and may confer with the parties involved. The superintendent or designee may, but is not required to, conduct additional investigation. The decision of the superintendent or designee shall be provided to the parties within thirty working days after receiving the written appeal. The decision of the superintendent or designee constitutes the final decision of the District, unless a specific law or District policy provides otherwise.

Additional Considerations

The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

A person shall not be required to report prohibited conduct to the person alleged to have committed the conduct. If the complaint involved a school administrator or other compliance coordinator, it should generally be referred to the district Title IX Coordinator or Human Resources Director, but may be referred to the Superintendent's office.

"Working days" means days in which the District is open and students are in attendance. Working days does not include school breaks or teacher in-service days.

The timelines described in this section may be extended upon written agreement by the complainant and the district. If a complainant does not agree to an extension of time and a complaint is not resolved within 90 working days, the complainant may appeal to the Oregon Department of Education.

The parties to a complaint shall be given an update regarding the process at least every 45 days until the final decision is issued.

If the complaint involves the superintendent or an individual Board member (other than the Board chair), it should be referred to the Board chair who will present the complaint to the Board in executive session. Complaints against the Board chair shall be brought to the vice chair of the Board who will present the complaint to the Board in executive session. In addressing complaint against the superintendent or individual Board member:

- a. The Board will follow a process that complies with Oregon law.
- b. If the Board decides an outside investigation is warranted, it may refer the investigation to a third party.
- c. The Board shall have 90 days in which to complete its investigation, decide what action if any is warranted, and provide a written notice to the parties that the investigation is concluded and whether a policy violation was found to have occurred to the extent allowable by law.

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

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 or report may be obtained through the Title IX Coordinator or superintendent's office.

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 or reports 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 registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (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 TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

Proposed



Code: **JBA/GBN-AR(2)**
Revised/Reviewed: Unknown; 12/06/12
Orig. Code(s): SP JBA/GBN-
EXHIBIT(A)(B)

Sexual Harassment Complaint Form

Name of complainant: _____

Address of complainant: _____

Phone: _____

Date of complaint: _____ Date complaint received: _____

Name of alleged harasser: _____

Date, time and place of incident or incidents: _____

Description of misconduct: _____

Name of witness (if any): _____

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Initially, sexual harassment complaints should be processed at the school/work site by the local administrator. If the complaint is not resolved at the local level, it may be forwarded to the district's human resources administrator.



WITNESS DISCLOSURE FORM

Name of witness: _____

Address of witness: _____

Position of witness: _____ Phone: _____

Date of Testimony/Interview: _____

Description of instance witnessed (date/time/location): _____

Any other information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

SEXUAL HARASSMENT COMPLAINT FORM

Name of Complainant _____

Telephone Number _____

Date _____

Email address _____

Name of Respondent _____

The District is committed to preventing sexual harassment and investigating any complaints of sexual harassment in accordance with applicable District policy or procedure. If you need interpretation or translation services, or support putting your complaint in writing, or have any other questions about the process, please contact the building administrator or Title IX Coordinator.

Please describe what occurred (Please describe the incident or incidents in as much detail as possible including dates, locations, and persons involved. Please include each separate concern or allegation that you have. Please feel free to attach additional pages if necessary.):

Please list any witnesses to the incident or incidents:

Please include any additional information:

Please send this complaint form to your building administrator or the Title IX Coordinator.



Code: GBN/JBA
Adopted: 11/15/07
Revised/Readopted: 12/06/12; 1/08/15; 6/25/20;
11/11/20
Orig. Code: GBN/JBA

Sexual Harassment**

The Board is committed to the district being free of sexual harassment. Sexual harassment is strictly prohibited and shall not be tolerated. This policy applies to all students, staff members and 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.

The district processes reports or complaints of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106 in policy GBNAB. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBNAB and GBNAB-AR - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

Definitions

1. “Complainant” means current or former district students, district staff and third parties, that have filed a complaint under Policy GBN/JBA.
2. “District” includes district facilities, district premises and non-district property if the student or 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 jurisdiction of the district or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with a staff member’s district job responsibilities.
3. “Third parties” mean any persons who are not students or staff members but are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official bus stop by other students or staff members¹.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and/or discipline, up to and including expulsion. 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 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.

Sexual harassment of students and staff members 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. Unwelcome conduct of a sexual nature that has the purpose or effect of unreasonably interfering with person's ability to perform their job; or
3. Creates an intimidating, offensive or hostile educational or working environment.
4. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, staff members or third parties.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexting, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or 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 students, staff member or third parties who has knowledge of conduct in violation of this policy or feels they are a victim of sexual harassment must immediately report their concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. Students may also report concerns to any staff member, who will promptly notify the appropriate district official. Notification to the district official (and the reporting staff member when the victim of the harassment is a student or third party) will allow the district official to coordinate efforts to take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

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

Upon receipt of a complaint by a student or student's parents, if applicable, 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 342.704(4) to the complainant.

When the investigation is concluded, the student, the student's parents (if applicable), the staff member or the third party who initiated the complaint shall be notified in writing 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 may not adversely affect the educational assignments or educational environment of 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 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.

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, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training 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, staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in all district work sites. Posted signs shall be at least 8 1/2 inches by 11 inches in size.

