

# Clatskanie School District 6J

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The following symbol is used on some policies:

\* May be subject to collective bargaining.

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

[ ] Brackets occur in sample policies to indicate the need for districts to select or tailor information specific to their particular situations.

# Clatskanie School District 6J

Code: GCC  
Adopted: 5/06/13  
Orig. Code(s): GCC

## Recruitment of Licensed Staff

The superintendent will develop and maintain a recruitment program designed to attract licensed personnel to the district.

It is the responsibility of the superintendent, with the assistance of other district administrators, to determine the personnel needs of the district and to locate suitable candidates to recommend for employment by the district. Those factors considered will include, but not be limited to, the diverse characteristics of the district.

The search for licensed staff members may extend to a variety of educational institutions and geographical areas. ~~Those factors considered will be the diverse characteristics of the district.~~

Present employees who meet the stated requirements are encouraged to apply for any vacant district position ~~for which he/she meets the stated requirements.~~

END OF POLICY

### Legal Reference(s):

<a href="#">ORS 326.051</a>	<a href="#">ORS 659A.029</a>	<a href="#">ORS 659A.236</a>
<a href="#">ORS 332.505</a>	<a href="#">ORS 659A.030</a>	<a href="#">ORS 659A.309</a>
<a href="#">ORS 342.934</a>	<a href="#">ORS 659A.109</a>	<a href="#">ORS 659A.409</a>
<a href="#">ORS 659.805</a>	<a href="#">ORS 659A.142</a>	
<a href="#">ORS 659.850</a>	<a href="#">ORS 659A.145</a>	<a href="#">OAR 581-021-0045</a>
<a href="#">ORS 659A.009</a>	<a href="#">ORS 659A.233</a>	

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012).  
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).  
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).  
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2012).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012).  
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2012).  
Title II of the Genetic Information Nondiscrimination Act of 2008.

Corrected 3/19/24

# Clatskanie School District 6J

Code: GCD  
Adopted: 5/06/13  
Orig. Code(s): GCD

## **Recruitment of Hiring Paid Coaching Staff**

Coaching positions at Clatskanie Middle and High School have been and are hired with a one-year service contracts for a specific position and for a specific season. All coaches on a paid contract with the district must be hired through the process identified below. The athletic director will make recommendations for coaching staff positions and for specific seasons. All paid coaching positions will be posted and interviewed annually.

Recommendations for hiring a paid coach for a specific position for a specific season will be approved through the following steps:

1. The athletic director An interview committee will make his/her a recommendation for hiring to the principal human resources coordinator. An interview committee will be comprised of at least three staff members, including a school administrator and the athletic director.
2. After the principal has approved the a recommendation is processed and approved by the human resources coordinator, he/she will make the recommendation will be submitted to the superintendent.
3. The superintendent approves makes the final decision regarding the hiring of a paid coaches<sup>1</sup> for a specific season for a specific coach.

END OF POLICY

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### Legal Reference(s):

<a href="#">ORS 326.051</a>	<a href="#">ORS 659A.029</a>	
<a href="#">ORS 332.505</a>	<a href="#">ORS 659A.030</a>	<a href="#">ORS 659A.236</a>
<a href="#">ORS 342.934</a>	<a href="#">ORS 659A.109</a>	<a href="#">ORS 659A.309</a>
<a href="#">ORS 659.805</a>	<a href="#">ORS 659A.142</a>	<a href="#">ORS 659A.409</a>
<a href="#">ORS 659.850</a>	<a href="#">ORS 659A.145</a>	
<a href="#">ORS 659A.009</a>	<a href="#">ORS 659A.233</a>	<a href="#">OAR 581-021-0045</a>

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).  
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).  
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).  
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2006).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006).

Corrected 3/19/24

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<sup>1</sup> The hiring should include identifying the specific season and sport.

# Clatskanie School District 6J

Code: GCDA/GDDA  
Adopted: 4/13/20  
Orig. Code(s): GCDA/GDDA

## Criminal Records Checks and Fingerprinting

(Version 1)

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees not requiring licensure under Oregon Revised Statute (ORS) 342.223 to submit to a criminal records check and fingerprinting as required by state law. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting as established by Board policy and as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

Pursuant to state law, a criminal records check or fingerprint-based criminal records checks shall be required of the following individuals<sup>1</sup>:

1. All individuals employed as or by contractors, whether employed part-time or full-time, and considered by the district to have direct, unsupervised contact with students;
2. Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program, or at a grade K through 12 school site during the regular school day;
3. Any individual who is an employee of a public charter school and not requiring licensure under ORS 342.223; and
4. Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

The district will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms.

The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Assistant coach;
2. Overnight chaperone.

The procedure for processing fingerprint collection is further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

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<sup>1</sup> Subject individuals and requirements are further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

A subject individual shall be subject to the collection of fingerprint information, only after the offer of employment or contract from the district and may be charged a fee by the district. A subject individual may request the fee be withheld from the amount otherwise due the individual.

The district shall begin the employment of a subject individual or terms of a district contractor on a probationary basis pending the return and disposition of the required criminal records checks.

When the district is notified of a subject individual who has been convicted of any crimes prohibiting employment or contract the individual will not be employed or contracted or if employed will be terminated. When the district is notified of a subject individual who knowingly made a false statement as to the conviction of any crime, the individual may be employed or contracted with by the district, or if employed by the district may be terminated. A subject individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law may be employed or contracted with by the district.

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

The service of a volunteer allowed to have direct, unsupervised contact with students may begin on a probationary basis pending the return and disposition of a criminal records check.

The service of a volunteer in a position identified by the district as requiring a fingerprint based criminal records check may begin on a probationary basis pending the return and disposition of the state and national criminal records check based on fingerprints.

