

## 2014–15 STAFF ORIENTATION

There are several school board policies and collective bargaining provisions that principals and directors are required to review each fall with your school or department staff. Please review all items on the list below and have each employee check off that they have heard the information and then sign and date the document:

- ☐ **2014–15 Summary of Spending Guidelines and Controls**
- ☐ **Wellness Policy**
- ☐ **Student Discipline Procedures**
- ☐ **School Board Policy JB, Harassment, Intimidation, Bullying, Cyberbullying, Hazing and Teen Dating Violence**
- ☐ **School Board Policy JHCD, Administering Medication in School**
- ☐ **School Board Policy JHCCA/JHCCB, AIDS, HIV, and Hepatitis B**
- ☐ **School Board Policy GBN, Sexual Harassment and District Administrative Rules G1140, G1150, G1160 and G1170, Prohibiting All Forms of Harassment and Discrimination**
- ☐ **District Administrative Rules G2100 and G2120, Professional Conduct and Respectful Workplace**
- ☐ **School Board Policy GBCBA, Drug and Alcohol Abuse by Employees and District Administrative Rule 2430, Substance Abuse**
- ☐ **School Board Policies GBK, Use of Tobacco Products; JFCG, Use of Tobacco by Students; and Policy JFCH/JFCL, Drug, Tobacco and Alcohol Abuse by Students**
- ☐ **Student Use of Technology**
- ☐ **District Administrative Rule G2300.10, Staff E-mail Usage**
- ☐ **School Board Policy KGF, Use of District Property**
- ☐ **Process for Handling Complaints Against Staff by Principal or Department Director**
- ☐ **Political Activities**
- ☐ **Reporting Child Abuse - Child Abuse and Sexual Conduct Posting and District Administrative Rule G2400, Child Abuse**
- ☐ **Reporting Sexual Conduct Toward Students by School Employees, District Administrative Rule G2400.01**
- ☐ **Locked Spaces**
- ☐ **Community Educators (Guest Speakers) and Outside Presenters**

I have been informed of each of the above items and understand the policy or provision.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

# **A. SUMMARY OF SPENDING** **GUIDELINES AND CONTROLS**

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**Updated: 8/12/2014**

## Financial Services Contacts, by Responsibility Area

**Financial Services Main Line: Ext. 7600    Fax: 541-790-7605    Web Page: <http://fsweb.lane.edu/>**

	<b>Name</b>	<b>Responsibilities</b>	<b>Ext.</b>	<b>E-Mail</b>
	Sangster, Simone	CFO & Director of Support Services Business Systems	7606	sangster_s@4j.lane.edu
	Andrea Belz	Associate Director: Financial Services	7608	belz_a@4j.lane.edu

### **Accounts Payable - [acctspayable@4j.lane.edu](mailto:acctspayable@4j.lane.edu)**

	Hebard, Tyler	Payroll and Accounts Payable Supervisor	7622	hebard@4j.lane.edu
	Sunderland, Nicole	Accounts Payable-Facilities, Transportation, Office Depot, OfficeMax, Coastwide Laboratories; Visa	7615	sunderland_n@4j.lane.edu
	Mangus, Jenny	Accounts Payable-Elementary and Secondary Schools, Departments; Student Body	7609	mangus_j@4j.lane.edu

### **Billings - [billings@4j.lane.edu](mailto:billings@4j.lane.edu)**

	Elizondo, Eugenia	Billings, PERS	7614	elizondo_e@4j.lane.edu
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### **Budget - [budget@4j.lane.edu](mailto:budget@4j.lane.edu)**

	Sharon Myrand	Budget and Reporting Supervisor - Treasury	7624	myrand_s@4j.lane.edu
	McMahon, Trena	Budget, Budget System	7616	mcmahon_t@4j.lane.edu
	Vacant	Staffing and School Accountant – Student Body, Position Control		

### **Business Systems - [bussys@4j.lane.edu](mailto:bussys@4j.lane.edu) (e.g. password reset, system access and security)**

	Bassett, Paula	Business Systems Analyst	7626	bassett@4j.lane.edu
	Palandri, Mike	Business Systems Specialist	7628	palandri@4j.lane.edu
	Pickering, Terry	Technology Support Manager	7623	pickering@4j.lane.edu

### **General Accounting - [accounting@4j.lane.edu](mailto:accounting@4j.lane.edu) (includes account number setup, Lawson accounting questions)**

	Vacant	Accounting and Reporting Supervisor	7610	
	Gripp, Nancy	General Accounting, GL Account Number Setup, and Journal Entry Approval	7621	gripp@4j.lane.edu
	Montes, Maria	General Accounting, GL Account Number Setup, and Journal Entry Approval	7607	montes_m@4j.lane.edu
	Peterson, Janet	General Accounting and Reports (Part Time)	7627	peterson_ja@4j.lane.edu

### **Grants - [grants@4j.lane.edu](mailto:grants@4j.lane.edu)**

	Lusk, Tonia (ESS)	ESS Grants	7882	lusk_t@4j.lane.edu
	Vacant	Grant Accountant - Building Grants and EEF Accounting	7618	

### Financial Services Contacts, by Responsibility Area

	Pierpoint, David	Instruction Grants	7619	pierpoint_d@4j.lane.edu
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#### **Payroll - payroll@4j.lane.edu Fax – 541-790-7605**

	Hebard, Tyler	Payroll and Accounts Payable Supervisor	7622	hebard@4j.lane.edu
	Eichler, Janette	Payroll A-L	7613	eichler@4j.lane.edu
	Alferes, Carol	Payroll M-Z	7612	alferes@4j.lane.edu

#### **Purchasing - purchasing@4j.lane.edu**

	Vacant	Purchasing Analyst, Fixed Assets, Contracts and Independent Contractor Agreements	7611	
	Cone, Julie	Buyer, Fixed Assets, Contracts and Independent Contractor Agreements (PT Mon-Wed)	7620	cone_ju@4j.lane.edu

#### **Student Body - studentbody@4j.lane.edu**

	Vacant	Staffing and School Accountant – Student Body, Position Control		
	Mangus, Jenny	Student Body Accounting	7609	mangus_j@4j.lane.edu
	Montes, Maria	Student Body Accounting	7607	montes_m@4j.lane.edu

#### **Nutrition Services Fax – 541-790-7650**

	Fiedler, Keith	Director: Nutrition Services	7657	fiedler_k@4j.lane.edu
	Olney, Kaylynn	Asst. Director: Nutrition Services	7658	kolney@4j.lane.edu
	Whittlesey, Julie	Manager: Nutrition Services/	7655	whittlesey_j@4j.lane.edu
	Bengston, Karla	Accounting	7659	bengston_k@4j.lane.edu
	Hafdahl, Theresa	Administrative Assistant	7656	hafdahl@4j.lane.edu
	Rigsby, Patty	Catering	7654	rigsby@4j.lane.edu

#### **Warehouse – warehouse@4j.lane.edu**

**Fax – 541-790-7645**

	Bell, Ron	Warehouse Supervisor, Excess Property	7646	bell_r@4j.lane.edu
	Fischer, Andrew	Warehouse Operations	7646	fischer_a@4j.lane.edu
	Henderson, Vickie	Warehouse Operations	7646	henderson_v@4j.lane.edu
	Palmer, Hal	Warehouse Operations	7646	palmer_h@4j.lane.edu
	Pearman, Calvin	Warehouse Operations	7646	pearman@4j.lane.edu

## Financial Services Contacts, Alphabetical

**Financial Services Main: Line Ext. 7600 Fax: 541-790-7605 Web Page: <http://fsweb.lane.edu/>**

<b>Name</b>	<b>Responsibilities</b>	<b>Ext.</b>	<b>E-Mail</b>
Alferes, Carol	Payroll M-Z	7612	alferes@4j.lane.edu
Bassett, Paula	Business Systems Analyst and Special Projects	7626	bassett@4j.lane.edu
Andrea Belz	Associate Director: Financial Services	7608	belz_a@4j.lane.edu
Cone, Julie	Buyer, Fixed Assets, Contracts, and Independent Contractor Agreements (Part Time M-W)	7620	cone_ju@4j.lane.edu
Eichler, Janette	Payroll A-L, PERS	7613	eichler@4j.lane.edu
Elizondo, Eugenia	Billings, Visa	7614	Elizondo_e@4j.lane.edu
Grants Accountant	Grant Accounting & EEF	7618	grants@4j.lane.edu
Gripp, Nancy	General Accounting, GL Account Number Setup, and Journal Entry Approval	7621	gripp@4j.lane.edu
Hebard, Tyler	Accounts Payable & Payroll Supervisor and Student Body	7622	hebard@4j.lane.edu
Mangus, Jenny	Accounts Payable-Elementary and Secondary Schools, Departments, and Student Body	7609	mangus_j@4j.lane.edu
McMahon, Trena	Budget, Budget System	7616	mcmahon_t@4j.lane.edu
Montes, Maria	General Accounting, GL Account Number Setup, Journal Entry Approval, and Student Body	7607	montes_m@4j.lane.edu
Myrand, Sharon	General Accounting, GL Account Number Setup, Budget, Budget System, and Treasury	7624	myrand_s@4j.lane.edu
Palandri, Mike	Business Systems Specialist and Special Projects	7628	palandri@4j.lane.edu
Peterson, Janet	General Accounting and Reports (Part Time)	7627	peterson_ja@4j.lane.edu
Pickering, Terry	Technology Support Manager	7623	pickering@4j.lane.edu
Sangster, Simone	CFO & Director of Support Services Business Systems	7606	sangster_s@4j.lane.edu
Sunderland, Nicole	Accounts Payable-Facilities, Transportation, Office Depot, OfficeMax, Coastwide Laboratories; Visa	7615	sunderland_n@4j.lane.edu
Vacant	Accounting and Reporting Supervisor	7610	
Vacant	Purchasing Analyst, Fixed Assets, Contracts and Independent Contractor Agreements	7611	
Vacant	Staffing and School Accountant – Student Body, Position control		

## School/ Department Timeline of Financial Services Activities, 2014-15

### Annual Activities

September	Special Purpose Reserve Fund/31211 Account beginning balances entered by Finance
October	
November	
December	
January	Budget Guidelines posted and system open for entry Budget Training Budget worksheets returned to Financial Services
February	
March	Begin Fixed Asset Inventory (to be completed by end of May)
April	
May	Special Purpose Reserve Fund Process Begins (end of month) Student Body Review by External Auditors (limited number of schools) end of month
June	Special Purpose Reserve Fund Transfer Request complete (beginning of month) Board approves fleet transfer (mid-month)
End of School Year	End of Year check outs (mid to end of month)
July 15	Last Check Run for the 2014-15 school year






## School/ Department Timeline of Financial Services Activities, 2014-15


Monthly Activities (assumes that the first business day is 1<sup>st</sup> of month)

Date (approx.)	Activity	Information
1-12		
9	<b>Close Prior Month in Lawson</b>	Finalizes processing including payroll to the district's financial records
9-13		
13	<b>Invoices/Confirming PO documentation</b>	To ensure processing in the next check run, accounts payable should receive payment information (no later than 2 days prior to the check run)
14		
15	<b>Payroll information</b>	<ul style="list-style-type: none"> <li>• Timesheets (Cover the period from the 16<sup>th</sup> of the previous to the 15<sup>th</sup> of the current month)</li> <li>• Reimbursements</li> <li>• Extended contracts</li> <li>• W4</li> <li>• Request for removal from payroll deduction</li> <li>• Tax Sheltered Annuity (TSA, 403b) enrollment form</li> <li>• Mileage reimbursement</li> <li>• Travel reimbursement</li> <li>• Employee reimbursement forms</li> </ul> <p>Direct deposit forms received after the 15<sup>th</sup> will be entered if at all possible. Remember that an actual check will be cut the first payday after a direct deposit account is changed so the bank can verify the deposit information.</p>
	<b>Check Run</b>	Checks are prepared for vendors
16-24		
25	<b>Visa Statements</b>	Reconciled visa statements with detailed receipts signed by administrator are due to purchasing
	<b>Student Body</b>	Student Body reconciliations and financial reports are due to accounts payable.
26		
27		
28	<b>Invoices/Confirming PO documentation</b>	To ensure processing in the next check run, accounts payable should receive payment information (no later than 2 days prior to the check run)
29		
30	<b>Check run</b>	Checks are prepared for vendors

# School/ Department Timeline of Financial Services Activities, 2014-15

## Fiscal year 2014- 2015

-  Pay Day
-  Invoice Submission Deadline - 5 p.m.
-  Check Run
-  Visa statements due to Nicole Sunderland
-  SB Bank Reconciliation and Financial Reports due to Jenny Mangus

-  Payroll Information due by the 15th (timesheets, reimbursements, etc)
- Timesheets due soon after the 15th as possible
- Other forms are due on the 15th to be processed for that month
- Forms received after the 15th will be processed the following month

2014-2015						
July 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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		

2014-2015						
August 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						

2014-2015						
September 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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				

2014-2015						
October 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

2014-2015						
November 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						

2014-2015						
December 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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			



# School/ Department Timeline of Financial Services Activities, 2014-15

## Fiscal year 2014- 2015



Pay Day



Invoice Submission Deadline - 5 p.m.



Check Run



Visa statements due to Nicole Sunderland



SB Bank Reconciliation and Financial Reports due to Jenny Mangus



Payroll Information due by the 15th (timesheets, reimbursements, etc)

Timesheets due soon after the 15th as possible

Other forms are due on the 15th to be processed for that month

Forms received after the 15th will be processed the following month

2014-2015						
January 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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

2014-2015						
February 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

2014-2015						
March 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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
30	30	31				

2014-2015						
April 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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		

2014-2015						
May 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						

2014-2015						
June 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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				

## School/ Department Authorization Cheat Sheet, 2014-15

FOR NEW SECRETARIES: This table is a check list of the typical authorizations and information requested from Financial Services.

✓	AUTHORIZATION REQUESTS	WHO INITIATES AUTHORIZATION REQUEST?	PROVIDE THE FOLLOWING INFORMATION	E-MAIL (or call ext. 3326)	ADDITIONAL INFORMATION SOURCE
	Bank Signature Card	Principal/Administrator e-mail	Contact Financial Services for any changes	<a href="mailto:studentbody@4j.lane.edu">studentbody@4j.lane.edu</a>	<a href="http://fsweb.lane.edu/">http://fsweb.lane.edu/</a>  Business Systems/ Student Body system Accounting Handbook
	Business Information System Access <ul style="list-style-type: none"> <li>Attendance System</li> <li>Student Body Accounting</li> </ul> Lawson System <ul style="list-style-type: none"> <li>Asset Management</li> <li>General Ledger</li> <li>Purchase Orders</li> <li>Warehouse Orders</li> <li>4J Employee Information</li> </ul> Work Orders (Contact Pam Wescott)	Principal/Administrator e-mail	Employee's name, position, and systems to which s/he needs access, dollar authorization for Purchase Orders	<a href="mailto:bussys@4j.lane.edu">bussys@4j.lane.edu</a>          Work Orders (Facilities): <a href="mailto:wescott@4j.lane.edu">wescott@4j.lane.edu</a> x4787	<a href="http://fsweb.lane.edu/">http://fsweb.lane.edu/</a>  Business Systems
	Purchase Order – Request for Authorization	Principal/Administrator e-mail	Employee's name, e-mail address, and dollar limit for authorizing PO's.	<a href="mailto:purchasing@4j.lane.edu">purchasing@4j.lane.edu</a>	
	VISA cards – Annual Request	Principal/Administrator e-mail	Employee's name and work phone number.  Standard limit is \$2,500/month and \$1,000/purchase.	<a href="mailto:purchasing@4j.lane.edu">purchasing@4j.lane.edu</a>	
	System Training Request	Principal/Administrator /Secretary	Employee Name/Position/ Type of training needed	<a href="mailto:bussys@4j.lane.edu">bussys@4j.lane.edu</a>	<a href="http://fsweb.lane.edu/">http://fsweb.lane.edu/</a>  Business Systems/ Training Documentation

## Spending Guidelines and Controls, 2014-15

**Remember – Applies to spending for all funds:**

- ➔ **All revenues and expenditures in all funds are considered to be public funds and are subject to the requirements of Oregon Statute and 4J Board Policy.**
- ➔ **Without proper authority, the individual making the contract is personally liable (ORS332.075(2)).**

- Original signatures are required – Signature stamps are not allowed for any use.
- Oregon Statutes require the School Board to approve all contracts. The Board may delegate authority and has delegated authority for contracts under \$150,000.
- **Purchases from one vendor are considered for the limit – splitting invoices is not allowed under state law (ORS279B.065(2)).**

### **Purchasing requirements – General Goods and Services**

Check the Sources of Supply list for required and permitted vendors:

**[http://fsweb.lane.edu/docs/pdf/pu\\_src\\_of\\_supply.pdf](http://fsweb.lane.edu/docs/pdf/pu_src_of_supply.pdf)**

If the district does not have a contract with a vendor:

<b>Under \$5,000</b>	Purchase from the best source
<b>\$ 5,000 to \$149,999</b>	Three quotes required
<b>\$75,000 to \$149,999</b>	*Three <i>written</i> quotes required
<b>\$150,000 or more</b>	Written bid/proposal and Board approval required

### **Purchasing requirements – Personal Services**

- No quotes are necessary for personal services under \$25,000
- Contact Purchasing staff at **[purchasing@4j.lane.edu](mailto:purchasing@4j.lane.edu)** to ensure that the service qualifies as a personal service.

*Note: Dollar limits represent district-wide expenditures for each fiscal year or for the contract*

As a public entity, we are held to a high standard of stewardship for public resources. We each have a duty to care for the public trust. Moreover, our records can be subject to review, under the public records act, at any time. We are required to “exercise prudent judgment so as to maintain proper stewardship of taxpayer dollars.”

Travel, meals, entertainment, food, and employee reimbursements are common areas for public scrutiny and investigation. The district needs to ensure that as many resources as possible are targeted toward the classroom.

The following procedures and guidelines will assist administrators in approving appropriate spending, ensuring that expenditures are reasonable and comply with laws and policies, and monitoring expenditures. These include practices that are required by law and are adopted throughout the U.S. by public organizations, such as practices related to food, travel, and hotel rates, maximums, required documentation for reimbursements, and justifications of the type of expenditures that are defensible for our organizations’ purpose.

As a principal or director you are responsible for ensuring that spending from your budget is within the authorized spending limits and that it complies with all applicable laws, regulations, and policies. These procedures are designed to guide you through how purchases are made and the types of spending.

## Spending Guidelines and Controls, 2014-15

### **For spending: Required Documentation checklist**

When approving spending please complete the following checklist.