The superintendent or designee will establish a process of reporting incidents of sexual harassment. The superintendent may not modify or change the 3- step complaint procedure without Board approval.

All complaints must be received by the district on the later date of (1) within two years of the alleged violation or the complainant’s discovery of the alleged violation; or (2) one year after the affected student has graduated from, moved away from, or otherwise left the district.

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

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

Cross Reference(s):

AC - Nondiscrimination

GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing – Staff

GBNAA/JHFF - Reporting Requirements for Suspected Sexual Conduct with Students

JBA/GBN - Sexual Harassment

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

Teen Dating Violence/Domestic Violence – Student

JHFE - Reporting of Suspected Abuse of a Child



Code: GBN/JBA
Adopted: 11/15/07
Revised/Readopted: 12/06/12; 1/08/15; 6/25/20;
11/11/20
Orig. Code: GBN/JBA

Sexual Harassment

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

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. Conduct that falls under Title IX will be processed under GBNAB and GBNAB-AR - Federal Law (Title IX) Sexual Harassment Complaint Procedure. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures may be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBNAB and GBNAB-AR - Federal Law (Title IX) Sexual Harassment Complaint Procedure. The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.¹

The superintendent shall ensure appropriate periodic sexual harassment awareness training 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.

Oregon Definitions

Sexual harassment of students, staff members or third parties² shall include:

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

¹ Common complaint procedures that may also be involved include but are not limited to: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF) or Staff (Board policy GBNA) , and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy JHFF/GBNAA).

² “Third party” means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) At a school-sponsored activity or program; or 3) Off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching of a sexual nature; graffiti of a sexual nature; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

The district official receiving the complaint shall follow the Oregon Procedures outlined under GBN/JBA-AR - Sexual Harassment Complaint Procedure.

No Retaliation

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

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

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

Publication

This policy shall be made available to students, parents of students and staff members. This policy shall be prominently published on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any student, parent of a student, school or district staff member, or third party upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

Proposed



Code: GBN/JBA-AR(1)
Revised/Reviewed: 12/06/12; 6/25/20; 10/22/20

Sexual Harassment Complaint Procedure**

A complaint under Policy GBN/JBA alleging sexual harassment may be made in writing or may be made verbally. All information, if not done at the time the complaint was made, shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates. The basis of the complaint must be related to conduct that is defined in Policy GBN/JBA as “sexual harassment.” For complaints that involve a District staff member other than the Superintendent, School Board or a School Board member, the executive director of human resources will determine the appropriate administrator for Step 1. For complaints about students or from students, the executive directors of elementary, middle, or high schools are responsible for determining the appropriate administrator for Step 1. For a complaint about policies, programs or services, the Superintendent is responsible for determining the appropriate administrator for Step 1.

1. 3-Step Appeal Process:

- 1.1 **Step 1 (School/Program Administrator):** After the District has received a complaint it will be referred to the appropriate administrator for investigation and resolution. The administrator responsible for Step 1 shall cause the District to provide written notice from the District to the complainant, as described in Section 11.6. It is the District’s intent that a complaint would be resolved at the lowest level. The administrator will investigate the complaint, attempt to resolve the complaint and make a Step 1 decision if the complaint cannot be resolved to the complainant’s satisfaction.
- (a) The administrator responsible for Step 1 has 30-calendar days to investigate the complaint, attempt to resolve the complaint and make a written decision on the complaint if the complaint is not resolved.
 - (b) The administrator responsible for the complaint at Step 1 has wide latitude to attempt to resolve the complaint by conferring with the complainant, the subject, and other parties involved. In some cases, it may involve the administrator requesting the complainant and the subject of the complaint to meet and try to resolve the dispute. In other cases, it may not be appropriate to have such a meeting.
 - (c) The 30-day time limit for Step 1 may only be extended by written agreement of the complainant.
 - (d) The administrator will include in the Step 1 decision a notice that the decision may be appealed within 7 calendar days after the decision is sent to the complainant. The notice will explain how to appeal the decision, where to send the appeal, along with the applicable timeline to appeal.

- (e) The complainant who appeals the Step 1 decision shall provide in writing the reason(s) for the appeal.
- (f) **Athletic Issues:** For complaints involving athletics (except for Title IX complaints which are not subject to this subsection), the first step in the complaint process is the coach directly responsible for the student athlete. If the issue is not resolved within 5-school days, the issue may be appealed to the high school athletic director. A decision of the athletic director may be appealed to the high school principal within 5-school days of the athletic director's decision. The decision of the high school principal is final and may not be appealed.
- (g) **Students with Disabilities:** Complaints about athletics that involve students who are eligible for special education or reasonable accommodations under either the IDEA or Section 504 will be process under applicable statutory procedures under those laws. Further information on this subject may be found in the OSAA Handbook.

1.2 **Step 2 (Superintendent or Designee):** If the complainant disagrees with the decision of the administrator in Step 1, the complainant may appeal the decision to the administrator indicated in the Step 1 decision. Normally this administrator would be the supervisor of the Step 1 administrator.