A volunteer who knowingly made a false statement or has been convicted of a crime listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district.

The superintendent shall develop administrative regulations as necessary to meet the requirements of law.

## Appeals

A subject individual eligible may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 - 183.470.

A volunteer may appeal a determination from a fingerprint based criminal records check by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, under ORS 183.413-183.470.

END OF POLICY

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### Legal Reference(s):

[ORS 181A.180](#)  
[ORS 181A.230](#)  
[ORS 326.603](#)  
R7/18/19 | PH

[ORS 326.607](#)  
[ORS 332.107](#)  
[ORS 336.631](#)

[ORS 342.143](#)  
[ORS 342.223](#)  
[OAR 414-061-0010 – 061-0030](#)

Criminal Records Checks and Fingerprinting – GCDA/GDDA

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

Corrected 3/26/24

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# Clatskanie School District 6J

Code: GCDA/GDDA  
Adopted:

## Criminal Records Checks and Fingerprinting (Version 2)

{Required policy. Requirement/Authority for policy comes from OAR 581-021-0510 - 021-0512 and ORS 326.603 - 326.607.}

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require certain individuals to submit to a criminal records check and fingerprinting as required by law. This includes employees, contractors, volunteers and others.

### **Requirements for Employees ~~{<sup>1</sup>}~~ not Licensed, Certified or Registered by the Teachers Standards Practices Commission (TSPC)**

All newly hired employees<sup>2</sup> not identified under Oregon Revised Statutes (ORS) 342.223<sup>3</sup> are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district<sup>4</sup> or private school, and has not resided outside the state between the two periods of employment<sup>{<sup>5</sup>}</sup>.

An individual shall be subject to the collection of fingerprint information, only after the offer of employment from the district. Fees associated with criminal records checks and fingerprinting for individuals applying for employment with the district and not requiring licensure shall be paid by the ~~{district.}~~ individual. An individual may request the fee be withheld from the amount otherwise due the individual. The district will withhold this amount only upon request of the subject individual.}

The district ~~{may<sup>6</sup>}~~ ~~{shall not}~~ begin the employment of an individual ~~{on a probationary basis pending}~~ ~~{before}~~ the return and disposition of the required criminal records checks.

When the criminal records check indicates an individual has been convicted of any crimes<sup>7</sup> prohibiting employment, the individual will not be employed, or if employed will be terminated. When the criminal

<sup>1</sup> ~~{If the district wants to include the larger section on TSPC licensed employees (see p. 2), keep this bracketed language. If the district does not want to include the larger section on TSPC licensed individuals, omit this bracketed language.}~~

<sup>2</sup> Any individual hired within the last three months. This does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

<sup>3</sup> ORS 342.223 includes teachers, administrators, personnel specialist, school nurses, persons participating in supervised clinical practice experience, practicum or internship as a teacher, administrator or personnel specialist. See statute for details.

<sup>4</sup> As is defined in OAR 581-021-0510(9); includes school districts, the Oregon School for the Deaf, and educational program under the Youth Corrections Education Program, public charter schools and ESDs.

<sup>5</sup> ~~{Additional exception applies through July 1, 2024. See ORS 326.603(4)(b).}~~

<sup>6</sup> Decisions regarding which employees may begin before the return of the required criminal records checks must be made in a nondiscriminatory manner.

<sup>7</sup> See OAR 581-021-0511(8).

records check indicates an individual has knowingly made a false statement as to the conviction of any crime, the individual ~~{may}~~~~{will not}~~ be employed by the district, or if employed by the district ~~{may}~~~~{will}~~ be terminated. An individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law ~~{may}~~~~{will not}~~ be employed by the district. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

~~{Requirements for individuals in positions requiring licensure, certification or registration with Teacher Standards and Practices Commission (TSPC) are outlined in ORS 342.223.}~~

OR

### **~~{Requirements for TSPC Licensed, Certified or Registered Individuals}~~**

1. Any individual who is applying for a license as a teacher, administrator or personnel specialist is subject to a criminal records check and fingerprinting, unless the individual has submitted to such a check through the Teacher Standards and Practices Commission (TSPC) within the previous three years, or has remained continuously licensed by or registered with TSPC for a different license or registration for which the individual has already submitted to a criminal records check and fingerprinting.
2. Any individual who is applying for an initial certificate under ORS 342.475 as a school nurse shall submit to a criminal records check and fingerprinting with TSPC.
3. Any individual who is applying for a registration as a public charter school teacher or administrator with TSPC shall submit to a criminal records check and fingerprinting with TSPC.
4. Any individual applying for reinstatement of an Oregon license or registration as a teacher, administrator or personnel specialist, or a certificate as a school nurse with the TSPC, whose license, registration or certificate has lapsed for at least three years, shall submit to a criminal records check and fingerprinting with TSPC.
5. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist, if the individual does not hold a current license issued by TSPC and has not submitted to a criminal records check by TSPC within the previous three years for student teaching, practicum or internship as a teacher, administrator or personnel specialist, shall be required to submit to a criminal records check and fingerprinting with TSPC.}

### **Requirements for Contractors<sup>{8}</sup>**

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<sup>8</sup> ~~{The district should include language regarding background checks in any contract that includes direct, unsupervised contact with students whenever applicable.}~~

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students<sup>9</sup> or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

The superintendent ~~{or designee}~~ will identify contractors who are subject to such requirements.

A contractor or an employee of a contractor required to submit to a criminal records check and fingerprinting in accordance with law and Board policy will be terminated from contract status, or withdrawal of offer of contract will be made by the district upon:

1. Refusal to consent to a criminal records check and fingerprinting; or
2. Notification<sup>10</sup> from the Superintendent of Public Instruction that the individual has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.