✓	Item
<input type="checkbox"/>	1. Is there a description of the educational or district purpose that is served by the expenditure?
<input type="checkbox"/>	2. Is there an agenda or flyer of the meeting or class?
<input type="checkbox"/>	3. Do you approve of the educational purpose?
<input type="checkbox"/>	4. Is there a <u>detailed / itemized listing or invoice</u> of the costs incurred? (Invoices with a confirmation of the cost but no itemized listing are not sufficient for reimbursement.)
<input type="checkbox"/>	5. Is there a listing of people involved?
<input type="checkbox"/>	6. If a good was ordered on a purchase order, does the invoice indicate that the good was received?
<input type="checkbox"/>	7. Is the accounting code correct? Is there budget for this spending?
<input type="checkbox"/>	8. Does the spending comply with federal, state, and local requirements? (There are more requirements if the purchase is for a grant; see Gifts & Gift Cards, Section B.)
<input type="checkbox"/>	9. Do you have available resources for spending?
<input type="checkbox"/>	10. If out of district travel, is there an approved out of district/ state form attached?

*Signature stamps are not allowed for any use.*

### **Purchasing Authority**

Authorizing Signature	Department/ Threshold		
	Schools and Departments	Personal Services	Facilities, General Fund
Department or School Leader	Less than or Equal to \$1,000	Direct all to financial services	Less than or Equal to \$5,000
Director (purchasing release, or director release if signed up)	\$1,000-\$5,000	Direct all to financial services	Up to \$10,000
Financial Services (purchasing review), after director approval	\$5,000-\$150,000	Direct all to financial services	\$10,000 - \$150,000
Formal Solicitation and Board Approval Subject to Board Policy	\$150,000	Formal Solicitation and Board Approval Subject to Board Policy	

- **Only the Superintendent/Clerk and Deputy Clerks (Chief of Staff, Chief Financial Officer, Associate Director of Financial Services, and Director of Facilities) have authority to sign contracts.**
  - Principals and Assistant Directors may sign purchase orders not to exceed \$1,000
  - Directors may sign purchase orders not to excess of \$5,000
  - All staff sign Independent Contractor Agreements and provide Purchasing with the approval to proceed, subject to Financial Services review, and the school or department provides Purchasing with the documentation to help complete the process of final review and approval.

*Note: Multi-year contracts require additional Purchasing review and signature.*

## Spending Guidelines and Controls, 2014-15

**IMPORTANT: Purchase orders provide the best way to control expenditures and ensure vendors are appropriately contracted. Employee reimbursements are the next best way because if an expenditure is not approved, it will not be reimbursed. VISA cards provide the weakest oversight of expenditure.**

### **Purchase Orders**

Director approval is required for purchases and purchase orders over \$1,000.

Expenditures greater than \$1,000, including multiple payments to one vendor that total more than \$1,000, that have not received director approval, will be highlighted and reported to directors for notification and approval. Please note that **splitting invoices is not allowed under state law (ORS279B.065(2))**. Future approval authority for staff submitting Purchase Orders may be reduced.

### **Quotes and Request for Proposals**

Spending with one vendor over the course of a contract, for each fiscal year, or for a specific product of more than \$5,000 should be subject to a competitive process:

- Informal quotes (oral, written, noted attempt) are allowable for purchases from \$5,000 to \$74,999.
- Written quotes are required for purchases from \$75,000 to \$149,999. Contact Purchasing to assist you with this process.
- A formal bid/proposal process is required for purchases over \$149,999 (also requires Board approval).

### **Authority**

Only the Superintendent or a Deputy Clerk has the authority to sign the following:

- Intergovernmental Agreements (IGAs) regardless of dollar amount.

The Superintendent, Deputy Clerks, Facilities Director or Financial Services Manager have the authority to sign the following:

- Purchase Orders (POs) (for goods and services) exceeding \$5,000 or extending past 12 months.
- All contracts obligating the district (for goods and services).

*Please remember that a signature stamp is not allowed for any use.*

### **Employee Reimbursements**

- Should be for small purchases. The district provides contracts for most supplies, so please check first before purchasing supplies with personal funds.
- Have a limit of \$100 per reimbursement.
- Must comply with district purchase guidelines including reimbursement amounts and documentation such as copies of detailed invoices.
- Completed reimbursement requests, including mileage, should be received by Financial Services within 60 days of when the expenditure was incurred.

### **Approval of Spending**

Because the costs are charged to school or department budgets, an administrator should review and sign reimbursement requests. Completed reimbursement requests, including mileage, should be received by Financial Services within 60 days of when the expenditure was incurred.

## Spending Guidelines and Controls, 2014-15

### **District Credit Cards**

- **Approval** - Because Directors/Principals are responsible for the budgets that are used by credit card holders, the list of cardholders at their site should be reviewed annually. Annually, directors/ principals will be required to approve card holders in their department or school.
- **Agreement for credit card holders** - Credit Card holders and their respective director/ Principal will be asked to sign a memorandum of understanding annually that affirms they will be held responsible for maintaining sole possession and security of the card at all times and comply with all district purchasing policies when using the credit card.
- **Debit Cards** - The district does not provide debit cards for any use.

### **What can credit cards be used for?**

- Purchases of goods or services that support the educational purpose of the district and that are authorized by the District's adopted budget.
- Purchases of low dollar amounts as well as District approved travel and professional development expenses.

### **What are the credit card limits?**

- All district credit cards have the following limits:
  - \$1,000 maximum for a single transaction
  - \$2,500 monthly spending limit

These will not be changed as this aligns with the district spending limits. If your purchase is greater than \$1,000 please use the credit card PO.

### **What purchases are not allowed by credit card?**

- Computers
- Items that do not comply with district policies and procedures:
  - Foods of minimal nutritional value that do not conform with the wellness policy e.g., pop, most candy, candy coated popcorn.
  - Any non-district purpose e.g., personal use, cash advances, alcoholic beverages, entertainment gift cards, gas or other expenses for personal car, fines or penalties.
  - Reimbursements over set limits.

### **Cardholder Obligations are described in the MOU.**

- Obtain the statement – it is available on 6<sup>th</sup> of the month
- By the 25<sup>th</sup> of the statement month submit to purchasing:
  - a reconciled statement
  - all original itemized receipts
  - approval of spending
- Cardholders do not approve their own statement. Principals and Directors may approve their reconciled statement subject to district central review; however, they are obligated to ensure compliance with District spending limits.
- You are responsible for the physical custody of the credit card.
- You may not remove the card from a district facility or retain custody of the card outside a district facility except when necessary for the purchase of authorized items.

### **On-line Purchase Guidelines**

When making district purchases online please ensure that you:

- Do not set up a district account.
- Do not select the option to “save credit card information.”
- Have the purchase sent to the district – school or office. District purchases should never be received at home addresses. Such purchases are considered to be personal.

## Spending Guidelines and Controls, 2014-15

### Approval of Credit Card Spending

The administrator should review and sign credit card expenditure forms. Original and detailed receipts need to be returned to the Purchasing Department by the 25<sup>th</sup> of the statement month. If receipts are not submitted with the statement, credit card privileges may be revoked.

### Independent Contractor Agreements (ICA)

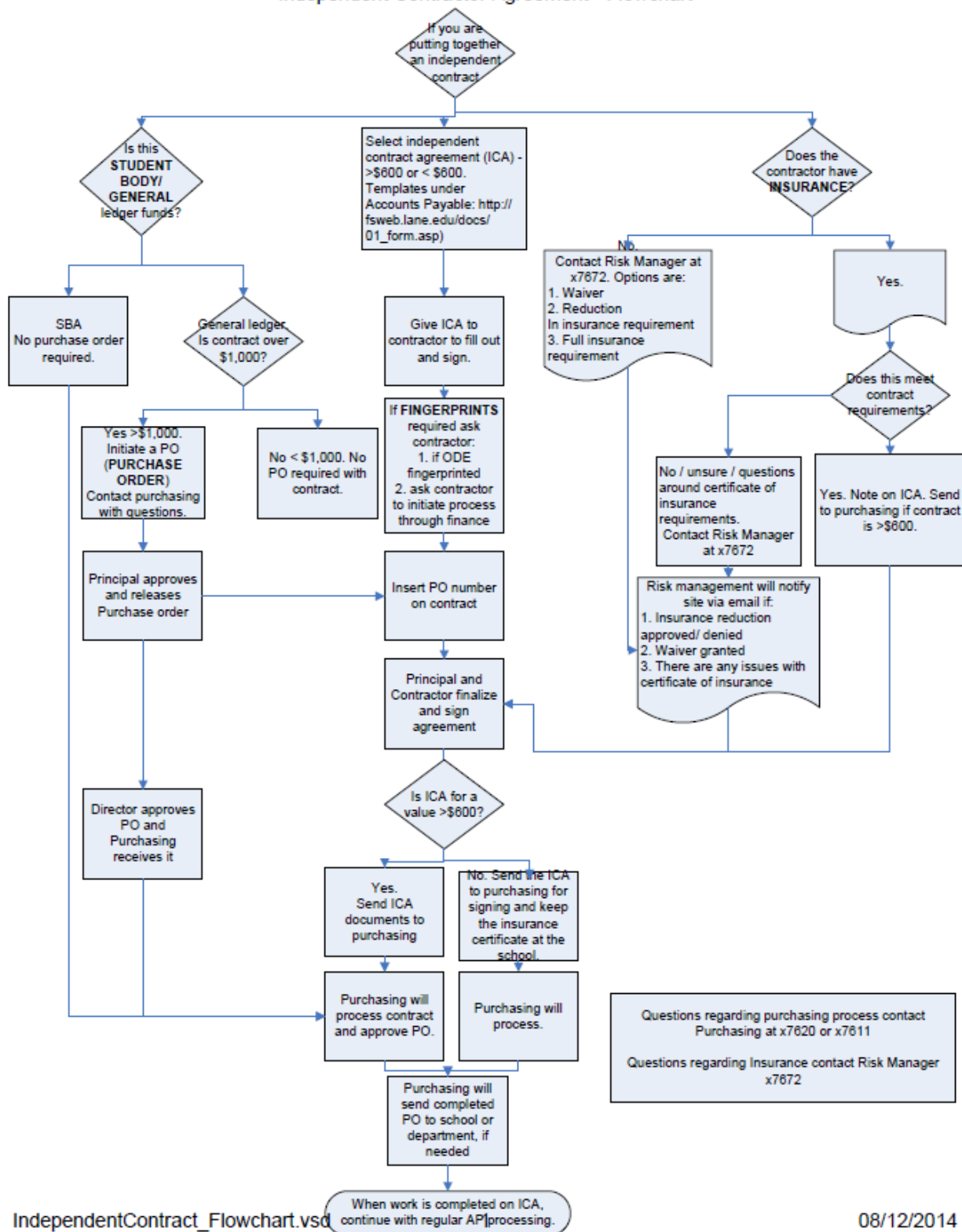
ICA must be completed and signed by Financial Services two weeks in advance of the work being performed.

### Process

- The Administrator should review and sign every ICA.
- A completed purchase order must accompany each ICA for final review and approval by Financial Services if the contract exceeds \$1,000.
- Schools/Departments select the ICA based on the total annual amount of business with the vendor:
  - Use the ICA noted **"Under \$600 Annually (District-wide)"** when a contractor payment is less than \$600 annually on a district-wide basis. This ICA allows a lower insurance requirement for the Contractor.
    - The contractor is to provide an insurance certificate to the school/department indicating adequate coverage. The school/department is to then keep the certificate on file. If an insurance certificate is not provided, approval from Risk Management in the form of an email is required to be maintained by the school/department.
  - Use the ICA noted **"\$600 and Over Annually (District-wide)"** when a contractor payment exceeds \$600 annually on a district-wide basis. This ICA has higher insurance requirements for the Contractor.
    - The contractor is to provide an insurance certificate and it is to be attached to the ICA. If an insurance certificate is not provided, approval from Risk Management in the form of an email is required to be attached to the ICA.
  - Due to new IRS requirements, **payment may not be made without a completed ICA.** Any penalties for missing contracts will be paid by the department or school.

## Spending Guidelines and Controls, 2014-15

### Independent Contractor Agreement - Flowchart



IndependentContract\_Flowchart.vsd

08/12/2014



## Spending Guidelines and Controls, 2014-15

### **Petty Cash**

See the student body manual for detailed procedures. The maximum General Fund Petty cash on hand allowable is \$100 for an elementary school; \$150 for middle school; and \$300 for a high school or program. Petty cash funds may only be replenished based on receipts.

As part of your check-out procedures, turn in your petty cash with receipts at June 30<sup>th</sup>. Include your original purchase order number when you turn in your petty cash. Begin the new school year with the beginning balance amount allotted to your school.

### **Ethics**

As public employees, all district staff are subject to government ethics laws. All staff are personally responsible for meeting ethics laws. These may be enforced by the Oregon Government Ethics Commission in the case of a breach (<http://www.oregon.gov/ogec>). Oregon government ethic laws prohibit public officials from using their office for financial gain, and require public disclosure of economic conflict of interest. All district staff must ensure that there is a district purpose when using district resources. Examples of not following the ethics laws include use of computer resources and access (Internet surfing or shopping), and purchases for personal consumption or purchases from relatives or a business with which they are associated.

### **Professional Development Costs (includes administrator professional development)**

- **Professional Development Plans:** Plans should be submitted to the appropriate administrator in advance explaining how the training will contribute to the achievement of Board, Superintendent and instructional goals and the funding source for the training.
- **Budget Authority:** Budget authority should be transferred to the appropriate professional development accounts prior to the scheduled training.

### **Staff Food and Meals**

Meals for in-district professional development should be provided only as follows:

<b>Breakfast</b>	Meeting/Training commences prior to 7:00 a.m.
<b>Lunch</b>	Meeting/Training runs continuously from 11:00 a.m. to 1:00 p.m.
<b>Dinner</b>	Meeting/Training extends past 7:00 p.m.
<b>Snacks</b>	May be provided at other times as appropriate

- Meetings should be scheduled over meal periods only when it is the most efficient and effective option for conducting district business and must be reasonable under public scrutiny.
- Use of 4J catering through Nutrition Services is encouraged.
- Food must meet district nutrition standards (see Section M).
- Receipts must be itemized, list attendees, and describe district business/ educational purpose.
- Snacks and beverages are not reimbursable in-district, unless as part of a training exercise for more than 10 people and meeting is longer than 1 hour. If provided for a training exercise, documentation must be provided as described in this section and meet district nutrition standards.

### **Meals, Entertainment, and Incidentals**

Occasionally it's in the best interest of students and the district for district staff to meet with community members, students and other stakeholders over a meal period. In such instances, it is appropriate for the district to pay for that meal; however, meals must be reasonable in the eyes of the public.

## Spending Guidelines and Controls, 2014-15

Reimbursement guidelines per person for meals in Eugene are that the meal plus tip (maximum reimbursable tip is 15% of the cost of the meal) will not exceed the local per diem rate (taxes are additional):

- Breakfast - \$8
- Lunch - \$12
- Dinner - \$26
- Incidentals - \$5
- Snacks and beverages are excluded unless identified as part of a meal (within the above per diem) or as a meal replacement or if they are costs of in-district professional development.

Receipts must be itemized, list attendees, and describe district business. Alcohol costs are non-reimbursable.

- When the local per diem rate is exceeded, the excess cost will be paid with personal funds.
- Meals costs when traveling are at the GSA per diem rates; we have provided District rates and included the snacks in the meal allowances above.  
See (<http://www.gsa.gov/portal/content/101518>).
- If a conference includes meals, the appropriate amounts will be deducted from the per diem reimbursement.
- Exceptions to the above require preapproval by the Chief of Staff or Superintendent.

***Costs related to staff celebrations must be paid with personal funds.***

### Travel

#### **General Rules**

- Budget authority should be transferred in advance of travel.
- Exceptions require preapproval by the Chief of Staff or Superintendent.
- When costs exceed the criteria described below, the excess cost will be paid with personal funds.
- Non-employee travel, meal and other expenses, such as costs for an accompanying spouse, are not reimbursable.
- Submit your approved "Out of State Travel Approval Request", "In State Overnight Travel Approval Request", or "Professional Development Plan" when submitting invoices. These forms are located at: <http://www.4j.lane.edu/finance/forms/>.

#### **Out of District and Out of State Travel**

- Out of state travel must be preapproved by the Superintendent for each employee traveling out state.
- Out of district retreats may be scheduled with prior approval of the Chief of Staff or Superintendent.
- District employees are expected to use the least cost carrier and class available and to car pool, where possible. Business and first class are not reimbursable.
- If an employee chooses to use his/ her personal vehicle in lieu of air travel, the employee will be reimbursed on the basis of airfare or mileage rate, **whichever is lower**.
- The District will reimburse employees for reasonable taxi, bus, shuttle, subway or rental car expenses, based on receipts and with a tip of up to 15%.
- In-state overnight travel requires preapproval by a director:
  - Use the in state overnight travel approval request form.
  - Overnight trips should exceed 75 miles one-way.
  - Overnight travel within the state should be for events that span at least two days.

## Spending Guidelines and Controls, 2014-15

### **In-District Travel**

- Employees attending functions within driving distance should commute together if schedules permit.
- Direct costs for personal cars such as a tank of gas, repairs, washing, and maintenance are not reimbursable. Only a mileage allowance may be claimed.
- Use of an employee's personal vehicle for District business will be reimbursed at the IRS mileage rate. The actual expense for tolls and parking will be reimbursable and documented with receipts.

### **Hotel Accommodation**

- Hotel charges are authorized for overnight or out of state travel, as described above, or for staff chaperoning students on overnight trips.
- Itemized hotel receipts are required. Room charges must be at GSA single occupancy rate (<http://www.gsa.gov/portal/category/100120>) or the standard conference hotel rate (with a copy of the conference application and conditions) unless staff shares a room on a trip. For example, the maximum reimbursable room rate in Eugene is \$94.00 per day. Any difference must be approved in advance by the Superintendent or Chief of Staff.
- If traveling out of state, the out of state travel approval form is required for hotels to provide the government rate.
- Charges for business related faxes, internet service, photocopying, parking and business related local or long-distance calls will be reimbursed when free services are not available and must be detailed on the hotel receipt. Document on the receipt the business purpose.
- Charges for staying with friends or relatives are not reimbursable.
- In-room movies are not reimbursable.

***Exceeding per diems may result in taxable benefit to the employee.***

### **Gifts & Gift Cards**

The district practice is that gifts are not allowable uses of general funds. This reflects the principle that government should use public funds for "public purposes" (educational purposes).