- (a) The Superintendent determines the appropriate Step 2 administrator.
- (b) The Step 2 administrator will review the investigation that occurred at Step 1, the Step 1 administrator's decision, and the complainant's written appeal.
- (c) The Step 2 administrator may, but is not required, to do more investigation if that administrator determines it is necessary. This may include additional interviews of the complainant and other relevant witnesses.
- (d) The Step 2 administrator will attempt to resolve the complaint with the complainant. If this is not possible, the Step 2 administrator will issue a final decision.
- (e) The administrator responsible for Step 2 has 30 calendar days to investigate the complaint, attempt to resolve the complaint and make a written decision on the complaint if the complaint is not resolved.
- (f) The 30-calendar day time limit for Step 2 may only be extended by written agreement of the complainant.
- (g) The administrator will include in the Step 2 decision a notice that the decision may be appealed within 7 calendar days after the decision is sent to the complainant. The notice will explain how to appeal the decision, where to send the appeal, along with the applicable timeline to appeal.

1.3 **Step 3 (School Board):** The School Board is the final step in the District's complaint process. For complaints under this policy, the School Board may hear the appeal. If the School Board decides to provide a hearing on the appeal it will render a decision within ninety (90) calendar days of initiation of the complaint. If a hearing on the appeal is granted, the process will include:

- (a) The Board will schedule a hearing on complainant’s appeal. The Board leadership in consultation with the Superintendent and/ or legal counsel will determine whether the hearing will be in public session or in executive session, according to the Oregon public meeting law. The administrator will include in the Step 2 decision a notice that the decision may be appealed within 7 calendar days after the decision is sent to the complainant. The notice will explain how to appeal the decision, where to send the appeal, along with the applicable timeline to appeal.
- (b) The appeal before the Board will be on the record developed by the Step 1 and Step 2 administrators. No witnesses may be called. The Superintendent or designee will present its position. The complainant will present their position. The Board may ask clarifying questions of the parties. The Board will make a final decision on the appeal in an open public session.
- (c) The Board will provide a written order to the complainant following the Board decision.
- (d) The Board has 30-calendar days from the day it receives a written appeal to make a final decision in a Board meeting. The 30-calendar day timeline may be extended with written consent from the complainant.

1.4 It is the District’s goal that the complaint process be resolved within 90 calendar days. For example:

- (a) 30 calendar days at Step 1 to review complaint, investigate and render decision.
- (b) 7 calendar days to appeal: Days 31-38.
- (c) Day 38 appeal received.
- (d) Day 68 for Step 2 decision.
- (e) 7 calendar days to appeal: Days 69-75.
- (f) Day 75 Step 3 appeal to the Board. The Board has 15 calendar days to have Board hearing (if applicable) and render final decision.

2. **Complaints made to Board Members:** From time to time Board members may receive complaints from community members, groups or staff by email or other means. Board members shall refer complainants to the Superintendent.

3. **Complaints filed with Public Agencies:** If the complainant chooses to engage in another complaint process with an outside agency such as the Oregon Department of Education, the Teacher Standards and Practices Commission, the Oregon Bureau of Labor and Industries, the Employment Relations Board, the Office for Civil Rights or other such agencies, the District is under no obligation to either begin or complete its complaint process.

3.1 If the complainant refuses to use the District complaint process and instead goes directly to a public agency with the complaint, the District is under no obligation to consider the same complaint in the future.

3.2 If the complainant withdraws their complaint within the first 30-calendar days after filing the complaint with the public agency but prior to receiving a decision or a dismissal notice from the public agency, the complainant may file a complaint under the applicable policy with the District provided that the complaint is filed with the District within the time limitation.¹

4. **Complaints that cannot be processed within 90-calendar days:** There may be situations where it is not practical that a complaint can go through the 3-step process from start to finish within the 90-day time period. An example of such a complaint might require an unusual amount of investigation at Step 1 that makes it impossible to complete Step 1 within 30-calendar days. Another example might be a complainant who raises an issue that can only be decided by the Superintendent or Board. A third example is a situation where the Board is not able to schedule a Board hearing within the 90-day window because of an event outside the control of the Board (e.g., a snow day closure with cancellation of the Board meeting, or a necessary party to the hearing being unavailable because of illness).

4.1 It is important that both the District personnel who are responsible for responding to the complaint as well as the complainant understand that there are many possible events that could delay the 3-step process that leads to a final Board decision within 90-calendar days of the date the complaint is filed. In these instances, the District will work with complainant to come to a mutual agreement on the path forward, which may include the following modification of the 3-step complaint procedures:

- (a) Mutual agreement on an extension of time for the complaint process: complainant must confirm such an agreement in writing.
- (b) Waive Step 1 and go directly to Step 2: Both the complainant and the District must mutually agree in writing to this process. The Step 2 process will complete the investigation and render a decision within 60-calendar days. Any appeal to the Board under Step 3 must be completed with a Board decision by day 90.
- (c) If a complaint is received at the end of the school year, and an investigation must include interviews of staff and students who may be unavailable during the summer months, it may be necessary for the District to request an extension of time to complete the investigation. If the complainant refuses the extension of time for the investigation at Step 1, the District may skip Step 1 to give the investigator the amount of time needed for the investigation. The process will then begin at Step 2 so that the investigation can be completed so there is enough time for a Step 2 decision and a Step 3 appeal.
- (d) If the complainant has not otherwise agreed to an extension of time and the District has not been able to render a final decision at the Board level in Step 3 within 90-calendar days, the complainant may appeal directly to the Deputy Superintendent of Public Instruction as outlined below.