A subject individual ~~{may}~~~~{will}~~ be terminated from contract status upon notification from the Superintendent of Public Instruction that the individual has knowingly made a false statement as to the conviction of any crime.

### Requirements for Volunteers

~~{+}~~ The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Head coach;
2. Assistant coach; ~~or~~
3. Overnight chaperone;
4. ~~Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity;~~
5. ~~List of other positions subject to this fingerprinting, if any.~~

The service of a volunteer into a position identified by the district as requiring a fingerprint-based criminal records check ~~{may}~~~~{will not}~~ begin ~~{on a probationary basis pending}~~~~{before}~~ the return and disposition of a state and national criminal records check based on fingerprints.}

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<sup>9</sup> “Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision. (OAR 581-021-0510)

<sup>10</sup> Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

<sup>11</sup> ~~{If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the positions in the district which require such fingerprinting.}~~

<sup>12</sup>Volunteers allowed by the district into a position designated by the district to have direct, unsupervised contact with students shall submit to an in-state criminal records check. All other volunteers shall submit to an in-state criminal records check.

~~{The service of a volunteer allowed to have direct, unsupervised contact with students {may} {will not} begin {on a probationary basis pending} {before} the return and disposition of a criminal records check.}~~  
~~{A volunteer that is not likely to have direct, unsupervised contact with students, as determined by the district, {will} {will not} be required to submit to an in-state criminal records check.}~~

{A volunteer who knowingly made a false statement on a district volunteer application form or has a conviction of a crime listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number {may} {will} result in immediate termination from the ability to volunteer in the district.}

{Fees associated with a required fingerprinting for volunteers shall be paid by the {individual} {district}.}

Fees associated with required non-fingerprinting criminal records checks for volunteers shall be paid by the {individual} {district}.

{A volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and Board policy will be denied such ability to volunteer in the district.}

## Requirements for Others

Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day is required to submit to a criminal records check and a fingerprint-based criminal records check.

Any individual who is an employee of a public charter school and not identified under ORS 342.223 is required to submit to a criminal records check and a fingerprint-based criminal records check.

## Notification

The district will provide written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or [volunteer] forms.

The district will provide the following notification to individuals subject to criminal records checks and fingerprinting:

1. Such criminal records checks and fingerprinting are required by law or Board policy;
2. All employment or contract offers {for the ability to volunteer} are contingent upon the results of such checks;

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<sup>12</sup>~~{If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct criminal records checks on these volunteers.}~~

3. A refusal to consent to a required criminal records check and fingerprinting shall result in immediate termination from employment~~[,] [or]~~ contract status~~[ or the ability to volunteer in the district];~~
4. A determination by the Oregon Department of Education (ODE) which affects an individual's eligibility to be employed, or contracted with, by the district may be appealed to the Superintendent of Public Instruction under ORS 183.413 – 183.470;
5. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts~~[,] [or]~~ ODE forms ~~[(written or electronic)]~~ ~~[may]~~~~[will]~~ result in immediate termination from employment or contract status;
6. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status~~;~~~~[-]~~
7. ~~[A volunteer candidate who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number~~ ~~[may]~~~~[will]~~ result in immediate termination from the ability to volunteer in the district.~~]~~ ~~[The district~~ ~~[may]~~~~[will]~~ remove the volunteer from the position allowing direct, unsupervised contact with students.]

### **Processing and Reporting Procedures**

Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.

Fingerprints may be collected by one of the following:

1. Employing district staff;
2. Contracted agent of employing district;
3. Local or state law enforcement agency; or
4. Statewide vendor identified by the Oregon Department of Administrative Services.

To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.

The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment~~[,] [or]~~ contract~~[ or volunteering]~~.

A copy of the fingerprinting results will be kept by the district. The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

END OF POLICY

**Legal Reference(s):**

[ORS 181A.180](#)

[ORS 181A.230](#)

[ORS 326.603](#)

[ORS 326.607](#)

[ORS 332.107](#)

[ORS 336.631](#)

[ORS 342.143](#)

[ORS 342.223](#)

[OAR 414](#)-061-0010 – 061-0030

[OAR 581](#)-021-0510 – 021-0512

[OAR 581](#)-022-2430

[OAR 584](#)-050-0012

[OAR 584](#)-050-0100

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

Corrected 3/26/24

# Clatskanie School District 6J

Code: GCDA/GDDA-AR  
Revised/Reviewed: 1/09/23  
Orig. Code(s): GCDA/GDDA-AR

## Criminal Records Checks and Fingerprinting

### Requirements

1. Any individual newly hired employee<sup>1</sup>, whether full-time or part-time, and not requiring licensure under Oregon Revised Statute (ORS) 342.223 as a teacher, administrator, personnel specialist or school nurse, shall submit to a criminal records check and fingerprinting.
2. Any individual applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall be required to undergo a criminal records check and fingerprinting with TSPC.
3. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to submit to a criminal records check and fingerprinting with TSPC.
4. Any individual hired as or by a contractor<sup>2</sup>, whether part-time or full-time, into a position having direct, unsupervised contact with students as determined by the district shall be required to submit to a criminal records check and fingerprinting.

The superintendent will identify contractors who are subject to such requirements.

5. Any community college faculty member providing instruction at the site of an early childhood education program, a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day, shall be required to undergo a criminal records check and fingerprinting.
6. Any individual who is an employee of a public charter school not requiring licensure under ORS 342.223 shall be required to undergo a criminal records check and fingerprinting.
7. A volunteer allowed by the district into a position that has direct, unsupervised contact with students shall undergo an in-state criminal records check.
8. A volunteer that is not likely to have direct, unsupervised contact with students will not be required to undergo an in -state criminal records check.