**Volunteers** – gifts may be given to volunteers to show appreciation, if the amount is of a nominal value, (e.g. not exceeding \$25) and not in the form of cash or a gift card. Gifts should be from student body funds raised for this purpose.

**Staff** - may not receive gifts as described in the Ethics section.

**Students** – An allowed student exception is that gifts may be necessary to support temporary need as part of specific superintendent-authorized programs such as the homeless program run by the Instruction Department (from the General Fund), or if specifically allowed under the terms of a grant (Grant Fund), or if using student body funds that were collected with this stated purpose (Student Body Funds).

- a) General Funds - allowed student exceptions are extremely limited. One example is the Positive Behavior Interventions and Supports (PBIS) program which is designed to encourage positive behavior.

**PBIS** is a program designed to encourage positive student behavior and an allowance is provided to each school to provide resources for this program. Intervention programs might comprise specific activities or rewards and awards for students. Because we use public funds to support the incentives it is important to ensure that we purchase an identifiable educational good or service with the funds and that the incentive is received by the intended student. The

## Spending Guidelines and Controls, 2014-15

cost of these items should be nominal and in any event no greater than \$15. Examples of incentives are a hat, t-shirt, backpack, or water bottle.

With prior approval through the PBIS office and submitted to finance, schools may purchase gift certificates or stored value (gift) cards that are linked to a specific good or service. An example of such a card would be a stored value card for the cost of a movie ticket. Other examples should align with the District's wellness policy.

If the school purchases gift certificates or stored value cards, please follow these additional procedures to verify that the purchase reaches the intended recipient:

1. Keep a description of the purchase of the incentive and criteria for getting one
  2. Keep the cards in a locked cabinet or drawer until distributed
  3. Keep a list of who received cards, the list should be signed by students as the cards are distributed to them
  4. Once the cards are all given out, ensure that the list contains the same number of recipients as the number of cards that were distributed.
- b) Grant Funds – allowed student exceptions must align with the specific terms of the grant. The grant must state that gifts or gift cards are allowed. For example, Title funds may not be used for the purchase of gifts. Limited exceptions for students are made when the item is:
- a. Non-cash or cash-like – no gift card or retail vouchers – that doesn't have a restriction over purchase (some tickets for admittance might be allowable),
  - b. Of an amount that is of minimal value (with a transaction value of less than \$25), and/or,
  - c. A token (hat, t-shirt, pen, baseball cap, backpack, water bottle).

Moreover, the gift must satisfy the following conditions:

- d. Be approved by the Grantor– or clearly be within the spirit of the grant (grant manager will be required to justify),
  - e. Meet the district's goals,
  - f. Be in response to an activity – not a giveaway – specified in the reimbursement request, and
  - g. A list of recipients, signed by recipients, should be provided to accounting with the request for reimbursement.
- c) Student Body Funds – See the Student Body Manual for additional information.

**Flowers** – Flowers are not allowable expenditures except for graduation decorations, within a reasonable cost.

## Principal Monthly Financial Checklist, 2014-15

Month:		Date completed:		Completed by:	
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Check	Done	Details/ Question
Bank account signatories	<input type="checkbox"/>	District Office, Director, Principal
<b>Weekly</b>		
Review check payments, purchase orders	<input type="checkbox"/>	1. Is there a description of the educational or district purpose that is served by the expenditure?
	<input type="checkbox"/>	2. Is there an agenda or flyer of the meeting or class?
	<input type="checkbox"/>	3. Do you approve of the educational purpose?
	<input type="checkbox"/>	4. Is there a <u>detailed / itemized listing or invoice</u> of the costs incurred? (Invoices with a confirmation of the cost but no itemized listing are not sufficient for reimbursement.)
	<input type="checkbox"/>	5. Is there a listing of people involved?
	<input type="checkbox"/>	6. If a good was ordered on a purchase order, does the invoice indicate that the good was received?
	<input type="checkbox"/>	7. Is the accounting code correct? Is there budget for this spending?
	<input type="checkbox"/>	8. Does the spending comply with federal, state, and local requirements? (There are more requirements if the purchase is for a grant; see Gifts & Gift Cards, Section B.)
	<input type="checkbox"/>	9. Do you have available resources for spending?
	<input type="checkbox"/>	10. If out of district travel, is there an approved out of district/ state form attached?
Review cash receipt forms	<input type="checkbox"/>	As principal, you have a pretty good sense of what money collecting activities are in your building. Review the forms and ask to see the matching deposit slips from the bank.
<b>Monthly</b>		
Review the bank reconciliation	<input type="checkbox"/>	1. Did you personally sign all of the returned checks?
	<input type="checkbox"/>	2. Do you know about the checks, especially the larger ones?
	<input type="checkbox"/>	3. Do all the school deposits appear to have been made?
	<input type="checkbox"/>	4. Does the bank balance on the bank statement agree with the bank balance on the reconciliation?
<b>Periodically</b>		
	<input type="checkbox"/>	1. Review the school's financial report for expenses to the various accounts; does this agree to your expectations in amounts that have been charged? Check to see if you may run out of funds for various activities.
	<input type="checkbox"/>	2. Count the petty cash – does your total equal the total of petty cash the school should have?

## Wellness Policy

Children and adolescents need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. With childhood obesity increasing across the nation, the role that schools play in promoting sound nutrition and physical exercise is more important than ever.

To help ensure that 4J students have the opportunity to eat well, be active, and learn about healthy choices, the Eugene School District adopted a comprehensive wellness policy in spring 2006.

Key elements of 4J's wellness policy include:

**All students should have opportunities, support and encouragement to be physically active on a daily basis.**

- Physical activity is encouraged to be integrated into the academic curriculum.
- Physical education will not be withheld as punishment.
- Recess will be withheld for disciplinary reasons only on an occasional basis as part of an individual or school-wide behavior plan.

**Foods served to students should be nutritious and healthy.**

- **Foods for sale:** Soda pop (including no-calorie varieties) will not be sold or distributed at school. Other foods of minimal nutritious value (e.g. most candy, chewing gum, cotton candy, candy-coated popcorn) will not be sold to students on campus during the school day. All foods offered for sale must meet the district's Healthy Snack Guidelines.
- **Foods in the classroom:** Staff should be judicious in any use of food as an incentive or reward, at celebrations, or as part of the curriculum, taking into consideration the nutritional value of the food being served and the frequency of use. Schools should limit the use of food at celebrations that are not related to the curriculum. When food is used as part of a social or cultural event in the schools, staff and parents are encouraged to provide nutritious foods that are consistent with the Healthy Parties Guidelines. These guidelines (attached) provide parents and teachers with nutrition targets and examples of healthy, affordable food choices for snacks and parties.
- **Foods of minimal nutritious value** (e.g. soda pop, most candies, chewing gum, cotton candy, candy-coated popcorn) may not be distributed by staff as a reward for academic performance or good behavior. These products may not be purchased with a district VISA card and employee purchases will not be reimbursed. The use of any other kinds of candy as a reward also is strongly discouraged.
- **These requirements also apply to before- and after-school activities** sponsored by the district, except for activities at which adults are a significant part of the audience (e.g. carnivals, athletic events).

To learn more about the specific requirements and guidelines under the district's wellness policy, please visit <http://www.4j.lane.edu/nutrition/wellness/>.

# Eugene School District 4J

Code: **JF/JFA**  
Adopted: 11/21/77; 6/16/75  
Readopted: 5/21/14  
Orig. Code(s): JF; JFA

## Student Rights and Responsibilities\*\*

The Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students.

Among these student rights and responsibilities are the following:

1. Civil rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
5. The right to privacy, which includes privacy with respect to the student's education records.

Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior.

Students' rights and responsibilities, including standards of conduct, are outlined in the Student Rights & Responsibilities Handbook. The handbook will be made available on the district's website, at school sites, and at the district office.

END OF POLICY

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### Legal Reference(s):

[ORS 332.061](#)  
[ORS 332.072](#)  
[ORS 337.150](#)  
[ORS 339.155](#)

[ORS 339.240](#)  
[ORS 339.250](#)  
[ORS 659.850](#)  
[ORS 659.865](#)

[OAR 581-021-0045](#)  
[OAR 581-021-0046](#)  
[OAR 581-021-0050 to -0075](#)  
[OAR 581-022-1140](#)

Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).  
Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

### Cross Reference(s):

JFC - Standard for Student Conduct and Discipline

# Eugene School District 4J

Code: **JG**

Adopted: 7/02/73

Readopted: 8/02/76; 8/15/77; 5/21/14

Orig. Code(s): 3890; 5700

## Student Discipline

The right of students to attend public school is guaranteed by law. Along with this right is the student's responsibility to follow reasonable rules designed to assure the safety and orderly educational process for all students and school personnel.

To ensure a school climate that is appropriate for student learning, repeated minor violations or a single serious violation of school rules may result in a range of consequences for the student including suspension or expulsion from school. Students are subject to disciplinary action for behavior while traveling to and from school and while off campus whenever such behavior has a direct effect on the general welfare of the school and its students and adults.

The Eugene School District 4J school board believes that the desired outcome of student discipline is student learning. Although consequences for violating school rules may result in hardships for students requiring discipline, administrators will work diligently with students and their families to seek solutions that both ensure safety for all students and school personnel and result in positive learning for students.

Further, the board believes disciplinary action must be applied fairly and equitably with the intent of eliminating disparities across all student sub groups.

In all disciplinary cases students will have due process rights, which at minimum will guarantee them a right to hear the charges and an opportunity to provide their perspectives.

Specific rights and responsibilities of students are published in the *Students Rights and Responsibilities Handbook*.

END OF POLICY

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### Legal Reference(s):

[ORS 243.650](#)

[ORS 332.061](#)

[ORS 332.072](#)

[ORS 332.107](#)

[ORS 339.115](#)

[ORS 339.240](#) to -339.280

[OAR 581-021-0045](#)

[OAR 581-021-0050](#) to -0075

### Cross Reference(s):

JFC - Student Conduct

JGD - Suspension

JGE - Expulsion



## Use of Restraint and Seclusion

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. It is the intent of the Board to establish a policy that defines the circumstances that must exist and the requirements that must be met prior to, during and after the use of restraint and/or seclusion as an intervention with district students.

### Definitions

1. "Physical restraint" means the restriction of a student's movement by one or more persons holding the student or applying physical pressure upon the student. "Physical restraint" does not include touching or holding a student without the use of force for the purpose of directing the student or assisting the student in completing a task or activity. The definition of "physical restraint" does not include the use of mechanical, chemical or prone restraint of a student as these methods are prohibited by Oregon law.
2. "Seclusion" means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving.

Seclusion does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control, in a setting from which the student is not physically prevented from leaving.

3. "Serious bodily injury" means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
4. "Mechanical restraint" means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

Mechanical restraint does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
  - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
5. "Chemical restraint" means a drug or medication that is used on a student to control behavior or restrict freedom of movement that has not been prescribed by a licensed health professional or other qualified health care professional acting under the professional's scope of practice.
  6. "Prone restraint" means a restraint in which a student is held face down on the floor.

The use of physical restraint and/or seclusion is only permitted as part of a behavioral support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to the student or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher, or other school employee as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must allow staff full view of the student in all areas of the room and be free of potentially hazardous conditions such as unprotected light fixtures and electrical outlets.

The district shall utilize the Oregon Intervention System (OIS) or the Mandt System training program of physical restraints and seclusion for use in the district. As required by State regulation, the selected program shall include: behavior support, prevention, de-escalation, and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and/or seclusion.

An annual review of the use of physical restraint and seclusion, including a review of all district cases involving restraint and/or seclusion, shall be completed to ensure compliance with district policies and procedures. The result of the annual review shall be documented and shall include at a minimum:

1. The total number of incidents of restraint;
2. The total number of incidents of seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in physical restraint;
5. The total number of students placed in restraint and/or seclusion more than 10 times in a school year;
6. The total number of restraint and seclusion incidents carried out by untrained individuals;
7. The demographic characteristics of all students upon whom physical restraint and/or seclusion was imposed.

This report shall be made available to the Board and to the public at the district's main office and on the district's website.

At least once each school year the public shall be notified as to how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL and KL-AR - Public Complaints.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting and written documentation of the use of physical restraint or seclusion by district personnel.

END OF POLICY

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**Legal Reference(s):**

[ORS 161.205](#)

[ORS 339.250](#)

[OAR 581-021-0061](#)

[OAR 581-021-0062](#)

[OAR 581-021-0550](#)

[OAR 581-021-0553](#)

[OAR 581-021-0556](#)

[OAR 581-021-0559](#)

[OAR 581-021-0563](#)

[OAR 581-021-0566](#)

**Cross Reference(s):**

JGDA/JGEA - Discipline of Students with Disabilities

## **ADMINISTRATIVE RULE JGAB/AR - DRAFT**

### **Use of Restraint and Seclusion**

#### **General Guidelines for use of physical restraint or seclusion**

1. Physical restraint or seclusion may be used on a student only if the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or others and less restrictive interventions would not be effective. Except in case of an emergency, only staff with current training in the District's restraint or seclusion program will administer a physical restraint or seclusion. S
2. An administrator will be notified as soon as practicable whenever physical restraint and/or seclusion has been used.
3. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If physical restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes an administrator for the public education program must provide written authorization for the continuation of the physical restraint or seclusion, including providing documentation for the reason the physical restraint or seclusion must be continued. Whenever physical restraint or seclusion extends beyond 30 minutes, personnel of the district will immediately attempt to verbally or electronically notify a parent.

#### **Post-restraint or seclusion procedures**

1. Parents will be provided verbal or electronic notification by the school staff following the use of physical restraint or seclusion by the end of the day on which the incident occurred.
2. Parents will be provided written documentation of the incident within 24 hours that provides:
  - a. A description of the physical restraint and/or seclusion;
  - b. The date of the physical restraint or seclusion;
  - c. The time the physical restraint or seclusion began and ended, and the location;
  - d. A description of the student's activity that prompted the use of physical restraint or seclusion.
  - e. The efforts used to de-escalate the situation and the alternatives to physical restraint or seclusion that were attempted;
  - f. The names of personnel of the public education program who administered the physical restraint or seclusion and a description of the training status of those who administered the restraint or seclusion. If the physical restraint or seclusion was administered by a person without training the district will provide that information along with the reason why a person without training administered the restraint or seclusion.
3. Parents will be given timely notice of a debriefing meeting to be held and their right to attend the meeting.
4. A district Physical Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment.

5. A documented debriefing meeting must be held within two school days after the use of physical restraint and/or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes will be taken at the debriefing meeting, a copy of which must be provided to the parent/guardian.
6. If a student is involved in five incidents in a school year involving physical restraint or seclusion, a team consisting of the District's personnel and a parent or guardian of the student will be formed for the purpose of reviewing and revising the student's behavior plan and ensuring the provision of any necessary behavioral supports.
7. If serious bodily injury or death of a student occurs in relation to the use of physical restraint, written notice must be provided within 24 hours of the incident to the Department of Human Services. If any serious bodily injury or death of a District employee occurs in relation to the use of physical restraint or seclusion, the administrator will provide written notice of the incident within 24 hours to the superintendent and the union representative of the employee. The District will maintain a record of each incident in which injuries or death occurs in relation to the use of physical restraint or seclusion.

**Physical restraint/seclusion as a part of a behavioral support plan in the student's Individual Education Program (IEP) or Section 504 plan.**

8. Parent participation in the plan is required.
9. The IEP team that develops the behavioral support plan shall include knowledgeable and trained personnel, including a behavioral specialist and a district representative who is familiar with the physical restraint training practices adopted by the district.
10. Prior to the implementation of any behavioral support plan that includes restraint and/or seclusion a functional behavioral assessment must be completed. The assessment plan must include an individual threshold for reviewing the plan.

**Reporting Requirements**

1. The District will prepare and submit to the Superintendent of Public Instruction an annual report detailing the use of physical restraint and seclusion for the preceding school year, in accordance with law and Board policy. The report shall also be made available to the board and members of the public.

Citings:

Board: JGAB

State:

ORS 339.250

Ch. 665, Oregon Laws 2011

OAR 581-021-0550

OAR 581-021-0053

OAR 581-021-0056

OAR 581-021-0059

# Eugene School District 4J

Code: **JB**

Adopted: 2/03/88

Readopted: 6/17/98; 4/30/03; 6/06/07;  
8/19/09; 9/05/12

Orig. Code(s): 5205

## **Harassment, Intimidation, Bullying, Cyberbullying, Hazing and Teen Dating Violence**

Each student has a right to a safe learning environment. Harassment, intimidation, bullying, cyberbullying or hazing of students is prohibited. Teen dating violence is unacceptable behavior and prohibited. Students may face disciplinary consequences for any off-campus behavior that would disrupt the educational process or the operation of the school or district.

A student or staff member may not engage in reprisal or retaliation against a victim of, witness to or person with reliable information about an act of harassment, intimidation, bullying, cyberbullying, hazing or teen dating violence. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials.

1. “Harassment, intimidation or bullying” means any act that:
  - a. Substantially interferes with a student’s educational benefits, opportunities or performance;
  - b. Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop;
  - c. Has the effect of:
    - (1) Physically harming a student or endangering a student’s property;
    - (2) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
    - (3) Creating a hostile educational environment, including interfering with the psychological well-being of a student.
  - d. May be based on, but not be limited to, the protected class status of a person.
2. “Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

3. “Cyberbullying” means the use of any electronic communication device to harass, intimidate or bully.
4. “Hazing” means intentionally taking action or creating a situation that inflicts physical harm, psychological harm or distress on a student regardless of the consent or location of the participants.
  - a. Hazing occurs when the action or situation has the purpose or effect of demeaning or humiliating a student or group of students.
  - b. Hazing is typically but not exclusively committed as a form of initiation, discipline or rite of passage for a particular club, team or activity, and almost always includes new members showing subservience to existing members.
  - c. In considering a hazing case, it is not a defense that the student subjected to hazing consented to or acquiesced in the hazing activity
5. “Teen dating violence” means:
  - a. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
  - b. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
6. Staff’s Responsibility: Staff, including student teachers and practicum students, are required to report an act of harassment, intimidation, bullying and cyberbullying to the staff member on duty at the time or to the student’s teacher or to the Principal or Assistant Principal. If the Principal is believed to be involved, the report may be made to the Superintendent’s office. Failure of an employee to report an act of harassment, intimidation, bullying or cyberbullying may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

A staff member that has knowledge of an incident of teen dating violence that took place on district property, at school-sponsored activities or in vehicles used for school-provided transportation is encouraged to immediately report the incident following the reporting and complaint procedures in this policy.
7. Informing Volunteers and Others: Staff are responsible for informing volunteers and other adults working in schools and with extracurricular programs of this policy and for supervising their activities

8. Student Responsibility: Students are expected to follow the standards for student behavior outlined in school board policy and the district's Student Rights and Responsibilities Handbook, which includes the requirement that they refrain from intimidation, bullying, harassment, discrimination, hazing and comply with this policy.
  - a. Students are expected to hold their peers and other students to the standards established by this policy and are encouraged to bring violations to the attention of a teacher, counselor or administrator. These reports may be made anonymously.
  - b. Students who violate this rule are liable for discipline, suspension or expulsion following the rules established in the Student Rights and Responsibilities Handbook.
9. Tracking: The district and its staff will track incidents of harassment, intimidation, bullying, cyberbullying and hazing and report this information annually to the Board.
10. Training: The district shall provide for the training of staff and students on the contents of this policy and the prevention of and appropriate response to acts of harassment, intimidation, bullying, cyberbullying, hazing and teen dating violence.