¹ All complaints must be received by the District on the later date of: (1) within two years of the alleged violation or the complainant's discovery of the alleged violation, or (2) one year after the affected student has graduated from, moved away from, or otherwise left the District. If the alleged violation is continuing, the time limitation must run from the date of the most recent incident.

5. **Final Decisions of the School Board that may be appealed:** Certain Step 3 final decisions by the Board may be appealed to the Deputy Superintendent of Public Instruction, as allowed in OAR 581-002-0001 to 581-002-0023. The Board's final decision regarding complaints of discrimination under Policy AC, complaints about restraint and seclusion of students, complaints about harassment of students in OAR Division 22 Standards and complaints of retaliation in ORS 659.852 may be appealed. All other decisions of the Board are final and may not be appealed to the Deputy Superintendent of Public Instruction.
- 5.1 In those complaints that may be appealed to the Deputy Superintendent of Public Instruction, a complainant may appeal if the Board has failed to render a decision within 90 calendar days of the initial filing of the complaint, unless the District and the complainant have agreed in writing to a longer period.
- 5.2 The appeal to the Deputy Superintendent of Public Instruction must be received by the Oregon Department of Education no later than one year after the date of the final decision by the District, or if the District fails to issue a final decision, not later than two years after the date the complainant first filed the underlying complaint with the District.
6. **Investigations:** Investigations will normally occur at Step 1 after a complaint is received. The Step 1 administrator may be the investigator, or a third-party investigator may conduct the investigation. The investigator will not be a person who is the subject of the complaint or who is directly involved in the subject matter of the complaint. The District staff responsible to determining the sufficiency of the complaint in Section 3.1 will normally determine who will investigate the complaint.
- 6.1 **Investigations involving District's Legal Counsel:** At the sole discretion of the Superintendent or designee, it may become necessary to request the District's legal counsel to assist the District in an investigation.
- 6.2 **Investigation Process:** There is no set investigative process. Each complaint should be investigated in a manner that makes the most sense, but should include interviews of the complainant, the subject of the complaint, and any relevant fact witnesses who know something about the issue.
- 6.3 **Burden of Proof:** The complainant has the burden of proof in determining the truth of the matter asserted. The subject of the complaint (for example, the staff person who is alleged to have done something wrong) bears the burden of proving a defense to the complaint. The investigator is entitled to make credibility findings based upon the demeanor of the interviewees.
- (a) The burden of proof is a preponderance of the evidence, whether it is more likely than not that the issue complained about is true, and whether it violates a District policy.
- (b) Sometimes it will not be possible for an investigator to determine which version of the facts is correct, such as when there are only two witnesses and the witnesses have contrary testimony. In this situation the investigator may but is not required to determine which witness is more believable. The investigator may also determine that neither witness is more believable than the other and the evidence is therefore inconclusive. In this case the complaint will be deemed denied.

- 6.4 **Investigation Timeline:** The District's goal at each step is to conclude each step within 30 calendar days, for a total complaint process of 90 calendar days. Some complaints will have relatively simple issues to be investigated. Complaints that contain many issues over a period of several years may present challenges for the completion of an appropriate investigation within the 30 calendar day time frame. The Step 1 administrator responsible for initiating an investigation shall notify the complainant of any delays or impediments to a timely investigation.
- (a) **Agreement to Extend Investigation Timeline:** There may be circumstances that arise that make it impossible to complete an investigation with 30-calendar days, such as summer break, the unavailability of witnesses to participate in an interview, or the complexity or large number of issues to be investigated. If a delayed or prolonged investigation is necessary, the District will contact the complainant and explain the situation with the goal of getting consent for an extension of time. All extensions of time for the investigation will be put in writing and sent to the complainant.
 - (b) If the complainant refuses to allow for an extension of time for an investigation and it appears that an investigation cannot be completed within the time period allowed, the District may conclude the investigation and inform the complainant that the complainant may advance to the next level of appeal.
- 6.5 **Investigation regarding Sexual Harassment Complaints:** All complaints alleging sexual harassment shall be investigated by the District.
- 6.6 **Investigations Reports:** Complaint investigations will be concluded with a written investigation report. Depending about the investigation, the District may be required to keep the investigation report confidential pursuant to state or federal law.
- (a) The District will respond to public records requests for investigation reports consistent with the Oregon Public Records law in ORS Chapter 192.
 - (b) The District will notify complainants and the subject of the complaint regarding the results of an investigation. This will include (a) whether the complaint is substantiated and (b) the District's intended action for a substantiated complaint.
 - (c) The District will determine on a case-by-case basis whether the actual investigation report is subject to disclosure to the complainant, subject of the complaint, or the public according the applicable District policy, state law, federal law and collective bargaining agreements with the associations.
7. **Complaints about the Superintendent:** A complaint that is directly against the Superintendent is not subject to the 3-step complaint process above. Any complaint received by the District under any complaint policy will be referred directly to the Board Chair.
- 7.1 The Board Chair shall notify the Vice Chair and District's legal counsel about the complaint. The District's legal counsel will notify the full Board of Directors about the complaint and the general nature of the complaint. The Board Chair will notify the Superintendent about the complaint.
 - 7.2 The Board Chair and Vice Chair will determine how to conduct a preliminary investigation of the complaint in consultation with the District's legal counsel. The Board Chair will keep the Board of Directors apprised of the status of the investigation.