### Exceptions

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<sup>1</sup> Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

<sup>2</sup> A person hired as or by a contractor and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

A newly hired employee<sup>3</sup> is not subject to fingerprinting if:

1. The district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district or private school, and has not resided outside the state between the two periods of employment; or
2. The Oregon Department of Education (ODE) determines the person:
  - a. Submitted to a criminal records check for the person's immediately previous employer, the employer is a school district or private school and the person has not lived outside this state between the two periods of employment;
  - b. Submitted to a criminal records check conducted by TSPC within the previous three years; or
  - c. Remained continuously licensed or registered with the TSPC.

## Notification

1. The district will provide the following notification to individuals subject to criminal records checks and/or fingerprinting:
  - a. Such criminal records checks and/or fingerprinting are required by law or Board policy;
  - b. Any action resulting from such checks completed by the ODE that impact employment, or contract or volunteering may be appealed as a contested case to ODE;
  - c. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;
  - d. A refusal to consent to a required criminal records check and/or fingerprinting shall result in immediate termination from employment, contract status or the ability to volunteer in the district;
  - e. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts, ODE forms (written or electronic) may result in immediate termination from employment or contract status;
  - f. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status.
  - g. A volunteer candidate who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number may result in immediate termination from the ability to volunteer in the district. The district may remove the volunteer from the position allowing direct, unsupervised contact with students.
2. The district will provide the written notice described above through means such as staff handbooks, employment applications, contracts or volunteer forms.

## Processing and Reporting Procedures

1. Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and/or fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.
2. Fingerprints may be collected by one of the following:
  - a. Employing district staff;

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<sup>3</sup> Any individual hired within the last three months.



- b. Contracted agent of employing district; or
  - c. Local or state law enforcement agency.
3. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.
  4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime, has knowingly made a false statement as to conviction of any crime or has a conviction of a crime prohibiting employment, contract or volunteering.
  5. A copy of the fingerprinting results will be kept by the district.

#### **Fees**

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district and not requiring licensure, including persons hired as or by contractors<sup>4</sup>, shall be paid by the individual.
2. An individual offered a contract or employment by the district may, only upon request, request that the amount of the fee be withheld from the amount otherwise due the individual in accordance with Oregon law.
3. Fees associated with required criminal records checks for volunteers shall be paid by the district.
4. Fees associated with a required fingerprinting for volunteers shall be paid by the district.

#### **Termination of Employment or Withdrawal of Employment/Contract Offer/Volunteer Status**

1. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the district upon:
  - a. Refusal to consent to a criminal records check and/or fingerprinting; or
  - b. Notification<sup>5</sup> from the Superintendent of Public Instruction that the employee has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.
2. A subject individual may be terminated from employment or contract status upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.

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<sup>4</sup> A person hired as or by a contractor and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

<sup>5</sup> Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.
4. A volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and/or Board policy will be denied such ability to volunteer in the district.
5. If the district has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction for any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual will be denied the ability to volunteer.
6. A volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

### **Appeals**

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

A volunteer may appeal a determination from a fingerprint -based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

# Clatskanie School District 6J

Code: GCEA  
Adopted: 5/06/13  
Orig. Code(s): GCEA

## Substitute Teachers

Substitute teachers will be assigned by the principal to fill a temporary vacancy caused by absence of a regular teacher. The assignment will be made from a district approved list of properly licensed and otherwise qualified teachers. Substitute teachers will be made aware of district rules and regulations necessary in carrying out assignments.

Substitute teachers will be paid an amount commensurate with the duties performed. Pay will not be less than the minimum required by law.

END OF POLICY

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### Legal Reference(s):

[ORS 332.507](#)  
[ORS 342.420](#)

[ORS 342.610](#)  
[ORS 342.815](#)

[OAR 584-020](#)-0000 to -0045

Corrected 3/19/24

# Clatskanie School District 6J

Code: GCEC  
Adopted: 5/06/13  
Orig. Code(s): GCEC

## Job Sharing

The Board determines that job-sharing is an appropriate personnel practice and directs the superintendent to establish procedures for job-sharing as an employment option, subject to the following guidelines:

1. Responsibility for determining whether or not a job is to be shared will rest with the superintendent or his/her designee and will be approved by the Board;
2. The program's effectiveness and efficiency must be the primary consideration in determining whether a job is to be shared;
3. The results of job-sharing will not be detrimental to the district's goals and philosophy;
4. The district's overall cost of a job-share shall not exceed that of one full-time equivalency (1.0).

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Eugene Education Association v. Eugene School District 4J, Case Nos. UP-8-87 and UP-18-87, 9 PECBR 9391 (1987); rev'd, 91 Or. App. 78 (1988); vacated and remanded, 306 Or. 659 (1988).