The district shall provide age-appropriate education about teen dating violence for students in grades 7-12.

11. Reporting and Complaint Procedures:
  - a. A student, his or her parent or guardian, or a volunteer who believes that the student is the recipient of harassment, intimidation, bullying, cyberbullying or hazing from another student, staff member, or volunteer is encouraged to report the incident to the staff member on duty at the time or to the student's teacher or to the Principal or Assistant Principal. If the Principal is believed to be involved, the report may be made to the Superintendent's office. Information may be presented anonymously. Teachers and other staff who observe students engaging in harassing, intimidating, bullying, cyberbullying or hazing behaviors are responsible for taking action to deal with the behavior and are required to report the incident.
  - b. A student and his or her parent or guardian are encouraged to attempt to resolve concerns through discussions with school staff. Upon a report, or knowledge of, an incident, the Principal or person assigned by the Principal to resolve the issue shall investigate the incident. The investigation shall include interviews of the complainant and the individual(s) alleged to have acted improperly. The Principal or person assigned shall work with the complainant and other parties to resolve the issue.
  - c. If the student or his or her parent or guardian are unable to resolve the complaint after working with school staff, they are encouraged to file a Complaint of Discrimination or Harassment with the Superintendent's office, using a form available in school offices and from the Superintendent's office. The Superintendent will follow the procedure outlined in the Student Rights and Responsibilities Handbook and the district's Harassment, Bullying and Discrimination Complaint Process and will send a written acknowledgment, postmarked within 10 (ten) working days of receiving the complaint, which will identify the person who has been assigned to handle the complaint.



- d. There will be an attempt to assist students and/or parents in resolving concerns and issues prior to the use of the formal disciplinary or complaint procedures. This may include counseling, education, mediation and/or other opportunities for problem solving between both parties. However, the severity of a specific incident may require immediate disciplinary action.
12. Annual Review: This policy and any procedures developed as a result of this policy will be reviewed annually, in the fall, with each building and department staff.
13. Publicizing this Policy: This policy shall be publicized within the district by making the policy annually available to parents, guardians, school employees and students in the student handbook, and readily available to parents, guardians, school employees, volunteers, students, school administrators and community representatives at each school office, the school district office and the district website.
14. The superintendent is responsible for developing appropriate administrative rules, procedures or guidelines for implementation of this policy, as needed.

## END OF POLICY

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### Legal Reference(s):

<a href="#">ORS 163.190</a>	<a href="#">ORS 339.240</a>	<a href="#">OAR 581-021-0046</a>
<a href="#">ORS 166.065</a>	<a href="#">ORS 339.250</a>	<a href="#">OAR 581-021-0055</a>
<a href="#">ORS 166.155 to-166.165</a>	<a href="#">ORS 339.254</a>	<a href="#">OAR 581-022-1140</a>
<a href="#">ORS 174.100(6)</a>	<a href="#">ORS 339.351 to-339.364</a>	
<a href="#">ORS 332.072</a>		HB 4077 (2012)
<a href="#">ORS 332.107</a>	<a href="#">OAR 581-021-0045</a>	SB 1555 (2012)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

### Cross Reference(s):

JFCM - Violence and Threats of Violence



Eugene School District

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*dealing with*

**Bullying,  
Harassment &  
Discrimination**

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*district procedures, complaint  
processes, forms & guides*

revised August 2014

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**Introduction**

To be their best and meet new challenges, students need to experience school as a safe and welcoming environment. Bullying, harassment and discrimination have no place in the Eugene School District, nor in any school.

4J's school board policies expressly denounce and forbid bullying and harassment (including intimidation, cyberbullying, hazing and teen dating violence) and discrimination. When this behavior occurs, we will deal with it seriously. We are always working on school-wide and district-wide programs to improve student conduct to make schools safer and friendlier.

Staff, including student teachers and practicum students, are *required* to report any act of bullying or harassment to the staff member on duty at the time or to the student's teacher or to the principal or assistant principal. If the principal is believed to be involved, the report may be made to the superintendent's office. Failure to report an act of bullying or harassment may be subject to remedial action, up to and including dismissal.

A staff member who has knowledge of an incident of teen dating violence that took place on district property, at school-sponsored activities or in vehicles used for school-provided transportation is encouraged to immediately report the incident following the reporting and complaint procedures in this policy.

Pages 1–16 of this guide are intended for district administrators and staff who need information on investigating, filing, pursuing or resolving a complaint or incident of bullying, harassment or discrimination. Pages 17–20 are a pull-out section for students, parents and anyone else who needs information on filing and resolving a complaint or incident of bullying, harassment or discrimination.

**Instructions for communicating the bullying, harassment and discrimination prevention and reporting process**

1. Schools will share this information with staff each year.
2. Schools will share this information with students each year. Schools may determine the best way to do this. Principals will document the communication method used.
3. Schools will share this information with parents. Schools may determine the best way to do this; again principals will document the communication method used.
4. ALL incidents involving bullying or harassment (including intimidation, cyberbullying, hazing and teen dating violence) or discrimination must be reported electronically in Synergy.
5. Schools will be required to report to the district annually on their efforts to prevent and respond to such incidents.

**Instructions for incident recording/Synergy**

Each incident of harassment, intimidation, bullying, cyberbullying, hazing, teen dating violence or discrimination MUST be entered by staff into Synergy. No paper duplicate is required. For more information, see the “Guidelines to Assessing and Reporting Incidents” and “Documenting Incidents” in this booklet.

A key staff member in each building should be trained in entering discipline referrals into Synergy. Please visit [4j.lane.edu](http://4j.lane.edu)→Staff→Workshops→Synergy Training. For additional information on Synergy, please contact the Technology department at 541-790-7770 or visit <http://www.4j.lane.edu/technology/is/synergy/>.

**Instructions for using complaint form**

There is only one paper complaint form, and it can be used by any person to describe an incident of bullying or harassment of any kind, or to describe an incident of discrimination. It is intended to be used after attempting to resolve an issue at the school level. It should not be used in place of a school “incident report” form, since it sets into motion a series of serious steps at the district level. The complaint form is available in school offices and from the superintendent’s office, 200 North Monroe Street. There is no district-level “informal” complaint form.

**Tracking**

Reports of bullying, harassment and discrimination are recorded and analyzed by district staff to look for trends. By regularly evaluating bullying, harassment and discrimination incidents in the district, staff can identify better ways to identify patterns, combat and resolve these incidents. It’s also a way to see if the district’s practices to prevent such incidents are effective. The district and its staff will track incidents and report this information annually to the school board.

## Step-by-step process

### **Complainant (includes students, parents, etc.)**

1. If you observe or experience an incident of bullying or harassment (including intimidation, cyberbullying, hazing and teen dating violence) or of discrimination, you should contact the school principal or other staff member to report it. Say you would like to report an incident of harassment, intimidation, bullying, cyberbullying, hazing, teen dating violence or discrimination.

If you believe the principal is involved in the incident, you don't have to report to him or her. You may instead contact the district superintendent's office—skip to step 4.

2. Tell the principal or person assigned by the principal or superintendent what happened and answer any questions they have.
3. Work with the principal or person assigned by the principal or superintendent to resolve the issue. This could include talking with a teacher and discussing what may happen with the involved people. The goal of resolving the issue is to 1) protect and comfort the person who feels they've been a target of bullying, harassment or discrimination, 2) assign a consequence if necessary and 3) teach the parties skills that help make school safe and welcoming.
4. If you are unable to resolve the issue by working with the school principal and/or school staff, you may file a formal complaint with the district. There is a single complaint form for use by anyone. It is available from school offices and from the 4J superintendent's office, 200 N. Monroe St. (541-790-7707). Fill out the form completely and return it to the 4J superintendent's office.
5. The superintendent's office will send you a written acknowledgement, postmarked within 10 (ten) working days of receiving the complaint. The acknowledgement will tell you the date the superintendent received the complaint and who has been assigned to handle the complaint.

If the complaint has not yet been addressed at the school level, it will be referred to the principal to follow up (see steps 2–3). (If the principal or supervisor is the subject of the complaint, this step is bypassed.) If you have worked with the school or department but have been unable to resolve the issue, the superintendent will assign a person to follow up on the complaint. This person is the superintendent's designee.

6. As an alternative to a district investigation, the superintendent's designee may offer voluntary mediation as a way of resolving the complaint. If the parties choose voluntary mediation, the timelines provided in this process may be suspended during the course of mediation. Mediation shall take place within a time frame agreed to by the parties. Upon agreement by both parties, mediated resolutions will be put in writing and will be binding upon the parties involved.

7. If mediation or another alternative resolution isn't practical, the superintendent's designee will initiate a district investigation of the complaint. The investigation will include interviews of the complainant and the individual(s) alleged to have acted improperly. The superintendent's office will ensure that parents are informed if their student is involved in the complaint.

The superintendent's designee may assign an individual to investigate the complaint, determine the facts, and recommend possible ways of resolving the complaint. In that case, the superintendent's designee will review the findings and recommendations of the investigator and provide this information to the superintendent. The superintendent will send a written decision to the complainant, postmarked within 20 (twenty) working days of the date the superintendent's office received the complaint.

8. A parent, student, or community member who is not satisfied with how the complaint was resolved by the superintendent may appeal to the school board. If the complainant chooses to file an appeal with the school board, it must be received in the superintendent's office within 10 (ten) working days after the complainant receives a decision from the superintendent.

The school board will determine whether or not to hear the complaint within 10 (ten) working days of receiving the appeal. The school board's decision will be based on the written appeal and the record of the investigation.

The written appeal to the school board shall include the following:

- a. A detailed description of the grounds for the appeal, including the reasons for rejecting the response given by the superintendent.
  - b. Name of the complainant's representative, if any, such as an attorney or advocate.
  - c. The date the formal complaint was filed.
  - d. Copies of any additional supporting documentation that was *not* included in the original complaint.
9. If the school board determines that a hearing is warranted, the school board may refer the matter to the district's hearings officer. If the school board determines that a hearing is not warranted, the school board will notify the complainant and inform him or her of the right to file a complaint directly with the state or federal government.
  10. If the school board refers the complaint to the district's hearings officer, the school board shall forward the appeal and all relevant materials to the hearings officer within 10 (ten) working days of receiving the appeal. The hearings officer will schedule a hearing within 20 (twenty) working days of receiving the appeal. The appeal hearing will be closed to the public. The confidentiality of students, student records, employees and employee records will be maintained to the extent allowed by federal and state law. The decision of the hearings officer will be in writing and will be made part of the record. His or her decision shall be supported by findings of fact and conclusions, and will be binding on all parties. The hearings officer may affirm, modify or reverse the decision made by the superintendent, including providing a different remedy for the complainant and/or directing corrective actions to prevent future recurrence of any bullying, harassment or discrimination.

**Roles for staff: Teachers and classified**

1. If you observe an incident of bullying or harassment (including intimidation, cyberbullying, hazing or teen dating violence) or discrimination, stop the incident and provide correction (if appropriate). Make sure the victims are safe and as comfortable as possible.
2. Report the incident promptly to your principal or supervisor. **THIS IS REQUIRED** by state law.
3. Assist the principal or supervisor in filing electronic incident reports.
4. If necessary, cooperate with the principal, superintendent, superintendent's designee or other administrators in an investigation of the incident.
5. For teachers, create a plan for any students involved that will teach that bullying, harassment and discrimination are unacceptable. Make a plan to reintegrate the involved students in a healthy classroom atmosphere.
6. Be sensitive to any later incidents of bullying, harassment or discrimination, especially retaliation. Look for patterns. Keep a line of communication with your principal and the parents.

**Roles for staff: Principal or responsible administrator**

1. If you observe an incident of bullying or harassment (including intimidation, cyberbullying, hazing or teen dating violence) or discrimination, stop it and provide correction.
2. Whether you observe the incident or are notified of it by another person, make sure the incident is entered into Synergy promptly and accurately. **THIS IS REQUIRED.** If you did not observe the incident, make sure to talk to the involved parties. If you are not sure about whether the incident qualifies as harassment, intimidation, bullying, cyberbullying, hazing, teen dating violence or discrimination, turn to pages 9–11 of this manual for more detailed guidelines and an assessment form.
3. If the incident is particularly unusual or egregious, call the office of the superintendent at 541-790-7707 to brief them by phone.
4. The same day as the incident, contact the parents or guardians of any students involved. Inform them of the incident and the bullying, harassment and discrimination process. Answer any questions they have.
5. If necessary, investigate the incident further. Talk to all involved parties. Take legible notes and save them.
6. Develop and implement any medium- or long-term corrective plans for the involved parties; again, take notes.
7. If a complaint is filed, you will need to provide information as necessary to the superintendent, superintendent's designee or hearings officer.

**Roles for staff: District director**

1. If you hear about an incident of bullying or harassment (including intimidation, cyber-bullying, hazing or teen dating violence) or discrimination, make sure the principal has the information and help necessary to promptly report the incident and resolve it at the building level, if possible.
2. If the complainant has worked with the school or department to resolve the complaint and is not satisfied with the resolution at the building level, they may file a formal complaint with the superintendent's office. There is a single complaint form for use by anyone, available from school offices and from the superintendent's office (200 N. Monroe St., 541-790-7707).
3. When a complaint form is received, if the complaint has not yet been addressed at the school level, it will be referred to the principal to follow up. (If the principal or supervisor is the subject of the complaint, this step is bypassed.) Otherwise, the superintendent will notify the appropriate director and assign a designee to handle the complaint. The superintendent may ask you to review and discuss the complaint before making a decision regarding how to proceed.
4. As an alternative to a formal investigation, the superintendent's designee may offer voluntary mediation as a way of resolving the complaint. If the parties choose voluntary mediation, the timelines provided in this process may be suspended during the course of mediation. Mediation shall take place within a time frame agreed to by the parties. Upon agreement by both parties, mediated resolutions will be put in writing and will be binding upon the parties involved.
5. If mediation or another alternative resolution isn't feasible, the superintendent's designee will initiate a district investigation of the complaint. The investigation will include interviews of the complainant and the individual(s) alleged to have acted improperly. The superintendent's office will ensure that parents are informed if their student is involved in the complaint.

The superintendent's designee may assign an individual to investigate the complaint, determine the facts, and recommend possible ways of resolving the complaint. In that case, the superintendent's designee will review the findings and recommendations of the investigator and provide this information to the superintendent. The superintendent will send a written decision to the complainant, postmarked within 20 (twenty) working days of the date the superintendent's office received the complaint.

5. A parent, student or community member who is not satisfied with how the complaint was resolved by the superintendent may appeal to the school board. If the complainant chooses to file an appeal with the school board, it must be received in the superintendent's office within 10 (ten) working days after the complainant receives a decision from the superintendent.



The school board will determine whether or not to hear the complaint within 10 (ten) working days of receiving the appeal. The school board's decision will be based on the written appeal and the record of the investigation.

The written appeal to the school board shall include the following:

- a. A detailed description of the grounds for the appeal, including the reasons for rejecting the response given by the superintendent.
  - b. Name of the complainant's representative, if any, such as an attorney or advocate.
  - c. The date the formal complaint was filed.
  - d. Copies of any additional supporting documentation that was *not* included in the original complaint.
6. If the school board determines that a hearing is warranted, the school board may refer the matter to the district's hearings officer. If the school board determines that a hearing is not warranted, the school board will notify the complainant and inform him or her of the right to file a complaint directly with the state or federal government.
  7. If the school board refers the complaint to the district's hearings officer, the school board shall forward the appeal and all relevant materials to the hearings officer within 10 (ten) working days of receiving the appeal. The hearings officer will schedule a hearing within 20 (twenty) working days of receiving the appeal. The appeal hearing will be closed to the public. The confidentiality of students, student records, employees, and employee records, will be maintained to the extent allowed by federal and state law. The decision of the hearings officer will be in writing and be made part of the record. His or her decision shall be supported by findings of fact and conclusions, and will be binding on all parties. The hearings officer may affirm, modify, or reverse the decision made by the superintendent, including providing a different remedy for the complainant, and/or directing corrective actions to prevent future recurrence of any bullying, harassment or discrimination.

## **Guidelines for assessing and reporting incidents of bullying, harassment and discrimination**

Eugene School District 4J prohibits harassment, intimidation, bullying, cyberbullying and hazing. Teen dating violence is unacceptable behavior and prohibited. Students may face disciplinary consequences for any off-campus behavior that would disrupt the educational process or the operation of the school or district. The district prohibits discrimination and expects that staff, including student teachers and practicum students, volunteers and students, will provide equal treatment and access to educational programs, services, and aid to students. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

### **Defining incidents**

*Source: School Board Policies JB and AC, Student Rights & Responsibilities Handbook, SB 1555, HB 4077*

- **Harassment, intimidation or bullying** means any act that substantially interferes with a student's educational benefits, opportunities or performance; takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop; and has the effect of physically harming a student or endangering a student's property, knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or creating a hostile educational environment, including interfering with the psychological well-being of a student. It may or may not be based on the protected class status of a person or group. ("Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.)
- **Cyberbullying** is the use of any electronic communication device to harass, intimidate or bully.
- **Hazing** means intentionally taking action or creating a situation that inflicts physical harm, psychological harm or distress on a student regardless of the consent or location of the participants. Hazing occurs when the action or situation has the purpose or effect of demeaning or humiliating a student or group of students. Hazing is typically but not exclusively committed as a form of initiation, discipline or rite of passage for a particular club, team or activity and almost always includes new members showing subservience to existing members. In considering a hazing case, it is not a defense that the student subjected to hazing consented to or acquiesced in the hazing activity.
- **Teen dating violence** means a pattern of behavior, within a dating relationship, in which a person uses or threatens to use physical, mental or emotional abuse to control another person, or threatens sexual violence against another person, when one or both persons in the dating relationship are 13–19 years of age. School employees must respond to incidents of teen dating violence that take place at the school, on school grounds, at school-sponsored activities or in vehicles used for school-provided transportation.
- **Discrimination** means any act that has the purpose or effect of unreasonably differentiating in treatment based on race, color, religion, sex, sexual orientation, national origin, marital status, age or disability.