7.3 If the nature of the complaint appears to the Board Chair and Vice Chair to be a complaint that could be resolved between the complainant and the Superintendent, the Board Chair will notify the Board of Directors that an informal resolution may be possible. The Board Chair shall complete an investigation and informal resolution within 30 calendar days of the filing of the complaint.

(a) The Board Chair shall contact the complainant and determine if the complainant is willing to engage in an informal resolution.

7.4 If the complainant is unwilling to engage in an informal resolution, or if the nature of the complaint alleges serious misconduct of the Superintendent or appears to the Board Chair and Vice Chair not to be a complaint that may be informally resolved, the Board of Directors shall be notified of this conclusion.

(a) The Board Chair shall present the complaint to the Board of Directors with a plan on how the allegations in the complaint will be investigated.

(b) At the conclusion of the investigation, the Board Chair will provide a summary of the investigation to the Board of Directors, the Superintendent, and the complainant.

(c) The Board Chair will schedule a hearing on the complaint before the Board of Directors at the next regularly scheduled Board meeting, or a special Board meeting.

i. The Board Chair shall provide written notification to the complainant and the Superintendent of the time and place of the hearing. The hearing will be conducted in public or executive session as determining by Oregon public meeting law.

ii. The Board will make a final decision on the complaint in an open public session and provide a written order of its decision to the complainant and the Superintendent.

iii. The complainant's right to appeal the Board's decision is subject to Section 5 above.

(d) The timeline to process a complaint shall be a total of 90-calendar days from the date of the complaint was received by the Board Chair.

8. **Complaints about the School Board or Individual Board Members:** Complaints about the Board or individual Board members should be filed with the Board's Secretary in the Superintendent's office. Complaints against the School Board or individual School Board members are not subject to the 3-step complaint process as described above. This is subject to resolution within 90 calendar days. This is because Board members are elected officials and not subject to the direction and control of the District administration.

8.1 Any complaint received by the District under any complaint policy will be referred directly to the Board Chair. The Superintendent will be notified of the complaint within 3 calendar days.

- 8.2 The Board Chair shall notify the Vice Chair and District's legal counsel about the complaint within 3 calendar days of receipt of the complaint. The District's legal counsel will notify the full Board of Directors about the complaint if the complaint is about the full Board within 7 calendar days of legal counsel's receipt of the complaint.
- 8.3 If the complaint is against one or more individual Board members, the Board Chair will notify the Board of Directors that a complaint has been filed against named Board member and the general nature of the complaint within 3 calendar days of the Chair's receipt of the complaint.
- (a) The Board Chair shall offer to meet with the individual Board members who are the subject of the complaint and will provide a copy of the complaint to the Board member(s). The District's legal counsel may be included in meetings with Board members.
- 8.4 The Board Chair in consultation with the Vice Chair will determine whether and how to conduct a preliminary investigation of the complaint in consultation with the District's legal counsel. The Board Chair will keep the Board of Directors apprised of the status of the investigation.
- 8.5 In all complaints against individual Board members, the Board has an interest in providing named Board members with some informal resolution process such as the Step 1 process that is afforded to complainants and subjects of complaints as described above. If at all possible, complaints directed at Board members should be resolved on an informal basis with the cooperation and participation of the complainant and the named Board member. The ultimate decision about whether an informal process occurs is at the discretion of the complainant, not the Board member about whom the complaint is made.
- (a) If an informal resolution is reached between a complainant and Board member(s), the informal resolution will be reduced to writing and the writing will be provided to the complainant and the involved Board member(s). The full Board will be notified that the complaint has been resolved.
- 8.6 If either the Board of Directors or the complainant determine that an informal resolution of the complaint is not possible, the Board will schedule the complaint for a hearing before the Board of Directors.
- (a) The Board Chair will schedule a hearing on the complaint before the Board of Directors at the next regularly scheduled Board meeting, a subsequent Board meeting if the agenda has already been published, or a special Board meeting.
- i. The Board shall provide reasonable prior written notification to the complainant of the time and place of the hearing. The hearing will be conducted in public or executive session as determined by the Oregon public meeting law.
- ii. The hearing before the Board will include:
- A. An opportunity for the Board member who is the subject of the complaint to respond to the complaint;

- B. An opportunity for the Board to review any investigative report that has been done on the complaint;
 - C. An opportunity for the complainant to address the Board;
 - D. An opportunity for Board members who will be deciding the complaint to ask questions of the complainant and the Board member who is the subject of the complaint; and
 - E. The Board Chair, or other Board member presiding at the hearing shall consult with the complainant to mutually agree on the order of presentation of the hearing. The Board Chair or Board member presiding at the hearing shall make the final decision on the order of presentation.
- iii. The District's legal counsel will assist the Board during the hearing.
 - iv. The Board will make a final decision on the complaint in an open public session and provide a written order of its decision to the complainant.
 - v. The complainant's right to appeal the Board's decision is subject to Section 5 above.
- (b) Complaint against Board Chair or Vice Chair: In the event the Board Chair or Vice Chair is individually the subject of a complaint (as opposed to all Board members being the subject of a complaint), the Board Chair or Vice Chair shall not be involved in the complaint process in Section 8. Other Board members may be appointed to process the complaint against the Board Chair or Vice Chair.
 - (c) Complaints against both Board Chair and Vice Chair: In the event both the Chair and Vice Chair are the sole subjects of a complaint (as opposed to a complaint against all Board members), the Board member with the most seniority on the Board will be appointed by the Board to process the complaint.
9. **Complaints by and against District Staff:** Special consideration is required in processing complaints by staff or against staff. These complaints will be evaluated by the appropriate District administrators.
- 9.1 **Complaints made by staff:** Complaints filed by District staff under a District complaint policy may be subject to the collective bargaining agreement of which the staff person is a member. If the matter complained about is a matter that is covered by the applicable collective bargaining agreement, that agreement controls, and the staff complaint will not be permitted.
- (a) Staff complaints under Policy KL: Although a District staff person may be a resident of the District, or be the parent of a student in the District, that alone does not give a staff person standing to file a public complaint under Policy KL unless the staff person is doing so either (a) because the complaint relates to their own child who is a student in the District; or (b) because the complaint relates to being a resident in the District, not a staff member of the District.