Corrected 3/19/24

# Clatskanie School District 6J

Code: GCEC-AR  
Adopted: 4/22/13  
Orig. Code(s): GCEC-AR

## Job Sharing Procedures

1. **Definition:** Job sharing shall be defined as two teachers voluntarily sharing the responsibilities and benefits assigned to one full-time teacher. Teachers involved in the Job Sharing Program shall be afforded all rights and privileges granted to an individual teacher as per the current collective bargaining agreement except as noted below.
2. **Application:** Teachers who are interested in working in a job sharing position must first complete an application form provided by the district. Application must be made by May 15 of the school year preceding the proposed job sharing position. Before a job sharing position is officially created, the application form must be approved by the principal, the superintendent and the Board. There will be no more than one job share position in a building simultaneously. The approval, modification or rejection of job sharing is solely and completely at the discretion of the district administration. Notification by the administration of approval or rejection or a proposal shall occur no later than the last teacher workday in June for the following academic year.
3. **Term:** Job sharing in self-contained classrooms will be granted only on a half day basis. The job sharing participants may switch the half day they teach at the end of the first semester if the principal approves of the change. The job sharing position will terminate at the end of each school year. Reapplication must be made by May 15 if the two teachers choose to continue the Job Sharing Program.
4. **Expectations:** The principal will develop teaching schedules, assign duties, provide for preparation periods, conduct observations and evaluations, etc., as if a single teacher were assigned to the position. It will be the responsibility of the two teachers participating in the job sharing position to divide their time to ensure that all expectations established by the principal are in an equitable manner. In addition to dividing the normal teaching assignment between themselves, the attendance of both teachers, without additional financial compensation, shall be expected during those days noted as in-service days on the approved school district calendar and at building and school district level staff meetings, unless exception is made by the principal. Teachers involved in the Job Sharing Program will participate in parent-teacher conferences and plan and attend open houses and other extracurricular activities and programs in which they are directly involved.

Each teacher will be responsible for grading, maintaining student attendance records and other recordkeeping as appropriate. Both teachers will share responsibilities for student cumulative folders, inventory, classroom learning environment and other related tasks. Classroom standards for discipline shall be mutually agreed to and established. Consistent student discipline practices will be expected and enforced by both teachers. Parents will be contacted by the individual teacher as problems arise. If it is a problem common to both teachers, a conference between the parents and both teachers will be arranged. Both teachers will be present for the first and third quarter parent conferences.

5. Compensation: Teachers entering into a job sharing agreement must first voluntarily sign an acknowledgment of the loss of full-time status as a permanent or probationary teacher. Such acknowledgment by permanent teachers will state that teachers understand they will retain permanent part-time status and may return to full-time status only when a position becomes available and is agreed upon by the administrators. Teachers participating in the Job Sharing Program will be placed on the salary schedule as per their experience and training. Their salary will be one-half of this amount. If the teacher chooses to continue in the Job Sharing Program for the following year, his/her salary would increase to the next step on the salary schedule and would become one-half of the amount of that step. Teachers participating in the Job Sharing Program would receive their paychecks at the same time as full-time teachers.
6. Fringe Benefits: All fringe benefits normally accrued by a full-time employee are to be equally divided between the two teachers participating in the Job Sharing Program. Job sharing teachers will share insurance benefits equivalent to that received by one full-time teacher, the division of that insurance to be negotiated by the teachers and approved by the school district. Exception to this may be in cases where one of the employees has other insurance coverage and the two teachers jointly agree that all insurance benefits are to be paid to one employee. This agreement must be with approval of the insurance carrier. A second option relative to insurance would be if both teachers opted to receive full insurance benefits, each teacher then would be responsible for paying the one-half difference to the school district. In no event shall the school district be obligated to more cost as a result of job sharing than would be true for one full-time teacher's cost.

All leaves normally accrued by a full-time employee are to be equally divided between the two teachers participating in the Job Sharing Program. In one option involving sick leave, personal leave, etc., one of the job sharing teachers will substitute for the other and arrangements shall be worked out in advance of the absence, if possible, between the two teachers so that no loss of accrued leave occurs and students do not have to adjust to a substitute teacher. Under this option, one job share teacher would substitute for the other and both would maintain annual coverage records with the results being that no financial compensation for substituting or loss of leave benefits would occur to either party. A second option would exist if one member of the job sharing team cannot cover for the other teacher. In this case it will be the responsibility of the teacher who will be absent to notify the principal and request a substitute teacher. In such cases, the substitute would be paid the appropriate wage and the absent job share teacher would have the amount of time away from the job deducted from his/her leave benefit.

7. Teacher Status: By May 15, each teacher must declare if he/she wants to continue in the Job Sharing Program for the following school year. If both teachers choose to continue in the program, it is understood that the employees shall suffer no loss of permanent teacher status in effect prior to taking the share position. If one or both teachers choose not to continue in the Job Sharing Program for the following year, their seniority rights within the district will be in effect and the more senior teacher will have the right to a full-time position if one exists. The less senior teacher will be placed in a teaching position for which he/she is qualified, if one exists, based upon his/her seniority. It should be noted, however, that each year that a teacher spends in the Job Sharing Program will be considered a full year for seniority purposes. No teacher in the school district will be involuntarily transferred in order to create share-time positions.

However, a one-half job sharing position vacancy can be advertised within the school district to advise employees of such a position vacancy for the upcoming school year. If either of the teachers is unable to complete the current school year, the other shall assume full-time teaching responsibilities for the remainder of the contract year. The district retains the right to hire a new full-time teacher to complete the year in the event the remaining job share teacher is unable to work full-time. If either teacher is unable to start the school year, the job sharing agreement may be terminated or another part-time teacher may be hired. This decision will be made by the principal in consultation with the superintendent.

Corrected 3/19/24

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# Clatskanie School District 6J

Code: GCI/GDI  
Adopted: 5/06/13  
Orig. Code(s): GCI/GDI

## Assignments and Transfers \*

Teachers may be transferred or reassigned within the district's schools. Transfer or reassignment shall be made by the superintendent when it is deemed to be in the best interest of the schools.

Employees' requests for transfer or reassignment will be effected upon approval of the superintendent when there is an existing vacancy for which the individual is qualified.

END OF POLICY

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### Legal Reference(s):

[ORS 236.610 to -236.630](#)

[OAR 581-022-2405](#)

Corrected 3/19/24



# Clatskanie School District 6J

Code: GCKB/GDKB  
Adopted: 5/06/13  
Orig. Code(s): GCKB/GDKB

## Meetings

All teachers are expected to attend the faculty meetings called by the principal or superintendent, unless excused.