**Guide for Assessing Incidents**

Answer yes or no for each item. Unmarked items call for investigation.

In most cases, any questions marked with a star (★) and answered “yes” can be automatically determined to be harassment, intimidation, bullying, cyberbullying, hazing, teen dating violence, discrimination or retaliation. These behaviors *require* documentation in Synergy.

Any other questions answered “yes” should cause the reviewer to carefully consider the incident, paying particular attention to clues that might indicate the presence of harassment, intimidation, bullying, cyberbullying, hazing, teen dating violence, discrimination or retaliation. Although there is no “formula” for labeling incidents, the number and pattern of “yes” answers should assist the reviewer in making his/her determination.

If doubt remains, DO report the incident in eSIS as “harassment,” “intimidation,” “bullying,” “cyberbullying,” “hazing,” “teen dating violence,” “discrimination” or “retaliation.” Document the incident regardless of whether it is deemed reportable or not—see next page.

<b>SEVERITY</b>	<b>YES</b>	<b>NO</b>
★ Were there implied or overt threats of physical violence, threats of physical acts of aggression or assault, blocking someone’s way, grabbing inappropriately, stalking or insults?		
★ Was there direct or indirect reference to race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability?		
Was the conduct unwelcome and/or uninvited?		
Was there damage to another person and/or property?		
Was the alleged harasser in a position of power over the target (e.g. age, size, grade, authority)?		
Were there multiple alleged harassers?		
Would the conduct be considered clearly offensive by some groups?		
★ Was the conduct done in an intentionally offensive manner?		
Did the context (tone, body language, etc.) make the conduct more offensive?		
★ Was the conduct a response to a previously filed report?		

<b>PERVASIVENESS</b>	<b>YES</b>	<b>NO</b>
Did the target demonstrate signs of feeling intimidated or fearful?		
Did the conduct affect the target’s or others’ educational benefits, opportunities or performance?		

<b>PERSISTENCE</b>	<b>YES</b>	<b>NO</b>
★ Did the conduct continue despite the target’s or onlookers’ articulation of the desire that the conduct cease?		
★ Had the alleged harasser been instructed about the inappropriateness of the conduct prior to the incident?		
Does the alleged harasser have a history of similar conduct? (Note: the more severe the harassment, the less need to show a series of incidents.)		
Does the target have a history of being harassed/intimidated/bullied?		
Was the incident of significant duration?		

**Documenting incidents**

1. Document the incident on a referral form.
2. Conduct a prompt and complete investigation.
3. Assess the incident using the attached Guide for Assessing Incidents—does it need to be documented as harassment, intimidation, bullying, cyberbullying, hazing, teen dating violence, discrimination or retaliation?
4. Record findings on the referral (or attach).

**If determined TO BE harassment, intimidation, bullying, cyberbullying, hazing, teen dating violence, discrimination or retaliation:**

- Take appropriate action that includes teaching and consequences.
- Document actions taken.
- Decide whether or not the behavior was based on one or more of the characteristics listed in School Board policy JB (see page 9).
- Document the incident and actions in Synergy. For discrimination and for harassment directed at an individual or group of students on the basis of their protected class, use the “Possible Motivation” field to record the basis.

**If determined NOT to be harassment, intimidation, bullying, cyberbullying, hazing, teen dating violence, discrimination or retaliation:**

- Take appropriate action that includes teaching and consequences.
- Document using agreed-upon procedures (Synergy or other tools used in the school).

**If allegation is NOT SUBSTANTIATED in investigation:**

- Document the investigation.
- If further investigation does substantiate the incident, revise the report in Synergy.

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Eugene School District

## **Bullying, harassment & discrimination: Step-by-step complaint process**

1. If you observe or experience an incident of bullying or harassment (including intimidation, cyberbullying, hazing and teen dating violence) or of discrimination, you should contact the school principal or other staff member to report it. Say you would like to report an incident of harassment, intimidation, bullying, cyberbullying, hazing, teen dating violence or discrimination.

If you believe the principal is involved in the incident, you don't have to report to him or her. You may instead contact the district superintendent's office—skip to step 4.

2. Tell the principal or person assigned by the principal or superintendent what happened and answer any questions they have.
3. Work with the principal or person assigned by the principal or superintendent to resolve the issue. This could include talking with a teacher and discussing what may happen with the involved people. The goal of resolving the issue is to 1) protect and comfort the person who feels they've been a target of bullying, harassment or discrimination, 2) assign a consequence if necessary and 3) teach the parties skills that help make school safe and welcoming.
4. If you are unable to resolve the issue by working with the school principal and/or school staff, you may file a formal complaint with the district. There is a single complaint form for use by anyone. It is available from school offices and from the 4J superintendent's office, 200 N. Monroe St. (541-790-7707). Fill out the form completely and return it to the 4J superintendent's office.
5. The superintendent's office will send you a written acknowledgement, postmarked within 10 (ten) working days of receiving the complaint. The acknowledgement will tell you the date the superintendent received the complaint and who has been assigned to handle the complaint.

If the complaint has not yet been addressed at the school level, it will be referred to the principal to follow up (see steps 2–3). (If the principal or supervisor is the subject of the complaint, this step is bypassed.) If you have worked with the school or department but have been unable to resolve the issue, the superintendent will assign a person to follow up on the complaint. This person is the superintendent's designee.

6. As an alternative to a district investigation, the superintendent's designee may offer voluntary mediation as a way of resolving the complaint. If the parties choose voluntary mediation, the timelines provided in this process may be suspended during the course of mediation. Mediation shall take place within a time frame agreed to by the parties. Upon agreement by both parties, mediated resolutions will be put in writing and will be binding upon the parties involved.
7. If mediation or another alternative resolution isn't practical, the superintendent's designee will initiate a district investigation of the complaint. The investigation will include interviews of the complainant and the individual(s) alleged to have acted improperly. The superintendent's office will ensure that parents are informed if their student is involved in the complaint.

The superintendent's designee may assign an individual to investigate the complaint, determine the facts, and recommend possible ways of resolving the complaint. In that case, the superintendent's designee will review the findings and recommendations of the investigator and provide this information to the superintendent. The superintendent will send a written decision to the complainant, postmarked within 20 (twenty) working days of the date the superintendent's office received the complaint.

8. A parent, student, or community member who is not satisfied with how the complaint was resolved by the superintendent may appeal to the school board. If the complainant chooses to file an appeal with the school board, it must be received in the superintendent's office within 10 (ten) working days after the complainant receives a decision from the superintendent.

The school board will determine whether or not to hear the complaint within 10 (ten) working days of receiving the appeal. The school board's decision will be based on the written appeal and the record of the investigation.

The written appeal to the school board shall include the following:

- a. A detailed description of the grounds for the appeal, including the reasons for rejecting the response given by the superintendent.
  - b. Name of the complainant's representative, if any, such as an attorney or advocate.
  - c. The date the formal complaint was filed.
  - d. Copies of any additional supporting documentation that was *not* included in the original complaint.
9. If the school board determines that a hearing is warranted, the school board may refer the matter to the district's hearings officer. If the school board determines that a hearing is not warranted, the school board will notify the complainant and inform him or her of the right to file a complaint directly with the state or federal government.
  10. If the school board refers the complaint to the district's hearings officer, the school board shall forward the appeal and all relevant materials to the hearings officer within 10 (ten) working days of receiving the appeal. The hearings officer will schedule a hearing within 20 (twenty) working days of receiving the appeal. The appeal hearing will be closed to the public. The confidentiality of students, student records, employees and employee records will be maintained to the extent allowed by federal and state law. The decision of the hearings officer will be in writing and will be made part of the record. His or her decision shall be supported by findings of fact and conclusions, and will be binding on all parties. The hearings officer may affirm, modify or reverse the decision made by the superintendent, including providing a different remedy for the complainant and/or directing corrective actions to prevent future recurrence of any bullying, harassment or discrimination.



## Complaint Form

(including incidents of bullying, harassment and discrimination)

Date of complaint: \_\_\_\_\_ Date of incident: \_\_\_\_\_

School or other location where incident occurred: \_\_\_\_\_

Person reporting: ☐ Student ☐ Parent ☐ Volunteer ☐ Employee ☐ Other: \_\_\_\_\_

Name: \_\_\_\_\_ or **Anonymous** ☐  
(Students, parents and volunteers may anonymously report bullying and harassment of any kind.)

Phone: home: \_\_\_\_\_ work: \_\_\_\_\_ cell: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Does this complaint involve a report of harassment, intimidation, bullying, cyberbullying, hazing, teen dating violence or discrimination?**

☐ NO ☐ YES — **Reported offender** (check one): **Reported victim** (check one):

<input type="checkbox"/> Student	<input type="checkbox"/> Teacher	<input type="checkbox"/> Student	<input type="checkbox"/> Teacher
<input type="checkbox"/> Parent	<input type="checkbox"/> Administrator	<input type="checkbox"/> Parent	<input type="checkbox"/> Administrator
<input type="checkbox"/> Other	<input type="checkbox"/> Other Staff	<input type="checkbox"/> Other	<input type="checkbox"/> Other Staff

**Have you attempted to resolve the incident/complaint at the school level?**

☐ YES Who did you talk to? \_\_\_\_\_  
What were the results? \_\_\_\_\_  
\_\_\_\_\_

☐ NO Why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The first steps of the Eugene School District's complaint process are to report the complaint to the school or department and to try to resolve the issue between the complainant and the person whom he or she believes has violated the district's policies. If you are unable to resolve the issue by working with the school or department, you may file a formal complaint with the superintendent's office.*

*If the complaint has not yet been addressed at the site level, it will be referred to the school or department, and the administrator or his/her designee will contact you to follow up. (If the principal or supervisor is the subject of the complaint, this step is bypassed.) If you have worked with the school or department but have been unable to resolve the issue, the superintendent will designate a person to follow up on the complaint.*

⇒ CONTINUE TO PAGE 2 ⇒



[illegible]

Eugene School District 4J, Superintendent's Office  
200 North Monroe Street, Eugene, Oregon 97402

The superintendent's office will send you a written acknowledgement,  
postmarked within 10 working days of receiving this form,  
telling you who will follow up on your complaint.

Contact the superintendent's office at 541-790-7707

# Eugene School District 4J

Code: **JHCD**

Adopted: 7/2/73

Revised: 1/15/79, 2/20/85,  
10/21/92, 11/3/97,  
1/5/00

Orig. Code(s): 5665

## **Administering Medication in School**

School personnel shall not provide any medication to students, except as provided for in this policy. A parent or guardian and a qualified physician must provide written notice before prescribed medicine may be given, except as provided for in School-Based Health Centers below. However, school nurses or their designees, acting under medical directives signed by a physician, may administer specific emergency medication. School personnel who have successfully completed a training course developed by the Oregon Medical Association may administer epinephrine for anaphylactic emergencies.

Students who must depend upon prescribed medication as defined by OAR 581-021-0037 in order to stay in school must have written permission from a parent or guardian requesting that the school district comply with the instructions of the physician. The medication is to be in the original prescription bottle or container, clearly labeled with the name of the student, drug dosage, name of the prescribing physician, and the time interval that the medication is to be taken. The label may serve as the physician's instruction. Parents will provide written permission for their child to receive nonprescription medication as defined in OAR 581-021-0037, except as provided for in this policy. However, any product that contains aspirin requires a physician's order.

School staff shall keep medication that is brought to school by the parent in the original container, appropriately labeled by the pharmacy or physician. Nonprescription medication must be provided to and maintained by the school staff in the original bottle or container unless the student self-administers his or her own medication as specified below. The principal's office shall maintain a list of students receiving medication and document when they have been administered. The principal shall designate the staff members who will assist with the medications. Staff shall store student medications in a locked cabinet. Any consent forms required by this policy will be returned to and maintained in the school office.

Before assisting a student with medication, school personnel shall contact the building principal or school nurse to receive required medication training, review the policies and procedures, and complete the necessary forms.

There are instances when it is advisable for a student to carry and administer his or her own medication.

A student may administer his or her own medication in the following situations unless the school determines that the student does not demonstrate the ability, developmentally and/or behaviorally, to administer medication to him or herself without the assistance of a trained staff member:

- Students in grades K-8 may carry inhalers or any other emergency prescription medication with the written consent of the parent and the school administrator;

- Students in grades K-8 may carry and self-administer one day's dose of nonprescription medication with the written consent of the parent;
- Students in grades 6-8 may carry and self-administer one day's dose of noncontrolled prescription medications, including inhalers with the written consent of the parent and school administrator. Controlled prescription medications may not be self-administered;
- Students in grades 9-12 may carry and self-administer one day's dose of noncontrolled prescription medication (including inhalers) with the written consent of the parent;
- Students in grades 9-12 may carry and self-administer one day's dose of a controlled medication with the written consent of the parent.

In the event of an emergency that requires treatment with medication, a designated member of the school staff must notify parents or guardian as quickly as possible. The student's record should contain the current telephone number of the parent specifically for this purpose.

The principal shall notify school personnel each year about the provisions of this policy dealing with medication.

### **School-Based Health Centers**

School nursing staff assigned to a school-based health center may provide medication for students in accordance with clinic rules and statutes and regulations.

END OF POLICY

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Legal Reference(s):

[ORS 109.640](#)

[ORS 339.867](#)

[ORS 339.869](#)

[ORS 339.870](#)

[ORS 433.800 - 433.830](#)

[ORS 475.005 - 475.285](#)

[OAR 581-021-0037](#)

# Eugene School District 4J

Code: **GBEB/JHCC**  
Adopted: 6/15/88  
Orig. Code(s): 2700, 2730, 2740,  
2750

## AIDS, HIV, and Hepatitis B

The Board of Directors believes “that every child within district boundaries, whatever his or her ability, school neighborhood, social membership, or any other variable, should have an equal chance to benefit from the best educational program we can provide” (District 4J Philosophy of Education, adopted May 19, 1982). It is the belief of the board that this statement applies to all students including those few who may have AIDS<sup>1</sup>, be HIV<sup>2</sup> positive, or have Hepatitis B.

The Board of Directors takes seriously its responsibility to provide a safe and healthy environment for students, employees, and patrons. All available evidence indicates that there is no established risk of the casual person-to-person transmission of HIV within the school or work setting. Further, because several years may transpire between exposure and positive identification, and because of the laws related to confidentiality, it is unlikely that the school district will know the identity of the majority of those who are infected with the diseases.

It is the intent of the school board that, as a general rule, a student with HIV or Hepatitis B will be allowed to attend school in regular classrooms and that employees with HIV or Hepatitis B will be allowed to continue employment. It is also the intent of the school board to adopt routine procedures for the administration of first aid and the clean up of blood and other body fluids which are designed to further protect against the risk of transmission within the school and work setting.

In adopting this policy, the board has attempted to balance the following interests:

- The rights of an individual who may be infected with the rights of other persons to a safe and healthy environment;
- The rights of an individual to confidentiality with the need of others to have information about who may be infected;
- The fact that the district may know the identity of a few infected students and staff members with the knowledge that the district **will not** know the identity of most infected persons; and
- The public concern about the spread of the disease with established medical knowledge about how the diseases are spread.

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<sup>1</sup>AIDS - Acquired Immune Deficiency Syndrome

<sup>2</sup>HIV - Human Immunodeficiency Virus

### **Volunteers and Independent Contractors**

The district policy shall apply to volunteers and independent contractors who provide direct services to students as if they were employees of the district. All independent contracts for direct services to students shall be presumed to include this specific policy.

### **Standard Precautions**

The district-established procedures shall be used at all times in the administration of first aid and the clean up of blood and other body fluids.

### **Education of Staff**

All school staff members, including custodians, bus drivers and secretaries, should be fully informed of these policies and procedures on an annual basis.

END OF POLICY

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#### Legal Reference(s):

[ORS 433.255](#)  
[ORS 433.260](#)

[OAR 333-019-0015](#)  
[OAR 437-002-0360](#)

[OAR 437-002-0377](#)  
[OAR 581-022-0705](#)

#### Cross Reference(s):

GBEBA - AIDS, HIV and Hepatitis B - Employees  
JHCCA/JHCCB - AIDS, HIV and Hepatitis B - Students

## Sexual Harassment

It is the policy of Eugene School District 4J that sexual harassment of employees in the work environment is unacceptable and will not be tolerated.

1. Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” Sexual harassment may include such actions as: sex-oriented verbal “kidding,” “teasing” or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching or brushing against another’s body; or demands for sexual favors.

Conduct of this type is improper if: (a) submission to the conduct is either an explicit or implicit term or condition of employment; (b) submission to or rejection of the conduct is used as a basis for employment decisions affecting the person involved; or (c) the conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

2. All employees of Eugene School District 4J are expected to avoid any behavior or conduct toward any other employee which could be interpreted as sexual harassment.
3. Appropriate management and supervisory personnel shall take prompt, corrective action when they become aware of sexual harassment. Such action may include discipline up to and including termination of the offending employee or employees. 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 the TSPC.
4. Any employee of Eugene School District 4J who feels that he or she has been the victim of sexual harassment should follow the district’s complaint process relating to discrimination or notify the director of human resources. The complaint will immediately be investigated to determine whether it is justified. If the complaint is found to have merit, corrective action, as described above, will be implemented. The employee who initiated the complaint shall be notified when the investigation is completed.
5. No reprisal or adverse action will occur as a consequence of initiating a sexual harassment complaint. Federal and state laws and school board policy strictly forbid any form of reprisal or retaliation against a complainant or parties-in-interest in connection with the filing of a complaint of employment discrimination or harassment. Any form of retaliation for the filing of a complaint will be subject to immediate disciplinary action, up to and including dismissal.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff 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 to all students, parents of students and staff in student/parent and staff handbooks. The district's policy shall be posted in all grade 6 through 12 schools. Such posting shall be by a sign of at least 8 1/2" by 11".

END OF POLICY

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Legal Reference(s):

[ORS 243.706](#)

[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, as amended, 42 U.S.C. Section 2000(d).

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000(e).

Title IX of the Education Amendments of 1972, 20 U.S.C. Sections 1681-1683; 34 CFR Part 106 (2000).

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999).

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998).