- (b) **Staff Complaint under Policy GBM:** Complaints under Policy GBM may only be made by current employees of the District. The complaint procedure will not be available to resolve disputes and disagreements related to the provisions of any collective bargaining agreements, nor in any other instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning the dismissal, nonrenewal or nonextension of any employee are not subject to Policy GBM. The Board's decision is final and may not be appealed to the Oregon Department of Education.
- 9.2 **Complaints about staff:** Complaints about District staff by District staff or third persons are confidential personnel matters subject to state law and applicable collective bargaining agreements. The complaint processes outlined above are all subject to applicable law and collective bargaining agreements.
- 9.3 Complaints about staff or staff performance shall be directed to the District's human resources office.
10. **Complaints Made by District Board Members:** District Board members have the right to use the District complaint policies. In doing so, the complainant/Board member waives the right to participate as a decision-maker in the appeal process outlined in Section 1.3.
- 10.1 Board members have the same protections as staff, students and third parties to not experience discrimination, harassment or other forms of conduct prohibited by District policy.
- 10.2 Board members are residents of the District. However, as a Board member they are in a unique position to challenge District policies and procedures in their role on the School Board. Unless the District makes a decision that directly affects a Board member as a District resident, or as the parent of a District student, Board members may not make a complaint under Policy KL.
- (a) Board member complaints about District staff: A complaint made by a Board member about a District staff person will be made directly to the Superintendent. The Superintendent will consult with the Board Chair and District legal counsel about the appropriate next steps, including notification to the staff person that is consistent with any applicable collective bargaining agreement and how the complaint will be investigated.
- (b) Complaints will begin at Step 2 at the Superintendent or designee level. Appeals from the Superintendent's decision shall be heard at the Step 3 level by the School Board. The complaining Board member(s) shall not participate in the Board decision at the Step 3 level.
- 10.3 Board members will refrain from filing complaints under the District complaint policies because of disagreement with policy decisions the Board has voted on or for decisions that have been delegated to the administration. Board members shall use the Board meetings to address policy concerns.
- 10.4 Board members agree that if a Board member is a complainant under a District complaint policy, that complaining Board member and the Board member who is the subject of the complaint agrees not to do the following:

- (a) Participate in the selection of an investigator;
- (b) Communicate with fellow Board members outside of a Board meeting about the complaint;
- (c) Lobby any fellow Board member to support a position on the complaint;
- (d) Deliberate on the complaint as a Board member;
- (e) Vote on a decision about the complaint; or
- (f) Retaliate against the complainant, District staff or other Board members in any way.

10.5 A Board member's failure to abide by this section may subject the Board member to the consequences of public censure.

11. **Notification to Complainants and Subjects of Complaints:** All notifications to complainants shall adhere to the following requirements:

11.1 Shall be sent regular mail and by email at the last known address of the complainant;

11.2 Be written in the language preferred and spoken by the complainant;

11.3 Clearly describe the decision;

11.4 Clearly describe the appeal process with identification of the time for appeal, and the person and address to whom the appeal must be addressed; and

11.5 Clearly identify any other agency to whom an appeal of the final decision may be appealed.

11.6 **Notification to Complainants Alleging Sexual Harassment:** The District will provide specific notifications to a complainant alleging sexual harassment, which includes:

- (a) Their rights;
- (b) Information about the internal complaint processes available through the school or District that the complainant may pursue;
- (c) 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;
- (d) Information about services available to the complainant through the school or District, including any counseling services, nursing services, or peer advising;
- (e) 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

- (f) Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.
- (g) This written notification must:
 - i. Be written in plain language that is easy to understand;
 - ii. Use print that is of the color, size and font that allow the notification to be easily read; and
 - iii. Include a statement that this information is made available on the school or District website.

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

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 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 registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (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 TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.



Code: GBN/JBA-AR(1)
Revised/Reviewed: 12/06/12; 6/25/20; 10/22/20

Sexual Harassment Complaint Procedure

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
Michelle Riddell	Title IX Coordinator	503.353.6000	riddellm@nclack.k12.or.us
William Ruehle	Associate Director – HR	503.353.6000	ruehlew@nclack.k12.or.us

These individuals are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. Complaints should be made on the form provided in GBN/JBA- AR(2)

Reporting

Any staff member who becomes aware of behavior that may violate this policy shall promptly report to the above district official. The district official (with coordination involving the reporting staff member when appropriate and working with building administrators as necessary) will take any action necessary to ensure that:

1. The student is protected and to promote a nonhostile learning environment;
2. The staff member is protected and to promote a nonhostile work environment; or
3. Any third party who is subjected to the behavior is protected and to promote a nonhostile environment.