Any meeting sponsored or called by a labor organization during contract hours is subject to prior approval by the superintendent or school administrator. Attendance by staff members at meetings scheduled by the labor organization will be left to the discretion of each employee. Any cost associated with attending a meeting called by a labor organization will be borne by the individual employee or the labor organization, subject to statutory and collective bargaining agreement provisions.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Corrected 3/19/24

# Clatskanie School District 6J

Code:  
Adopted:

GCL

## Staff Development - Licensed (Version 2)

As part of the district continuous improvement plan, the district will establish a short- and long-term professional development plan for licensed staff in order to enhance professional performance and promote achievement of high standards for all students. The plan shall be developed in writing by district administration.

Professional development activities may include, but are not limited to, college courses, workshops, curriculum planning, research, travel, supervision of teacher trainees and other activities approved by the supervisor. District professional development offerings may be planned to help licensed employees meet the requirements of their licenses. The district will provide appropriate, reasonable accommodations to ensure such training, whether provided by the district or through district contracts with third parties, is made available for qualified employees with disabilities.

Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure. Once a licensed employee completes licensure requirements, the employee must submit evidence to the employee's supervisor, who will verify that the licensed employee has successfully completed the professional development requirements to the superintendent or designee, on the Teacher Standards and Practices Commission (TSPC) Professional Educational Experience Report (PEER) form.

END OF POLICY

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### Legal Reference(s):

[ORS 329.095](#)  
[ORS 329.125](#)  
[ORS 329.704](#)  
[ORS 342.138\(3\)](#)

[ORS 342.856](#)  
[OAR 581-022-2250](#)  
[OAR 581-022-2405](#)

[OAR 584-018-0205](#)  
[OAR 584-255-0010 to -0030](#)

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).  
Eugene Educ. Ass'n v. Eugene Sch. Dist. 4J, No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (ERB 1980).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).  
Americans with Disabilities Act Amendments Act of 2008.

Corrected 3/19/24

# Clatskanie School District 6J

Code: GCL/GDL  
Adopted: 6/19/17  
Orig. Code(s): GCL/GDL

## Staff Development (Version 1)

In order to strengthen and refine professional skills of district personnel, the superintendent or his/her designee will develop a staff development program for all employees.

Building site councils will be encouraged to participate in the development and implementation of the district's staff development program including provisions for the professional growth of staff.

Staff development programs, whether provided directly by the district or through district contracts with third parties, will provide appropriate, reasonable accommodations to ensure such programs are available to employees with disabilities.

Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure. Once a licensed employee completes licensure requirements, the employee must submit evidence to the employee's supervisor who will verify that the licensed employee has successfully completed the professional development requirements to the superintendent or designee on the Teacher Standards and Practices Commission (TSPC) Professional Educational Experience Report (PEER) form.

END OF POLICY

### Legal Reference(s):

[ORS 329.095](#)  
[ORS 329.125](#)  
[ORS 329.704](#)  
[ORS 342.138](#)

[ORS 342.856](#)

[OAR 581-022-0606](#)  
[OAR 581-022-2405](#)

[OAR 584-018-0205](#)  
[OAR 584-255-0010 to -0030](#)

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).  
Eugene Educ. Ass'n v. Eugene Sch. Dist. 4J, No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (ERB 1980).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).  
Americans with Disabilities Act Amendments Act of 2008.

Corrected 3/19/24

# Clatskanie School District 6J

Code: GCN/~~GDN~~  
Adopted: 1/22/18  
Orig. Code(s): GCN/GDN

## Evaluation of Staff - Licensed

An effective evaluation program is essential to a quality educational program. It is an important tool to determine the current level of a teacher's performance of the teaching responsibilities. It is also an important assessment of classified employees and current performance of their job assignments. Under Board policy, administrators are charged with the responsibility of evaluating the staff. An evaluation program provides a tool for supervisors who are responsible for making decisions about promotion, demotion, contract extension, contract nonextension, contract renewal or nonrenewal, dismissal and discipline.

### Licensed Staff

The evaluations for licensed staff shall be based on the core teaching standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with teachers and any exclusive representatives of the licensed staff.

Evaluation and support systems established by the district for teachers must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;
2. Classroom-level student learning and growth goals set collaboratively between the teacher and the evaluator;
3. Consideration of multiple measures of teacher practice and responsibility which may include, but are not limited to:
  - a. Classroom-based assessments including observations, lesson plans and assignments;
  - b. Portfolios of evidence;
  - c. Supervisor reports; and
  - d. Self-reflections and assessments.
4. Consideration of evidence of student academic growth and learning based on multiple measures of student progress, including performance data of students, that is both formative and summative. Evidence may also include other indicators of student success;
5. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities and student learning and growth to determine the teacher's professional growth path;
6. Customized by each district, which may include individualized weighting and application of standards.

An evaluation using the core teaching standards must attempt to:

1. Strengthen the knowledge, skills, disposition and classroom practices of teachers;
2. Refine the support, assistance and professional growth opportunities offered to a teacher, based on the individual needs of the teacher and the needs of the students, the school and the district;
3. Allow the teacher to establish a set of classroom practices and student learning objectives that are based on the individual circumstances of the teacher, including the classroom and other assignments;
4. Establish a formative growth process for each teacher that supports professional learning and collaboration with other teachers;
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the teacher; and
6. Address ways to help all educators strengthen their culturally responsive practices.

Evaluation and support systems established by the district must evaluate teachers on a regular cycle. The superintendent shall regularly report to the Board on implementation of the evaluation and support systems and educator effectiveness.

Each probationary teacher shall be evaluated at least annually, but with multiple observations. The purpose of the evaluation is to aid the teacher in making continuing professional growth and to determine the teacher's performance of the teaching responsibilities. Evaluations shall be based upon at least two observations and other relevant information developed by the district.