**District Administrative Rules Prohibiting All Forms of Harassment and Discrimination**

can be found at <http://www.4j.lane.edu/adminrules/personnel/>.



# HARASSMENT, DISCRIMINATION, AND RETALIATION AGAINST DISTRICT STAFF AND STUDENTS ARE STRICTLY PROHIBITED BY BOARD POLICY.

Employees who believe this policy has been violated must report it promptly to their building administrator, the Director of Human Resources or designee (790-7660), or the Superintendent's office (790-7707), Eugene School District Education Center, 200 N. Monroe Street, Eugene OR 97402.

## **District Administrative Rules:**

### **G2100 - Professional Conduct**

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Last Updated: Apr 21 2009 - 10:35am

1. Employees are expected to do their work and conduct themselves competently and professionally at all times when at work or representing the District. Employees must accept responsibility for their own conduct, and show personal and professional integrity at all times. Employees are also expected to conduct themselves off work in a lawful manner, and in a manner that does not bring reproach to the District, or impair their ability to perform as District employees.
2. The District encourages parents and community members of the District to volunteer their time, services and financial support to District schools and programs. Employees should take the time to recognize contributions to the District. Employees may not, however, grant special favors, exceptions, or fail to take appropriate action with a parent or community member because of his or her contributions. District employees are expected to be fair and judicious in the execution of their duties.

### **G2120 - Respectful Workplace**

Last Updated: Apr 21 2009 - 10:35am

The District is committed to workforce diversity and having a positive and professional workplace for all who work here. The District will take all necessary steps to ensure that the work environment remains productive for everyone. It is the responsibility of all employees and agents of the District to treat each other with courtesy, consideration, and respect. The District does not tolerate: (1) any forms of harassment, or offensive or discourteous behavior; (2) demeaning statements, threats, or intimidation; (3) unprofessional and discourteous actions; or (4) any behavior that creates or fosters an unwelcome or abusive work environment.

Employees who feel they have been subjected to disrespectful communication or treatment by other District employees, volunteers, or the public should report it to their supervisor or their administrator.

# Eugene School District 4J

Code: **GBCBA**

Adopted: 7/43, 9/5/90, 2/1/95

Revised: 2/1/95, 12/11/02, 12/21/05

Orig. Code(s): 2440.1, 2440.3-.4, 2440.5-.8,  
2440.2, 2440.9

## **Drug, Tobacco, and Alcohol Abuse by Employees**

### **Philosophy**

The board believes that all students have the right to learn in an atmosphere that is conducive to their success. The abuse of drugs, tobacco and alcohol by employees will have a deleterious effect on the ability of the student to learn and on the ability of the staff to provide a meaningful educational program. The district intends to provide a safe work environment and encourage personal health. Therefore, this district considers the use or abuse of drugs, tobacco, or alcohol on the job by employees to be an unsafe and detrimental work practice.

With respect to the use and abuse of chemicals, all district employees are responsible to act as role models for students, and shall, as a condition of employment, abide by the provisions of this policy.

### **Prohibited Conduct**

1. The possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the district's activities is prohibited.
2. Any employee who admits to the use of alcohol or illegal drugs while at work or just prior to work or is observed using alcohol or illegal drugs while at work or just prior to the workday or who possesses, sells, trades, or offers for sale illegal drugs in the workplace during working hours, may be subject to disciplinary action up to and including dismissal and referral for prosecution.
  - a. "Drugs" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance. Alcohol shall include any form of alcohol for consumption, including beer, wine, wine coolers, or liquor.
  - b. "Workplace" shall mean the site for the performance of work done for the district. This includes any district building or any district-approved vehicle (including the employee's own vehicle) used to transport students or fellow employees to and from school or school activities or to transport fellow workers to and from different work sites; off-school property during any district sponsored or district-approved activity, event or function, such as field trip or athletic event, where students are under the jurisdiction of the district.
3. No staff member is permitted to smoke, inhale, dip or chew or sell tobacco at any time, including non-school hours in any building facility, or vehicle owned, leased, rented, or chartered by the school district, school, or public charter school; or on school grounds, athletic grounds, or parking lots, for the purposes of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking products, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form. Staff violations of this policy will lead to disciplinary

action up to and including dismissal. The superintendent will develop a plan for implementation of this policy.

### **Prescription Medication**

Any employee who is under the treatment of a physician and who must bring prescription medicines to the workplace shall carry the medicines in the original container bearing the name of the drug, the name of the physician, and the prescribed dosage.

### **Notice Regarding Violation of Criminal Drug Statutes<sup>1</sup>**

Any employee who is convicted of any violation of criminal drug statutes occurring in the workplace is required to notify the director of human resources no later than five (5) days after the conviction.

### **Reporting the Use or Presence of Tobacco, Drugs or Alcohol**

Any employee who is aware of the use of tobacco, drugs or alcohol by employees or the presence of controlled substances on district property, in district vehicles, or at school-sponsored activities is encouraged to bring such information to the attention of his or her immediate supervisor or the director of human resources.

### **Employee Counseling**

It is the responsibility of the employee's supervisor to counsel with an employee and/or to refer the employee to the human resources department for appropriate counseling whenever changes in performance are observed that suggest an employee may have a problem with drugs or alcohol. The supervisor or the human resources department may suggest that the employee voluntarily seek help.

### **Awareness**

The administration will make copies of this policy available to each employee annually and will periodically provide information about the dangers of tobacco, drug, and alcohol abuse in and outside of the workplace.

### **Procedures**

The procedures for implementing this policy will be established by administrative rule and shall include a biennial review of the district's program. This policy does not provide for drug testing of employees. Any policy establishing a districtwide employee drug testing program will require prior approval by the board and will not include random testing of employees unless the district has reasonable suspicion that an employee's use or abuse of alcohol or illegal drugs is in violation of this policy.

## Drug and Alcohol Testing for Commercially Licensed Drivers

In a continuing effort to prevent accidents and injuries that might result from the misuse of drugs and alcohol by district drivers who are required to hold commercial licenses, the superintendent will establish and maintain administrative rules that comply with the requirements of the federal Omnibus Transportation Employee Testing Act of 1991 and Federal Motor Carrier Safety Administration rules.

END OF POLICY

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### Legal Reference(s):

[ORS Chapter 475](#)  
[ORS 657.176](#)  
[ORS 659.840](#)  
[ORS 659A.300](#)

[OAR 581-053](#)-0015  
[OAR 581-053](#)-0545 (4)(c)(R,S,T)  
[OAR 581-053](#)-0550 (5)(t,u,v)

[OAR 584-020](#)-0040  
[OAR 839-006](#)-0200 to -0265

Controlled Substances Act, 21 U.S.C. Section 812, schedules I through V, 21 CFR 1308.11-1308.15 (2000).  
Americans with Disabilities Act of 1990, 42 U.S.C., Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).

## **G2430 - Substance Abuse**

Last Updated: Apr 21 2009 - 11:04am

The District recognizes that the use of drugs and alcohol, whether on or off the job, which adversely affects job performance, may constitute a serious threat to the health and safety of students, the public, and employees and impact effective instruction and the efficient delivery of District services. (See Board Policy GBCBA) The primary goal of this policy is to achieve a work place free of the impairments of drugs and alcohol, and to be in compliance with OR-OSHA regulation 437-001-0760(4), which prohibits anyone whose ability to work safely has been impaired by alcohol, drugs, or medication from working in that condition.

In any instance where an employee's impaired job performance or conduct provides reasonable suspicion of drug or alcohol use, the District may require appropriate testing. Testing procedures and the validity of the results will be measured by the prevailing practice in the medical field. In all situations where testing is called for, due consideration will be given to the legal rights and privacy of the tested employees.

Employees who are concerned about their use of alcohol or drugs are urged to seek confidential assistance from the Employee Assistance Program (EAP). Employees may also contact the Human Resources Department for assistance and can be assured that the contact will remain confidential to the extent legally possible. For employees who seek assistance in advance of detection, the District will provide reasonable accommodation as necessary and practical to allow treatment to take place.

The legal use of prescribed drugs or over-the-counter medications is permitted on the job, unless the use of the drug(s) may limit or impair the employee's ability to perform employment related duties safely and efficiently. It is the employee's responsibility to ascertain whether the use of a medication will limit or impair them.

Citings

Board Policy

Drug, Tobacco, and Alcohol Abuse by Employees - GBCBA

State Law

OR-OSHA regulation 437-001-0760(4)

### **G2430.01 - Definitions**

Last Updated: Apr 21 2009 - 11:04am

For purposes of this document, the following definitions apply:

1. Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
2. Drugs - Any intoxicants or controlled substances as defined by the criminal code of the State of Oregon, or substances lawfully prescribed for the employee's use and over-the-counter medications, which could have an adverse impact on their ability to perform their job duties in a safe manner. The definition of drugs excludes alcohol.
3. Drug or Alcohol Test - The compulsory submission of urine, breath, or blood by an employee in accordance with established collection and testing procedures to detect drug and/or alcohol use.
4. Reasonable Suspicion - Specific observations concerning the appearance, conduct, speech, odor on the breath or body odors of an employee that would cause one to suspect that the employee is under the influence of alcohol or drugs.
5. Under the Influence of Alcohol - An individual is considered to be "under the influence of alcohol" when the individual's blood alcohol content exceeds .02%.
6. Under the Influence of Drugs - An individual is considered to be "under the influence of drugs" when a detectable amount of a drug is found in the individual's body that may

impair the individual's ability to safely and efficiently perform job duties and responsibilities.

7. Work place: Any location where an employee is performing District job duties or is representing the District in an official capacity whether or not the employee is compensated. The exclusion of alcohol from the work place does not pertain to those sites at which, in the judgment of the Superintendent, the use of alcohol cannot be avoided, such as during business meetings with members of foreign delegations where refusal of a traditional "toast" would show disrespect for the customs or culture of the delegate.

## **G2430.02 - Prohibited Conduct**

Last Updated: Apr 21 2009 - 11:05am

This section does not attempt to address all possible issues that may arise around the use of alcohol and drugs. Each individual employee and each supervisor is responsible for using his or her best judgment and acting in a reasonable and responsible manner when faced with a situation that is not explicitly covered in the policy, such as situations that may arise outside the usual work place or when an employee may be called back to work outside of their regularly scheduled hours.

Violations may result in discipline up to and including discharge.

The following conduct is prohibited in the work place, on school premises, while working, and at a District activity:

1. The unlawful buying, selling, transportation, possession, providing or use of drugs;
2. The use of alcohol;
3. Being under the influence of alcohol;
4. Being under the influence of drugs;
5. Having a detectable odor of alcohol on the breath;
6. Operating a District owned or leased vehicle or one rented with District funds at any time proximate to consuming intoxicants or a private vehicle if using the vehicle in the course of conducting District business or when going to, or coming from, District business, either in town or while attending training or other business out of town;
7. Failure to report limitations or impairment caused by prescribed medications or over-the-counter drugs.

## **G2430.03 - Consequences of Positive Test Results**

Last Updated: Apr 21 2009 - 11:06am

An employee who has tested positive for drugs or alcohol as defined by this policy may be referred to the Employee Assistance Program or drug and/or alcohol counseling. An employee's participation in the Employee Assistance Program or in drug or alcohol counseling will be considered in determining what, if any, disciplinary action may be taken.

If an employee is not terminated for violations of this policy, the employee who has tested positive for drugs or alcohol will be required to sign a performance agreement. Provisions for unannounced testing for a specified period following the positive test may be included in the agreement. If the employee violates the terms of the agreement or again tests positive during such a period, he or she may be subject to immediate dismissal.

## **G2430.04 - Interference With Policy**

Last Updated: Apr 21 2009 - 11:07am

Any activity which purposely interferes with the District's policy on the use of drugs and alcohol will be grounds for disciplinary action which may include discharge. Examples include, but are not limited to, the following: tainting, tampering, or substitution of blood or urine samples; falsifying information regarding the use of prescribed medications or controlled substances; failure to cooperate with any tests outlined in this policy to determine the presence of drugs or alcohol; or failure to consent to or cooperate with any administrative search.

## **G2430.05 - Employee Rights**

Last Updated: Apr 21 2009 - 11:07am

Any employee who has tested positive shall be given access to all written documentation available from the testing laboratory, which verifies the accuracy of the testing equipment used in the testing process, the chain of custody of the specimen, and the accuracy rate of the laboratory. The employee will be provided with a copy of the results. All documentation on the testing will be sealed and maintained in a secured file in Human Resources. All test results will be kept confidential by the District.



# Eugene School District 4J

Code: **GBK**

Adopted: 6/19/96

Revised/Readopted: 12/21/05; 11/06/13

Orig. Code(s): 2800

## Use of Tobacco Products

The Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on school district property and at school-sponsored activities. In light of the scientific evidence that the use of tobacco is hazardous to health and to be consistent with district curriculum and Oregon law, it is the intent of the Board to establish a tobacco-free environment.

No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew, or sell tobacco at any time, including non-school hours:

1. In any district building, facility, or vehicle owned, leased, rented, or chartered by the school district, or school or public charter school, or
2. On school grounds, athletic grounds, or parking lots or other property used by the district.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking products; smokeless tobacco, also known as spit tobacco, dip, chew, snus, and snuff, in any form; and nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA-approved nicotine replacement therapy products used for the purpose of cessation.

The school district shall establish policies and procedures for enforcing this policy with students, employees, and visitors. The school district shall notify students, families, educational personnel, and school visitors of the tobacco-free policy and procedures in handbooks and newsletters, on posted notices or signs, and by other efficient means.

END OF POLICY

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### Legal Reference(s):

[ORS 243.650](#)

[ORS 433.845](#)

[ORS 433.850](#)

[OAR 581-053-0015](#)

[OAR 581-053-0545 \(5\)\(c\)®](#)

[OAR 581-053-0550 \(5\)\(t\)](#)

Junction City Police Assn. v. Junction City, Case No. UP-94-88 and UP-124-88, 11 PECBR 732 (1989).

Tualatin Valley Bargaining Council v. Tigard School District 23J, Case No. UP-120-87, 11 PECBR 42 (1988); adhered to on reconsideration, 11 PECBR 53 (1988).

Pro-Children Act of 1994, 20 U.S.C. Sections 6081-6084.

# Eugene School District 4J

Code: **JFCG**

Adopted: 6/16/75

Revise: 9/25/91, 12/21/05; 11/06/13

Orig. Code(s): 5630

## Use of Tobacco by Students

No student is permitted to possess tobacco products in any building, facility, or vehicle, owned, leased, rented, or chartered by the school district, school, or public charter school, or on district grounds, athletic grounds, or parking lots.

For the purpose of this policy “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking products; and smokeless tobacco, also known as spit tobacco, dip, chew, snus and snuff, in any form; and nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA-approved nicotine replacement therapy products used for the purpose of cessation.

This policy will be implemented by reasonable efforts to monitor use and possession of tobacco products, including, but not limited to, action to cause violators to cease and desist when a violation takes place within the plain view of a school employee. When there is a reasonable suspicion that a student is possessing tobacco products in violation of this policy and state law, a school administrator or designee may follow the procedures for search and seizure outlined in the *Student Rights and Responsibilities Handbook*.

END OF POLICY

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### Legal Reference(s):

[ORS 163.575](#) (1)(d),(e)  
[ORS 332.107](#)  
[ORS 336.222](#)  
[ORS 336.227](#)  
[ORS 339.240](#)  
[ORS 339.250](#)

[ORS 339.865](#)  
[ORS 431.840](#)  
[ORS 431.845](#)  
[ORS 433.835](#) - 433.990

[OAR 581-021](#)-0050 to -0075  
[OAR 581-022](#)-0413  
[OAR 581-053](#)-0015  
[OAR 581-053](#)-0545 (4)(c)(R,S,T)  
[OAR 581-053](#)-0550 (5)(t,u,v)

Pro-Children Act of 1994, 20 U.S.C. Sections 6081-6084.

# Eugene School District 4J

Code: **JFCH/JFCI**

Adopted: 11/16/86

Revised: 8/15/90, 6/19/96,  
12/21/05

Orig. Code(s): 5215

## **Drug, Tobacco and Alcohol Abuse by Students**

The Board believes that all students have the right to learn in an atmosphere that is conducive to their success. The use and abuse of chemicals by students have a deleterious effect on the ability of the student to learn and on the ability of the staff to provide a meaningful educational program; the harmful use of chemicals is not a normal stage of adolescence.

A student shall not knowingly possess, use, transmit, traffic in, or be under the influence of such substances as amphetamines, barbiturates, marijuana, narcotic or hallucinogenic drugs, alcohol, or intoxicants of any kind on the school grounds, or off the school grounds while attending a school activity, function or event.<sup>1</sup> No student is permitted to possess a tobacco product in any building, facility, or vehicle owned, leased, rented, or chartered by the school district, school, or public charter school; or on school grounds, athletic grounds, or parking lots. For the purpose of this rule “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form. If a student violates this rule, the administration will follow the disciplinary procedures established in the *Student Rights and Responsibilities Handbook* and will notify the parents. If there has been a violation of the law, the appropriate law enforcement agencies will be notified following the procedures as specified in board policy KN - Cooperation With Law Enforcement Agencies. Discipline may include the completion of an appropriate rehabilitation program.

A responsibility of the school district is to attempt to maintain a drug-free school environment so that learning can take place; to educate all students so that they are aware of the issues and problems related to the use of tobacco, drugs and substances; to identify students who have chemical abuse problems and to assist them in seeking and obtaining appropriate treatment services, whether within the school or in the community if such services are beyond the scope of the school; and to work with other community agencies in solving the problems related to substance abuse.

Therefore, the district will maintain an age-appropriate, developmentally-based drug, tobacco, and alcohol prevention curriculum that will address the legal, social, and health consequences of drug, tobacco, and alcohol use and provide information about effective techniques for resisting peer pressure to use drugs, tobacco, and alcohol. The district will also develop and maintain a system of identification and referral; provide information about smoking cessation; provide information about drug and alcohol counseling and rehabilitation, and re-entry programs that are available to students; keep the community aware of the problems in the district and the approaches being used by the district for combating substance abuse; and establish working relationships with community groups to help address the issues of chemical abuse.

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<sup>1</sup> See Board Policy JHCD - Administering Medication in School for the legitimate use of medication at school.

The school administration shall continually review its drug, tobacco, and alcohol abuse program to determine its effectiveness and any necessary changes in the program and to ensure that its disciplinary procedures are consistently enforced.