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

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

Oregon Procedures

Upon receiving the report or complaint, the Title IX Coordinator or designee shall promptly designate the district official responsible for conducting the investigation of the complaint. For allegations involving students, the district official responsible for conducting the investigation will generally be the building administrator. For allegations involving staff or other persons, the Title IX coordinator will designate the

appropriate individual to conduct the investigation. The investigation will follow procedures and standards, including but not limited to, those identified in this procedure. The Title IX Coordinator will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated.

Notice

When a person¹ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol

¹ Student, staff member, or third party, or if applicable, the student or third party's parent or guardian.

or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

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

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Investigation and Determination

Step 1: All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

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

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

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

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

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

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

Conclusion of Investigation

All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties 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 within twenty-five working days of receipt of the report or complaint.

Appeal

Step 2 If a party is not satisfied with the decision at Step 1, the party may submit a written appeal to the District-Level Supervisor of the Step 1 decision-maker. Such appeal must be filed within five working days after receipt of the decision.

If a complaint is appealed to Step 2, the District-Level Supervisor shall evaluate the appeal, and confer with the parties involved, and, the supervisor may, but is not required to, conduct additional investigation. The District-Level Supervisor will provide a written response within twenty-five working days after receiving the Step 2 appeal. The written response shall provide information about how to appeal to Step 3.

If a party is not satisfied with the Step 2 result and wishes to pursue the appeal, the party shall file a signed, written appeal with the superintendent or designee within five working days after receipt of the written Step 2 response.

Step 3: If a complaint is appealed to Step 3, the superintendent or designee shall review the information from Step 2. The superintendent or designee shall evaluate the appeal and may confer with the parties involved. The superintendent or designee may, but is not required to, conduct additional investigation. The decision of the superintendent or designee shall be provided to the parties within thirty working days after receiving the written appeal. The decision of the superintendent or designee constitutes the final decision of the District, unless a specific law or District policy provides otherwise.

Additional Considerations

The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

A person shall not be required to report prohibited conduct to the person alleged to have committed the conduct. If the complaint involved a school administrator or other compliance coordinator, it should generally be referred to the district Title IX Coordinator or Human Resources Director, but may be referred to the Superintendent's office.

"Working days" means days in which the District is open and students are in attendance. Working days does not include school breaks or teacher in-service days.

The timelines described in this section may be extended upon written agreement by the complainant and the district. If a complainant does not agree to an extension of time and a complaint is not resolved within 90 working days, the complainant may appeal to the Oregon Department of Education.

The parties to a complaint shall be given an update regarding the process at least every 45 days until the final decision is issued.

If the complaint involves the superintendent or an individual Board member (other than the Board chair), it should be referred to the Board chair who will present the complaint to the Board in executive session. Complaints against the Board chair shall be brought to the vice chair of the Board who will present the complaint to the Board in executive session. In addressing complaint against the superintendent or individual Board member:

- a. The Board will follow a process that complies with Oregon law.
- b. If the Board decides an outside investigation is warranted, it may refer the investigation to a third party.
- c. The Board shall have 90 days in which to complete its investigation, decide what action if any is warranted, and provide a written notice to the parties that the investigation is concluded and whether a policy violation was found to have occurred to the extent allowable by law.

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

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 or report may be obtained through the Title IX Coordinator or superintendent's office.

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 or reports 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 registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (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 TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

Proposed



Code: **GBN/JBA-AR(2)**
Revised/Reviewed: Unknown; 12/06/12
Orig. Code(s): SP GBN/JBA-
EXHIBIT(A)(B)

Sexual Harassment Complaint Form

Name of complainant: _____

Address of complainant: _____

Phone: _____

Date of complaint: _____ Date complaint received: _____

Name of alleged harasser: _____

Date, time and place of incident or incidents: _____

Description of misconduct: _____

Name of witness (if any): _____

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Initially, sexual harassment complaints should be processed at the school/work site by the local administrator. If the complaint is not resolved at the local level, it may be forwarded to the district's human resources administrator.



WITNESS DISCLOSURE FORM

Name of witness: _____

Address of witness: _____

Position of witness: _____ Phone: _____

Date of Testimony/Interview: _____

Description of instance witnessed (date/time/location): _____

Any other information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

SEXUAL HARASSMENT COMPLAINT FORM

Name of Complainant _____

Telephone Number _____

Date _____

Email address _____

Name of Respondent _____

The District is committed to preventing sexual harassment and investigating any complaints of sexual harassment in accordance with applicable District policy or procedure. If you need interpretation or translation services, or support putting your complaint in writing, or have any other questions about the process, please contact the building administrator or Title IX Coordinator.

Please describe what occurred (Please describe the incident or incidents in as much detail as possible including dates, locations, and persons involved. Please include each separate concern or allegation that you have. Please feel free to attach additional pages if necessary.):

Please list any witnesses to the incident or incidents:

Please include any additional information:

Please send this complaint form to your building administrator or the Title IX Coordinator.