### **Classified Staff**

~~All classified employees will be formally evaluated by their immediate supervisor at least twice during their first year of employment and at least once each year thereafter.~~

END OF POLICY

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#### **Legal Reference(s):**

[ORS 243.650](#)  
[ORS 332.505](#)  
[ORS 342.850](#)

[ORS 342.856](#)  
[OAR 581-022-2405](#)

[OAR 581-022-2410](#)  
[OAR 581-022-2415](#)

Corrected 3/19/24

# Clatskanie School District 6J

Code: GCPB/GDPB  
Adopted: 10/30/17  
Orig. Code(s): GCPB/GDPB

## Resignation of Staff

A licensed staff member who wishes to resign from their position with the district must give a written notice of at least 60 days ~~at or upon~~ or at the time of resignation. The superintendent is authorized to accept the resignation effective the day it is received and either release the teacher immediately from further teaching or administrative obligations or inform the teacher that they must continue teaching for part or all of the 60-day period.

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

The superintendent is authorized to accept resignations of classified employees effective the day they are received.

END OF POLICY

### Legal Reference(s):

[ORS 342.545](#)  
[ORS 342.553](#)

[ORS 652.140](#)

[OAR 581-022-2405](#)  
[OAR 584-050-0020](#)

Pierce v. Douglas County Sch. Dist., 297 Or. 363 (1984).

Corrected 3/19/24

# Clatskanie School District 6J

Code: GCPC/GDPC  
Adopted: 3/08/21  
Orig. Code(s): GCPC/GDPC

## Retirement of Staff

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

Retiring employees are encouraged to coordinate with PERS and the Human Resources Department to ensure that all requirements are met. The superintendent will develop requirements, limitations and procedures for employment as a PERS-retiree.

When an employee of the district retires under PERS, that employee's employment with the district will terminate. PERS-retired individuals may apply for open positions with the district.<sup>1</sup>

END OF POLICY

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### Legal Reference(s):

[ORS Chapter 237](#)  
[ORS Chapter 238](#)

[ORS Chapter 238A](#)  
[ORS 243.303](#)

[ORS 342.120](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2018).  
Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (2018).  
OR. CONST., art. IX, §§ 10-13.  
[House Bill 2296](#) (2023).

Corrected 3/19/24

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<sup>1</sup> There must be a break in service for retired employees returning to work.

# Clatskanie School District 6J

Code: GCQA/GDQA  
Adopted: 4/22/13  
Orig. Code(s): GCQA/GDQA

## Nonschool Employment

All employees are expected to accomplish those tasks required by the district.

Employees must avoid outside employment that interferes with the performance of their responsibilities and the maintenance of productive relationships with students, parents and other staff members. If outside employment interferes with job performance, the employee will be required to make a choice between district employment and outside employment.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Corrected 3/19/24



# Clatskanie School District 6J

Code: GCQAB  
Adopted: 5/06/13  
Orig. Code(s): GCQAB

## **Private Tutoring for Pay**

No tutoring for which a teacher receives a fee will be allowed in district buildings or on district time, and no district-owned materials or equipment may be used.

The superintendent may create a tutoring program which may use district-owned materials or equipment.

END OF POLICY

### **Legal Reference(s):**

[ORS 244.010](#)

[ORS 332.505](#)

Corrected 3/19/24

# Clatskanie School District 6J

Code: GCQB  
Adopted: 1/09/23  
Orig. Code(s): GCQB

## Research

District staff are encouraged to participate in research for the development and improvement of education. Staff who propose to engage in research, e.g., study toward advanced work or for use in classroom instruction, using district resources or students, will submit a proposal to the superintendent for approval prior to commencing such research. If approved, and the study results in material or practices which may be useful to other district staff, such will be reviewed by administration and may be made available for distribution throughout the district as determined by administration. For the protection of all concerned, privacy rights of students or other individuals involved in such research must be protected.

Research which is conducted by or for a nondistrict individual or organization must be approved by the superintendent.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2022).  
Protection of Pupil Rights, 20 U.S.C. § 1232h (2018); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2022).

Corrected 3/19/24

# Clatskanie School District 6J

Code: GCQBA  
Adopted: 5/06/13  
Orig. Code(s): GCQBA

## Copyrights and Patents

The Board asserts the district's proprietary rights to publications, instructional materials and other devices prepared by district employees during their paid work time. The Board also recognizes the importance of encouraging its professional staff to engage in professional writing, research and other creative endeavors. Publications, articles, materials, models and other items produced by district personnel for district use with district time, money and facilities as part of an employee's job responsibilities remain the property of the district.

The district will apply for copyrights and patents when deemed appropriate by the superintendent. Employees will be expected to cooperate in the district's efforts.

In the event that an employee produces items described above partly on ~~their~~<sup>his/her</sup> own time and partly on district time, the district reserves the right to claim full ownership. The employee, ~~however~~, may petition the district for assignment of copyright or patent rights. Employees will not attempt to copyright or patent such items without the knowledge and consent of the superintendent.

Employees who intend to make application to patent or copyright any item will furnish the superintendent with full, complete and prompt information and disclosure with respect to any such item.

If the district does not take appropriate action to seek a patent or copyright within three months after full disclosure by the employee involved, the district will have waived and relinquished any interest in the item.

END OF POLICY

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### Legal Reference(s):

[ORS 332.745](#)

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2016).  
Patents, 35 U.S.C. §§ 1-376 (2012).

Corrected 3/19/24

# Clatskanie School District 6J

Code: GCQC  
Adopted: 5/06/13  
Orig. Code(s): GCQC

## Exchange Teaching

The Board supports the concept of exchange teaching as a means to provide professional growth opportunities for teachers. The superintendent shall develop procedures by which the district teachers may participate in exchange teaching programs.