END OF POLICY

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**Legal Reference(s):**

[ORS 161.605](#)

[ORS 161.625](#)

[ORS 332.107](#)

[ORS 336.067](#)

[ORS 336.222](#)

[ORS 336.227](#)

[ORS 339.240](#)

[ORS 339.250](#)

[ORS Chapter 475](#)

[OAR 584-020-0040](#)

[OAR 581-021-0050 to -0075](#)

[OAR 581-022-0413](#)

[OAR 581-053-0015](#)

[OAR 581-053-0545 \(4\)\(c\)\(R,S,T\)](#)

[OAR 581-053-0550 \(5\)\(t,u,v\)](#)

Controlled Substances Act, 21 U.S.C. Section 812, schedules I through V; 21 CFR 1308.11-1308.15 (2000).



## **Technology Appropriate Use Guidelines**

### **Eugene School District 4J**

### **Purpose of Technology Appropriate Use Guidelines**

District owned technology is to be used to enhance learning and teaching as well as improve the operation of the district. Technology, as referred to in these guidelines, is any electronic device that is used by students or staff.

The Eugene 4J School District's electronic communications network, 4JNet, is to be used to support and enhance learning and teaching that prepares students for success as well as support and improve operations of the District. Providing access to 4JNet is an investment in the future of both our students and staff. 4JNet supports the core beliefs of the Eugene 4J School District:

- Do what's best for students.
- Continue to learn and grow.
- Respect and care about each other.

The Eugene School District believes that electronic communication is a tool for life-long learning, and that access to 4JNet is one of the resources that promote educational and organizational excellence. We believe the responsible use of 4JNet and 21<sup>st</sup> Century equipment will propel today's students into their future college or career choices. These tools and resources will allow students and staff to significantly expand their knowledge by accessing information resources as well as analyzing, synthesizing, and publishing information.

Students and staff are expected to use 4JNet in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Eugene School District 4J. The use of 4JNet may be revoked at any time for inappropriate behavior. Users assume responsibility for understanding relevant board policy and these guidelines as a condition of using 4JNet. Staff members are accountable to teach and use 4JNet responsibly. Use of 4JNet that is inconsistent with policy and guidelines may result in loss of access as well as other disciplinary or legal action.

The purpose of this document is to provide guidance to students and staff in the use of technology in order to maximize the derived benefits, provide safety in the use of technology, and insure the security of confidential information.

### **Related Laws and Board Policies**

#### **Federal Laws**

[CIPA](#) - The Children's Internet Protection Act is a federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the Internet on school and library computers.

What CIPA requires: Schools and libraries subject to CIPA may not receive the discounts offered by the E-Rate program unless they certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to

block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, on technologies that access the Internet by minors.

Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors; and Schools and libraries subject to CIPA are required to adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called “hacking,” and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors’ access to materials deemed harmful to them.

Schools and libraries are required to certify that they have their safety policies and technology protection in place before receiving E-Rate funding.

CIPA does not affect E-Rate funding for schools and libraries receiving discounts only for telecommunications, such as telephone service.

An authorized person may disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purposes.

CIPA does not require the tracking of Internet use by minors or adults.

[COPPA](#) - Children's Online Privacy Protection Act (COPPA) – A Federal law passed by the U.S. Congress in 1998 to specifically protect the privacy of children under the age of 13 by requesting parental consent for the collection or use of any personal information of Web site users.

[FERPA](#) – Family Educational Rights and Privacy Act - A Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records and specifies how districts should handle requests for student information.

[HIPAA](#) – Health Insurance Portability and Accountability Act of 1996 – A federal law to establish national standards for electronic health care transactions and national identifiers for providers, health plans, and employers. It also addressed the security and privacy of health data.

## **State Laws**

[ORS 244.040](#) — Prohibited use of official position or office; exceptions; other prohibited actions

[ORS 260.432 Campaign Finance](#) — The restrictions imposed by the law of the State of Oregon on your political activities are that “No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views.”

## **Eugene SD 4J Board Policies**

[Board Policy KGF](#) — Use of District Property – This policy defines 4J property including equipment, computer software, and networks, and their use by district staff and volunteers.

[Board Policy JFCFA/GBNAA](#) – Cyberbullying – “Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that violates Board Policy JB-Intimidation, Bullying, Harassment, Discrimination, Hazing, and Retaliation or which disrupts or prevents a safe and positive educational or working environment, or places a person in reasonable fear of physical harm or damage to their property. Any form of cyberbullying, by students or staff is prohibited and will not be tolerated in the Eugene School District 4J.

[Board Policy JB](#) —Intimidation, Bullying, Harassment, Discrimination, Hazing, and Retaliation. This policy defines each of the terms in the title and the consequences to students perpetrating such activity.

#### **Definitions**

<b>4JNet</b>	Eugene School District 4J’s electronic communications network connects all school sites together with Internet access.
<b>District 4J email</b>	Student and staff email accounts provided by the district. (Zimbra)
<b>Filtering</b>	A process to deny access to certain websites or resources as defined in the filter.
<b>Internet</b>	A worldwide network that connects smaller networks together.
<b>Social Networking</b>	Websites that provide means of personal communications between participants (i.e. FaceBook, MySpace)
<b>iPortal (Moodle)</b>	An open source course management system available to teachers, staff, and students.
<b>Wiki</b>	“A website that allows the easy collaborative creation and editing of any number of interlinked web pages via a web browser using a simplified markup language or a WYSIWYG text editor.” – Wikipedia definition <a href="http://en.wikipedia.org/wiki/Wiki-cite_note-0">http://en.wikipedia.org/wiki/Wiki-cite_note-0</a>
<b>Blog</b>	Blend of the terms web and log. It is considered a type of website. Blogs are usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video.
<b>Netiquette</b>	Socially acceptable rules of etiquette that apply when communicating over the Internet, social networks, or devices.

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## **Student Safety and Privacy Guidelines**

### **General Guidelines**

The Eugene School District 4J has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. There are documented instances of students being inappropriately identified via the Internet and thereby becoming subjected to unhealthy situations or unwelcome communications.

The purposes of these guidelines are:

- To inform school staff of the possible dangers of allowing students to publish identifying information on the Internet.
- To recognize that there are potential advantages of allowing students to publish identifying information on the Internet.
- To provide to schools a recommended set of Guidelines governing how student-identifying information should be allowed in publishing on the Internet.

Staff and student users of 4JNet must be aware that information accessed, created, sent, received, or stored on the network is not private. It is subject to review by network system administrators, lawyers, and others who may investigate complaints regarding inappropriate or illegal material.

### **ALL K-12 Students**

It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the web for students whose parents have returned the form asking that such information not be released.

### **Student Internet Publishing Guidelines**

- Only first names should be used in published student work.
- Pictures that are a part of student publishing should not include identifying information.
- Under no circumstances should a student's home address or phone number be included.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the email address displayed, not the student's.
- In special circumstances with parent-signed release, identifying information can be added.
- No social sites are to be accessed using District provided student email accounts.

## **Additional High School Guidelines Interactive**

### **Interactive Online Forms and Applications**

There are circumstances where it may be appropriate for older students (Grades 9-12) to provide identifying information along with work published on the Internet. The 4J Internet Guidelines Committee recognizes that high school student publications on the Internet may allow more identifying information where it is considered appropriate by the student, parent, and the supervising staff member. One example might be college entrance or employment opportunities that would be enhanced by viewing a student's work on the Internet. To make this determination the submitting high school student and the supervising staff member must carefully weigh the potential for risk against the perceived advantage of providing this identifying information. Students are required to seek guidance and approval from parents and school staff before providing identifying information. It is imperative that the site the students are communicating personal information to is a secure site – https.

### **Online Safety Resources**

The websites below provide safety information for adults and children.

<http://www.csriu.org/>- Center for Safe and Responsible Internet Use



<http://www.safekids.com/>- General Resource Site

<http://www.getnetwise.org/>- Internet Education Foundation

<http://www.wiredsafety.org/>- Wired Safety

<http://www.missingkids.com/>- National Center for Missing and Exploited Children

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## **Use of District-Owned Technology Devices**

### **General Guidelines**

The purpose of District-owned technology resources is to enhance the educational experience of students and to increase the operational efficiency and teaching of staff. Practices that attempt to achieve this purpose in a safe, legal manner are acceptable while practices that do not attempt to achieve this purpose are considered not acceptable.

Teachers, specialists, and other supervising adults will teach and discuss the appropriate use of 4JNet, technical resources, and the Internet with their students, monitor their use, and intervene if the resource is not being used appropriately. The District will provide training resources for staff and students to use in their buildings.

Internet users are encouraged to find resources, such as email, blogs, wikis, and websites, that meet their individual needs and take advantage of the networks many useful functions. There are many applications that can be used in an educationally beneficial manner as well as applications that can be used in an inappropriate, illegal, or unacceptable manner. Therefore, the District has established an adaptive baseline of filtered websites across all K-12 schools and a bypass list is maintained for students in grades K-2. Additionally, individual school staffs in conjunction with their Technology Leadership Team (TLT) may choose to filter additional sites beyond the District minimums.

Although the District has deployed an Internet filtering system and students are supervised when they use the Internet, this does not guarantee that students will not access inappropriate materials or sites that parents consider objectionable. District 4J's guidelines for accessing the Internet prohibit access to material that is inappropriate in the school environment. Students should report inappropriate access of material to a teacher, other staff person, or their parents. Parents are encouraged to discuss responsible use of the Internet with their children at home and how this responsibility extends to using the Internet appropriately at school.

District equipment that is used off site is subject to the same rules as when used on site. However, users should be aware that 4JNet filter does not work outside of the district network.

### **Unacceptable Use of 4JNet and Equipment**

The [Student Rights and Responsibilities Handbook](#) governs student discipline. [School Board Policy and District Administrative Rules](#) govern staff use.

The unacceptable uses of 4JNet may result in suspension or revocation of network privileges. Unacceptable use is defined to include, but not be limited to, the following:

- Violation of School Board Policy (KGF - Use of District Property; JB - Discrimination, Harassment, Intimidation, Bullying, and Retaliation; and JFCFA/GBNAA - Cyberbullying),

District Administrative Rules, or any provision in the district Student Rights and Responsibilities Handbook.

- Transmission of any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
- The use of profanity, obscenity, or other language that may be offensive to another user.
- Any form of vandalism, including but not limited to: damaging hardware, computer systems, or networks, and/or disrupting the operation of the network.
- Copying and/or downloading commercial software or other material e.g. music, in violation of federal copyright laws.
- Use of the network for financial gain, commercial activity, or illegal activity, e.g. hacking.
- Use of the network for political activity.
- Use of the network to access pornographic or obscene material.
- Creating and/or placing a computer virus on the network.
- Accessing another person's individual account. Passwords should never be shared with another person and should be changed frequently. Passwords should not be common words or names that can be found in a dictionary.
- Posting information or images that could be a form of harassment or could promote a negative culture in the school environment by causing a student or staff member to feel uncomfortable or unsafe at school (See [Cyberbullying Board Policy](#))
- Activity with a malicious intent to disrupt the network
- Installation of unapproved equipment e.g. wireless access points, routers, switches, network cabling not provided or approved by the Computing and Information Services Department; unapproved or unlicensed software; or changing of district settings is prohibited. The potential for “hackers” into our network is breached by any of these activities.
- Bypassing of District specified filtered Internet websites on computers used by students.

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## **Use of Personal Technology Devices at School**

### **Staff Guidelines**

Personal staff equipment brought to school for instructional purpose use will follow the guidelines of the Collective Bargaining Agreement articles 7.2 and 7.3.

7.2 The District shall reimburse unit members for the reasonable cost of personal property with a value of \$500 or less that is stolen or damaged if related to their instructional responsibilities or is stolen or damaged as a result of the District’s negligence. The District shall reimburse unit members for the reasonable cost of personal property with a value greater than \$500 that is stolen or damaged and is properly documented as stolen or damaged as a result of the District’s negligence.

7.3 DISTRICT EQUIPMENT: Unit members will not be held liable for loss, damage or theft of District equipment provided reasonable care has been taken.

## **Acceptable Use of Personal Technology**

Personal devices, such as cell phones, smart phones, tablets, digital cameras, MP3 players, and laptops may be used for instructional purposes in the classroom at the discretion of the teacher. The same personal devices may be used outside of the classroom at the discretion of the school. However use of 4JNet resources, such as email, chat, wikis, blogs, and Internet websites must be done in a responsible and respectful manner. ([Student Rights and Responsibilities Handbook](#))

## **Unacceptable Use of Personal Devices**

Students and staff are encouraged to use district equipment whenever possible. Unacceptable use of personal technology devices by students may result in suspension or revocation of personal device privileges. These include, but are not limited to:

- Use of a personal device that violates any of the unacceptable uses for District-owned technology listed above.
- Use of a personal device to gain or give an advantage in a testing situation.
- Use of personal devices during class that are not approved by the school or the individual teacher (e.g. cell phones, smart phones, tablets, digital cameras, MP3 players, and laptops).
- Downloading and installing District licensed software on personal devices unless specifically allowed by the licensing agreement.

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## **Network Communication Guidelines**

### **General Guidelines and Netiquette**

Users of email, chat, blogs, wikis, and other network services should understand that everything that they post is public for all to see. Email messages are not private. Once it is posted it can never truly be removed from the Internet. District technical staff has access to all mail in order to maintain the system. All email is archived for a period of three years, and is subject to public records requests. All FERPA, HIPAA, CIPA, and COPPA protections would still apply to email before being disclosed. Users should be aware of the common netiquette that users expect from one another:

- When sending email, make your "subject" as descriptive as possible.
- Check your email frequently and handle it appropriately after reading it, i.e. file, delete.
- Be very careful who your message is addressed to and how you reply. Do not "Reply All" unless you really want everyone on the original message to see your reply.
- Use BCC (Blind Carbon Copy) instead of CC when sending to a large number of email addresses, such as parents, and include sending to yourself. In doing so, the recipients will not see the emails replies of all others that are being copied nor will they need to scroll through a long list of email addresses on a small mobile/handheld device.
- Both incoming and outgoing email is filtered for spam and is blocked or quarantined based on the source and content of the email. Not all spam will be caught by any filtering system.
- Do not post the personal addresses or phone numbers of students or colleagues.
- Proofread and edit messages before they are sent, but be tolerant of errors in messages from others.

- Be careful when using sarcasm and humor: without face-to-face communications, a joke may not be taken the way it was intended.
- All communication should be respectful and professional.
- Protect the privacy of other people.
- Messages written in ALL CAPITALS are difficult to read and are the network equivalent of shouting.
- Manage the email resources that you are allocated in order to stay within the set data space quotas.

## **Staff 4J Email Accounts**

All 4J staff members are issued an email account. Guest teachers, in general, are not issued email accounts. Long-term guest teachers are an exception. All 4J email users are expected to use commonly accepted practices. Retired personnel are removed 90 days after July 1 of the year of retirement unless specific exceptions are made for serving on 4J committees or they have been asked to conduct a specific 4J task.

### **Acceptable Use of Email Accounts**

- Using email to fulfill the responsibilities of your assigned position.
- Communication in a professional manner with staff, students, parents, vendors, and the community.
- Incidental personal use during duty-free time.
- Creating 4J hosted web sites, wikis, blogs, and class management systems (Moodle) to facilitate the communication of class information.

### **Unacceptable Use of Email Accounts**

- Violation of Oregon Law ORS 260 on political activity.
- Violation of Oregon Law, School Board Policy, District Administrative Rules, or any provision in the district Student Rights and Responsibilities Handbook.
- The use of vulgar and plainly offensive, obscene, or sexually explicit language in any form.
- Using your 4J email account to subscribe to personal web resources, i.e. Facebook, MySpace, eBay, Twitter, etc.
- Copying commercial software or other material in violation of federal copyright laws.
- Use of the network for financial gain, commercial activity, or illegal activity.
- Accessing another person's individual account i.e. guest teacher, student teacher...
- Sharing of inappropriate materials or their sources with students or adults or knowingly accessing inappropriate materials.

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## **Student 4J Email Accounts**

### **General Overview**

All 4J students are issued a 4J email account. All 4J email users are expected to use commonly accepted practices.

- High school and middle school students have their 4J email accounts activated automatically unless a parent or guardian has denied access at the building level or filled out a denial form at the district level. ([Denial Form](#))
  - Elementary students may have their district email account activated with written consent from their parents/guardian and the consent of their teacher. ([Consent Form](#)) Email accounts remain activated on a yearly basis through passive consent until the student is no longer a 4J student. Students granted access to Google Apps for Education will automatically have their district email account activated.
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## Staff Use of Social Networking Sites<sup>1</sup>

The district recognizes the value of student/teacher/parent interaction on educational networking sites (i.e. social networking sites dedicated to professional activity/collaboration/networking). Collaboration, resource sharing, and student/teacher, student/student, and teacher/parent dialog can all be facilitated by the use of networking tools. Such interactivity outside of the school walls can greatly enhance face-to-face classes.

The following are guidelines for maintaining a clear line between personal social networking and professional/educational social networking. Both have a valued place in our increasingly digital lives.

### Your Online Identity

As educators, we have a professional image to uphold, and how we conduct ourselves online impacts this image. As reported by the media, there have been instances of educators demonstrating unprofessional conduct while engaging in inappropriate dialogue about their schools and/or students, or posting pictures and videos of themselves engaged in inappropriate activity online. Mistakenly, some educators assume that being online shields them from having their personal lives examined. Online identities are public and can cause serious repercussions if behavior is careless. For a “4J professional teaching site,” use your 4J email account.

### Friending

One of the hallmarks of online networks, whether personal or professional, is the ability to “friend” others and thus create an online group that shares interests and personal news. **4J School District strongly discourages staff members from accepting invitations to “friend” students within personal social networking sites.** When students gain access into a staff member’s network of friends and acquaintances and are able to view personal photos and communications, the student-teacher dynamic is altered. By “friending” current students, staff members provide more information than one should share in an educational setting. It is important to maintain a professional relationship with students to avoid relationships that could cause bias in the classroom. Social networking can be a way to stay connected with students **after** they have graduated, but even then staff members should use their best judgment when “friending” students who have graduated.

The potential for “friending” parents of students also exists and can create some awkwardness for educators who want to maintain a clear line between their private and professional lives. Those who find themselves in the delicate position of either “unfriending” parents who are already a part of their

social network or of not accepting requests for friendship can use the following language to help them out: “Our district has provided us with guidelines to help us navigate the line between our personal and professional on-line activities. I use my Facebook account solely within the realm of my personal life and would like to maintain that personal/professional distinction. In the spirit of maintaining that distinction I need to not “friend” parents of students.” The following are recommended practices.