CONTRACT AWARD:
CROWDSTRIKE FALCON SUBSCRIPTION

DISCUSSION/ACTION

Agenda Item #6

May 11, 2023

SUPERINTENDENT'S RECOMMENDATION:

Award contract in the amount of \$161,900.23 to Organization for Educational Technology and Curriculum for a CrowdStrike Falcon 3-year subscription.

BUDGET IMPACT/SOURCE OF FUNDS:

General Fund / Technology and Information Services

BACKGROUND:

Endpoint protection is a key part of the District's security infrastructure and is required by the District's cybersecurity insurance for all District computers. Clackamas Education Service District operates under CrowdStrike Falcon and has a Security Engineer to help monitor and advise if the District contracts with CrowdStrike. Additionally, CrowdStrike is more cost effective than the current provider.

The contract is for three years, to be paid in full this fiscal year. Paying in advance will save the District over \$37,000. This procurement is covered under the National Association of State Procurement Officials, State of Oregon contract #9412, which ensures that a publicly solicited formal solicitation took place, and that the District is receiving best value while following public procurement law.

As with all contracts, additional costs may be incurred for added or changed scope (e.g. change orders for unknowns, unforeseen, or agency requirements).

PRESENTER / STAFF CONTACT:

Cindy Detchon, Assistant Superintendent, Operations

Leigh Anne Scherer, Director of Instructional and Information Technology

CONTRACT AWARD: PRINTER CONTRACT

DISCUSSION/ACTION

Agenda Item #7

May 11, 2023

SUPERINTENDENT'S RECOMMENDATION:

Award contract in the amount of \$267,000 to Pacific Office Automation (POA) to replace outdated and no longer supported printer equipment at all locations throughout the District.

ORIGINATED BY:

The District's five-year printer contract with POA will expire June 30, 2023. Many of the current devices have outdated printer drivers that are no longer supported and toner is no longer being made for some models.

BUDGET IMPACT/SOURCE OF FUNDS:

The General Fund budget supports printer costs districtwide.

BACKGROUND:

The proposed contract is for 166 black & white and 30 color printers districtwide. Based upon a review of needs, the quantity of printers has been reduced by 82 from the previous contract. The contract includes all parts, labor, toner, delivery and installation.

Feedback from District staff showed that POA satisfied the District's printer needs and balanced customer service, cost-effectiveness, and machine functionality.

The new five-year contract value is estimated at \$267,000. The District will use a cooperative purchasing contract from Oregon Educational Technological Consortium (OETC). If approved, the contract term will begin July 1, 2023 and end June 30, 2028.

A public notice of intent to award this contract through the use of a cooperative contract was published at least seven days before the Board meeting.

PRESENTER / STAFF CONTACT:

Matt Makara, Executive Director of Finance & Business Services

Gwen Chapman, Director of Business Operations

**CONSTRUCTION BID AWARD: SCOUTERS MOUNTAIN
ELEMENTARY SCHOOL MODULAR CLASSROOM
INSTALLATION PROJECT**

DISCUSSION/ACTION
Agenda Item #8
May 11, 2023

SUPERINTENDENT'S RECOMMENDATION:

Approve awarding the Scouters Mountain Elementary School Modular Classroom Installation Project to P&C Construction Company for a total award not to exceed \$548,647.00.

BUDGET IMPACT/SOURCE OF FUNDS:

The source of the funds will be the 2016 Bond Funds

BACKGROUND:

The voters approved a capital projects Bond measure in November 2016. Improvements to Scouters Mountain Elementary School were part of the bond commitments. The scope of work for this bid award includes all site preparation and modifications including waterlines, sewer, storm drainage, grading, irrigation, seeding, fencing, electrical and plumbing utilities as well as low voltage for a complete installation of two (2) modular classroom buildings (four classrooms) at Scouters Mountain Elementary School.

In April 2023, staff solicited bids for construction services for the project.

Two bids were received on the project:

P&C Construction Co.: \$548,647.00
R.L. Reimers Company: \$878,575.00

Work is scheduled to start and be completed during the summer of 2023.

P&C Construction has completed multiple successful projects for the District, including work at Alder Creek Middle School, District Stadium, Sabin-Schellenberg and the Land Lab, Technology and Information Services Department building, Milwaukie El Puente Elementary School, as well as Sunnyside Elementary School.

In alignment with North Clackamas School District Equity Policy, the District desires to increase the percentage of North Clackamas School District contract dollars paid to firms that are certified by the State of Oregon Certification Office for Business Inclusion and Diversity ("COBID") as Minority Business Enterprise Program (MBE); Women Business Enterprise Program (WBE); Emerging Small Business Program (ESB); Service Disabled Veteran Business Enterprise (SDVBE); Disadvantaged Business Enterprise (DBE), or that self-identify as qualifying to be certified as COBID. North Clackamas School District promotes and strongly encourages the utilization of COBID firm or firms that self-identify as qualifying to be a COBID firm. P&C Construction Company is reportedly not a COBID firm, but they will provide a list of COBID subcontractors to the district.

As with all contracts, additional costs may be incurred for added or changed scope (e.g. change orders for unknowns, unforeseen, or agency requirements).

PRESENTER / STAFF CONTACT:

Cindy Detchon, Assistant Superintendent, Operations