### **Recommendations for Professional/Educational Social Networking by Staff**

- Let your administrator, fellow teachers, staff, and parents know about your educational network.
- Use district-supported networking tools (e.g. 4J email account, 4J blog, 4J wiki...).
- Do not say or do anything using a site attached to your 4J account that you would not say or do as a teacher in the classroom. (Remember that all 4J online communications are archived.)
- Have a clear purpose and outcomes for the use of the networking tool, and establish a code of conduct for all network participants.
- Adhere to the district guidelines when posting student pictures and using student names. Use only student initials in an email. (see Acceptable Use Section)
- Pay close attention to the site's security settings and allow only approved participants access to the site.

### **Recommendations for Personal Social Networking by Staff**

- Do not accept students as friends on personal social networking sites. Decline any student-initiated friend requests and do not initiate social networking friendships with students.
- Use your best judgment when “friending” former students AFTER they have graduated.
- Do not friend parents of students.
- Do not post to or update your page during work hours. Yes, you may be on your lunch break, but others who see your page may inaccurately infer that you are social networking when you should be teaching.
- Remember that people classified as “friends” have the ability to download and share your information with other people. You don’t have control over others with whom they share your information.
- Post only what you want the world to see. Imagine your students, their parents, or your administrator visiting your site. It is not like posting something to your web site or blog and then realizing that a story or photo should be taken down. Once you post something on a social networking site it may be accessible even after it is removed from the site.
- Check your profile’s security and privacy settings. At a minimum, educators should have all privacy settings set to “only friends.” “Friends of friends” and “Networks and Friends” open your content to a large group of unknown people. Your privacy and that of your family may be at risk.

### **Recommendations for All (Personal and Professional) Social Networking by Staff**

- Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous. Exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.

- Staff members receiving information on a social networking site that falls under the mandatory reporting guidelines, must report it as required by law (e.g. suspicion of child abuse).
- Stay informed and cautious in the use of all new networking technologies.

## Resources

Should Students and Teachers be Online Friends? Cheri Lucas

[http://www.education.com/magazine/article/Students\\_Teachers\\_Social\\_Networking/](http://www.education.com/magazine/article/Students_Teachers_Social_Networking/)

A Teachers Guide to Using Facebook, Bernadette Rego

<http://www.scribd.com/doc/16957158/Teachers-Guide-to-Using-Facebook-Read-Fullscreen>

## Student Access to Third-Party “Under 13” Website Services (Google Apps for Education)

### General Overview

- All 4J students under 13 years of age must have a “Google Apps for Education” consent form signed by a parent/guardian and their teacher. The goal is to allow students to use this very valuable tool while following the Google recommendations and staying compliant with COPPA.
- Once students have returned consent forms, Google Apps will remain accessible for the current school year. Use of Google Apps will be suspended at the end of each school year.
- Google Apps consent forms must be renewed at the beginning of each school year.

Schools using Google Apps Education Edition assume the responsibility for complying with the Child Online Privacy Protection Act (COPPA) and the information that students submit. When offering these online services to children under 13, schools must be cognizant that COPPA is a regulation that requires parental consents for the online collection of information about users younger than 13. Per the Google Apps Education Edition Agreement, any school administering Google Apps Education Edition acknowledges and agrees that it is solely responsible for compliance with COPPA, including, but not limited to, obtaining parental consent concerning collection of students' personal information used in connection with the provisioning and use of the Services by the Customer and End Users. In Eugene School District 4J, parental notification and consent will take place in the form of a permission slip granting use of Google Apps for ALL Elementary and Middle school students. This form must be signed on a yearly basis and held on file in the school office.

- [Elementary School “Google Apps for Education” Permission Form \(English\)](#) [Elementary School “Google Apps for Education” Permission Form \(Spanish\)](#)
- [Middle School “Google Apps for Education” Permission Form \(English\)](#) [Middle School “Google Apps for Education” Permission Form \(Spanish\)](#)

# Copyright & Plagiarism

## General Guidelines

Adherence to federal copyright law is required in both print and electronic environments. School Eugene District 4J Administrative guidelines states District intent to adhere to the provisions of Public Law 94-553 and subsequent federal legislation and guidelines related to the duplication and/or use of copyrighted materials. 4J guidelines only permit copying materials specifically allowed by copyright law, fair use guidelines, license agreements, creative commons,<sup>1</sup> or proprietor's permission. Additional copyright and fair use information can be found at:

[U.S. Copyright Office Fair Use](#)

[Stanford Copyright Fair Use](#)

[UMUC Copyright and Fair Use in the Classroom, on the Internet, and the World Wide Web](#)

## Acceptable

- Use of copyrighted material with author permission
- Use of copyrighted material that meets the fair use criteria
- Use of copyrighted material that meets the common creative criteria

## Unacceptable

- Using network resources to commit plagiarism.
- Unauthorized use, copying, or forwarding of copyrighted material.
- Unauthorized installation, use, storage, or distribution of copyrighted software.

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<sup>1</sup> Written by Jen Hegna, Information Systems Manager, Byron (MN) Public Schools and Doug Johnson, Director of Media and Technology, Mankato (MN) Public Schools. <http://doug--johnson.squarespace.com/blue--skunk--blog/2009/8/20/networking--guidelines--revised.html>

Adapted for use in the Eugene School District

2 A tool that gives everyone from individual creators to large companies and institutions a simple, standardized way to grant copyright permissions to their creative work. The Creative Commons licenses enable people to easily change their copyright terms from the default of “all rights reserved” to “some rights reserved.” It refers to the body of work that is available to the public for free and legal sharing, use, repurposing, and remixing.



## Administrative Rule G2300.10 - Staff E-mail Usage

*Last Updated: August 10, 2009*

The following administrative rule concerning e-mail use is intended to promote an ethical and professional work environment and to meet the requirements governing the use of District computer resources. District e-mail accounts are provided to current District staff for the purpose of conducting District business, and to students to enhance their educational experience. Staff e-mail accounts will be deactivated upon termination of employment; student e-mail accounts will be deactivated upon graduation or withdrawal.

All District e-mail users are responsible for understanding and observing the District Technology Appropriate Use Guidelines, and all other applicable policies, regulations and laws in connection with their use of District computer technology resources. The District Technology Appropriate Use Guidelines are available on the District's website at [www.4j.lane.edu/cis](http://www.4j.lane.edu/cis). These guidelines require that communications on District equipment be appropriate, professional, and courteous. These guidelines and state law also provide that an employee's District e-mail account is not to be used as a substitute for an employee's personal e-mail account. Using District-provided email for personal correspondence, except on an incidental basis, is prohibited. Conversely District business that is conducted by e-mail should use a District e-mail account and not a personal e-mail account. A personal e-mail account should not be forwarded to a District e-mail account and a District e-mail account should not be forwarded to a personal e-mail account.

All electronic mail records are considered District records subject to potential disclosure under the Public Records Act. Employees and students should have no expectation of privacy in their electronic communications.

All staff and student e-mails sent and received through the District e-mail system are the property of the school system and will be retained (archived) for a minimum of three (3) years. An investigation team will be established when necessary to review archived records. In the case of a litigation hold (a directive not to destroy electronic mail that might be relevant to a pending or imminent legal proceeding) normal retention procedures will be suspended for all related records.

### **Citings:**

Board Policy [KGF](#)

Board Policy [JFCFA/GBNAA](#)

Board Policy [JB](#)

State Law: [ORS 244.040](#)

State Law: [ORS 260.432](#)

# Eugene School District 4J

Code: **KGF**  
Adopted: 6/16/75  
Revised: 4/16/83, 1/7/87,  
4/3/91, 4/17/91,  
5/18/97, 2/18/98,  
3/15/00, 12/11/02

Orig. Code(s): 6900

## Use of District Property

Property including, but not limited to furniture, equipment, materials, supplies, computer software and networks, has been provided for use in the instructional programs and operations of the district. Staff and volunteers should at all times use district property in a manner that is consistent with the district's public purpose and that will not be a discredit to the district. Staff and volunteers shall never use district property to display vulgar and plainly offensive, obscene, or sexually explicit language or images.

### Removal of District Property

Removal of district property from district premises for use by cooperating organizations for school and district-related noncommercial activities must have the prior approval of the principal or supervisor. A principal or supervisor may also approve removal of district property if it is to be used by a member of the school staff and for a public use that is related to the instructional program or operations of the district. Sites shall have procedures to track off-site property and ensure adequate insurance coverage.

### Personal Use of District Property

No person may use district property for personal financial gain, for use inconsistent with the district's public purpose, or in a manner that will discredit the district. Any exception to this policy must have prior written approval of the superintendent or designee and authorized use shall be consistent with ORS Chapter 244. If a use is approved for personal or private purposes, reimbursement to the district to recover the cost of the use shall be established prior to use by written agreement.

District staff and volunteers may from time-to-time use district property for personal communication. When doing so, this property should be used in a manner that is consistent with the district's public purpose, that will not interfere with district operations, and that will not be a discredit to the district. Staff and volunteers shall never use district property that has an associated direct usage charge (e.g., cellular telephones) for personal business unless it is incidental to their assignment.

END OF POLICY

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Legal Reference(s):

[ORS Chapter 244](#)

[ORS 332.107](#)

[OAR 584-020-0040](#)

*Oregon Government Standards and Practices Laws, A Guide for Public Officials*, Oregon Government Standards and Practices Commission (Dec. 1993).

**Process for Handling Complaints Against Staff by Principal/Department Director:**

Please inform all employees that they will be notified in confidence of any complaint against them that is received. In accordance with Article 12.9 of the bargaining contract with the Eugene Education Association, all unit members must be given timely notice of any parent or student complaint. If members are not given notice, the complaint cannot be referenced or used in a performance evaluation or discipline.



Eugene School District

## **Guidelines for Political Activity & Advocacy**

Public employees cannot use public time or resources to advocate for or against a ballot measure or a candidate. This includes use of our computer network to send information. Using the 4J network and email system for political activity is prohibited, even if it is outside of regular working hours.

Here is a review of state laws and guidelines that public employees and public agencies, including schools, must follow in distributing information about ballot measures or candidates. These rules apply whenever there is an election.

### **1. State Law on Political Activity by Public Employees**

Public agencies, including schools, cannot use public time or resources to advocate for or against a ballot measure or a candidate. This includes use of our computer network or other school communication channels to send information.

ORS 260.432(2) states:

“No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views.”

### **2. Examples of Prohibited Activities:**

- We cannot prepare or distribute written material, post website information, or send email that advocates for or against a ballot measure or candidate.
- We cannot attach to school newsletters or send home with students any materials that advocate or announce a position on a ballot measure/candidate, even if the flyer or material is prepared by an outside group and given to students or staff by a volunteer.
- We cannot include messages such as “Vote Yes on Measure X” or “Support Candidate Y,” or even “Vote For Schools” in school newsletters, email messages or on bulletin boards.
- We cannot provide access to our facilities unless we are providing the same opportunity to groups on either side of a ballot measure.
- We cannot post meeting announcements for groups advocating a position, unless we extend the same opportunity to opposing groups.

### **3. Examples of Allowable Activities:**

- Distribution of neutral and objective information is allowed. The district and its employees may provide factual, neutral, and objective information about a ballot measure and the impact it will have on the school district.

- A school may encourage parents to vote and may make voter registration materials available.
- A school's parent group may invite advocates for or against a ballot measure to speak at a school parent group meeting. If a school parent group has an information table at a school activity, they may have information for and/or against ballot measures on the information table. It is important to provide the same opportunities to opposing sides of a ballot measure, if requested.
- A school's parent group may sponsor a candidate forum if it is open to all candidates. All candidates filed for the same office must be invited to participate. (The forum may still be held even if one or more candidates choose not to attend.)
- A school's parent group may share information advocating for or against a ballot measure in their communications, provided no district resources (e.g. computers, copiers, staff time) are used to produce or distribute those communications. It is important to provide the same opportunities to the opposing side, if requested.
- A school facility may be rented by a political candidate or by a group that is advocating a position on a ballot measure. The same opportunity must be available to opposing candidates or groups.
- Wearing of political buttons is a constitutional right of freedom of speech. Staff members may wear political buttons while on the job. Students, parents, volunteers, and other members of the public may also wear political buttons while on campus.
- When on their own off-duty time, not acting in their role, and not using any public resources, public employees may advocate political positions, send letters to the editor, and participate in any other lawful political activity. Salaried public employees are advised to keep records to verify that such political activity occurs while off duty.

The Secretary of State provides a quick reference guide, "Restrictions on Political Campaigning for Public Employees," [http://oregonvotes.org/doc/publications/260.432\\_quickref.pdf](http://oregonvotes.org/doc/publications/260.432_quickref.pdf), that addresses additional prohibited and allowable activities.

If you have a question about whether a particular action or piece of information is allowed, please ask your supervisor or contact the 4J Communications Office (Kerry Delf, [delf\\_k@4j.lane.edu](mailto:delf_k@4j.lane.edu), x7733 direct line, x7737 department line, cell 541-520-6880).

#### 4. Political Activities Notice

Schools and other public employers are required to post a notice (attached) regarding restrictions on political activities in a conspicuous place.

## **POLITICAL ACTIVITIES NOTICE**

### **ATTENTION ALL PUBLIC EMPLOYEES:**

The restrictions imposed by the law of the State of Oregon on your political activities are that no public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views.

It is therefore the policy of the state and of your public employer that you may engage in political activity except to the extent prohibited by state law when on the job during working hours.

**THIS NOTICE MUST REMAIN POSTED IN A CONSPICUOUS PLACE ORS 260.432 (3)**

Eugene School District 4J | 200 North Monroe St. | Eugene, Oregon 97402

August 2014

# Did You Know?

## Every school employee is required to report suspected child abuse and sexual conduct.

In cases of suspected child abuse by anyone, employees must immediately make a report to the local office of Department of Health and Human Services (541 686-7555) or a local law enforcement agency (call 911), and to the building or other administrator. Every school employee is a mandatory reporter.

In cases of suspected sexual conduct by a school employee, employees must report it immediately to their building administrator and to the Director of Human Resources or designee (541 790-7660).

## District Administrative Rule G2400

*Last Updated: April 21, 2009*

Oregon Revised Statutes ([ORS 419B.010](#)) requires any school employee having reasonable cause to believe that any child with whom he or she comes in contact has suffered abuse or that any person with whom he or she comes in contact has abused a child to immediately report it by telephone or otherwise to the local office of the Department of Human Services or to a law enforcement agency within the county where the person making the report is located at the time of the contact. The report shall contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for care of the child, the child's age, the nature and extent of the abuse, including any evidence of previous abuse, the explanation given for the abuse and any other information that the person making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator.

Abuse is defined in the statute as:

- a. Any assault of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury;
- b. Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
- c. Rape of a child, sexual abuse, or sexual exploitation;
- d. Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care that is likely to endanger the health or welfare of the child;
- e. Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare;
- f. Buying or selling a person under 18 years of age;
- g. Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; and,
- h. Unlawful exposure to a controlled substance that subjects a child to a substantial risk of harm to the child's health or safety.

### Citings

State Law:

[ORS 419B.010](#)



## **District Administrative Rule G2400.01 – Reporting Sexual Conduct or Child Abuse by School Employee Towards Student**

*Last Updated: August 12, 2010*

**Reporting Sexual Conduct or Child Abuse by School Employee Towards Student:** A new law, effective July 1, 2010, requires reporting and other procedures when a staff member is suspected of directed sexual conduct toward a student. Please inform your staff about the requirements below:

1. Sexual Conduct by School employees towards students is prohibited.  
The District strictly prohibits child abuse and sexual conduct by school employees. "Child Abuse" is defined in District Administrative Rule G2400 and discussed above.

"Sexual conduct" means any verbal or physical conduct by a school employee that:

1. Is sexual in nature;
2. Is directed toward a student;
3. Has the effect of unreasonably interfering with a student's educational performance; and
4. Creates an intimidating, hostile or offensive educational environment.

Sexual conduct does not include behavior that would be child abuse as outlined in District Administrative Rule G2400 - Reporting Child Abuse.

All employees are subject to this administrative rule.

2. Employees need to follow certain reporting procedures in cases of Suspected Child Abuse or Sexual Conduct by School Employee: Any employee who suspects that another employee, contractor or volunteer has engaged in child abuse or sexual conduct must immediately report it to his/her supervisor and the Director of Human Resources or designee who may be reached at 541-790-7660. This reporting obligation is in addition to the duty of every school employee to report suspected child abuse to a local law enforcement agency or the local office of the Department of Human Services.

No reprisal or adverse action will be taken as a result of an employee who initiates a good faith report about suspected child abuse or sexual conduct by a school employee.

3. Administrative Leave and Investigation: In all cases of suspected child abuse or sexual conduct by a school employee there will be an investigation conducted, and in some cases, the district will place an employee on paid administrative leave pending the investigation.
4. Required Training: By law, district employees must receive training each year on the prevention and identification of child abuse and sexual conduct and on employees' obligations to report. Additional information on the mandatory training will be provided by Human Resource later in the year.
5. Required Posting: The law requires each school building to post the name and contact information of the persons designated for the school building to receive reports of suspected child abuse by school employees and the procedures the person will follow upon receipt of a report. In addition to this notice, please post District Administrative Rule G2400.01 in a conspicuous place.

**Locked Spaces Announcement**

Please read the following announcement about locked spaces to employees:

The district's practice is to make a locked space available to all employees so they may secure small personal valuables (such as a wallet or purse). The space may be located in the school office, classroom, locking file cabinet, or any other location that you determine is secure. Buildings may also provide employees a locked space inside a classroom or work area by installing a lock on a file cabinet or desk drawer.

Administrators will work with employees to ensure that they are aware of what locked space is available at each site. If a locksmith's services are needed, the administrator will call Facilities and make arrangements with Facilities directly. Please note that there could be a substantial wait time for a locksmith's services because the district's financial circumstance has curtailed this service.

## **Community Educators (Guest Speakers) and Outside Presenters**

Please review the following new administrative rule with your staff:

### District Administrative Rule I1700

We recognize that guest speakers and outside presenters are a valuable resource for enriching district curricula. Community presenters and guest speakers must adhere to the following guidelines:

1. Information presented must be educational, not promotional. Presenters are prohibited from gathering personally identifying information from students. It is allowable for presenters to post their name, the name of the organization with which they are affiliated, and phone number, email address, or other contact information. This contact information should be given in a neutral way and can remain posted throughout the presentation and shall be removed when the presentation is over.
2. The information presented should be age appropriate and relevant to curriculum and classroom instruction.
3. The information must be presented in a neutral and nondiscriminatory manner.
4. District representatives have a responsibility for vetting and supervision of guest speakers and outside presenters. Building administrators have the authority to cancel or stop presentations deemed to be inappropriate.