The district may limit the number of teaching exchanges.

Visiting exchange teachers shall be selected when the district considers the choice to be a good match for this district.

Procedures for visiting exchange teachers shall include orientation, additional in-service, clarification of assignment, as well as monitoring and supervising.

The superintendent will address the following in the processing of the exchange teacher application: professional qualifications, retirement, license certification, fringe benefits, salary placement, experience, length of service seniority, PERS, sick leave accumulation visa status (INS) and other relevant factors liability.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[ORS 342.965](#)

Corrected 3/19/24

# Clatskanie School District 6J

Code: **GCQE**  
Adopted: 5/06/13  
Orig. Code(s): GCQE

## Student Teachers

The district will participate as a training site for student teachers completing their training at Oregon colleges and universities when it is determined by the superintendent that such participation will be in the district's best interests.

All arrangements for the placement of student teachers in the district will be made through direct contact between the principal's and the teacher's training program.

END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)

Corrected 3/19/24

# Clatskanie School District 6J

Code: GD  
Adopted: 5/06/13  
Orig. Code(s): GD

## Classified Staff/Classified Staff Positions

“Classified employee” means any district employee not required to hold a personnel are those employees in job positions for which no teaching license or an administrative certificates are required by law license. The district shall have classified employees who will attend to their duties and the welfare of students.

Classified employees shall have such training and skills as may be required to carry out successfully the requirements of the assignment. Specific qualifications, in addition to general requirements, are to be prescribed in a written job description for each position classification.

A classified employee whose experience or training makes him/her them more valuable than a beginning employee may be employed at a starting salary which takes into consideration the value of the experience and training, effective when becoming a regular employee.

Classified personnel will be recommended for employment by the principal, or supervisor and/or director of business services to the superintendent.

END OF POLICY

### Legal Reference(s):

[ORS 326.051](#)

[ORS 332.505](#)

[ORS 659.805](#)

[ORS 659.850](#)

[ORS 659A.009](#)

[ORS 659A.029](#)

[ORS 659A.030](#)

[ORS 659A.142](#)

[ORS 659A.145](#)

[ORS 659A.233](#)

[ORS 659A.236](#)

[ORS 659A.309](#)

[ORS 659A.409](#)

[OAR 581-021-0045](#)

[OAR 581-022-2405](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012).

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2012).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012).

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

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2012).

Title II of the Genetic Information Nondiscrimination Act of 2008.

Americans with Disabilities Act Amendments Act of 2008.

Corrected 3/19/24

# Clatskanie School District 6J

Code: GDA  
Adopted: 1/09/23  
Orig. Code(s): GDA

## **Instructional Educational Assistants**

Instructional Educational assistants shall be hired by the superintendent.

All instructional educational assistants<sup>1</sup> must:

1. Have a high school diploma or the equivalent;
2. Be at least 18 years of age or older; and
3. Have standards of moral character as required of teachers.

In addition to the above, instructional educational assistants providing translation services must have demonstrated proficiency and fluency, knowledge of and ability to provide accurate translations from a language other than English into English and from English into another language.

Instructional Educational assistants<sup>2</sup> who work in Title IA programs and provide instructional support must have:

1. Completed at least two years of study at an institution of higher education; or
2. Obtained an associate's or higher degree; or
3. Met a rigorous standard of quality, and can demonstrate, through a formal state or local academic assessment or para-professional certificate program, knowledge of, and the ability to assist in instructing, as appropriate, reading/language arts, writing and mathematics or reading readiness, writing readiness and mathematics readiness.

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<sup>1</sup> "Instructional Educational assistant" means a classified school employee who does not require a license to teach, who is employed by a school district or education service district and whose assignment consists of and is limited to assisting a licensed teacher in accordance with the rules established by the TSPC.

<sup>2</sup> Instructional Educational assistants may be assigned to: (1) provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher; (2) assist with classroom management, such as organizing instructional and other materials; (3) provide assistance in a computer laboratory; (4) conduct parental involvement activities; (5) provide support in a library or media center; (6) act as a translator; or (7) provide instructional services to students while working under the direct supervision of a teacher. Instructional Educational assistants may assume limited duties that are assigned to similar personnel who are not working in a program supported with Title IA funds, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

These requirements do not apply to an instructional educational assistant: (1) who is proficient in English and a language other than English and who provides services primarily to enhance the participation of children in Title IA programs by acting as a translator; or (2) whose duties consist solely of conducting parental involvement activities.

The district will require individuals newly hired as Title IA instructional assistants who have met another district's academic assessment to meet the district's academic assessment standards.

The general responsibilities of an instructional assistant shall be outlined in a job description. The major responsibility shall be to assist the classroom teacher, specialist or supervisor or related service provider with instruction and/or support. The instructional-educational assistants shall be under the supervision of the appropriately licensed classroom teachers, specialist or supervisor. Other supporting tasks may include, but are not limited to: clerical support, student control, personal care, translation or parent and family involvement activities and media center or computer laboratory support.

Instructional-Educational assistants shall not be used by the district or teacher as substitute teachers. The responsibility for classroom supervision remains with the teacher at all times.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)  
[ORS 332.505](#)

[ORS 342.120](#)  
[OAR 581-022-2400\(2\)](#)

[OAR 581-037-0005 - 0025](#)  
[OAR 584-005-0005\(20\),\(28\)](#)

The Vietnam Era Veterans' Readjustment Assistance Act, 38 U.S.C. § 4212 (2018).

Title II of the Genetic Information Nondiscrimination Act, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2022).

Rehabilitation Act, 29 U.S.C. § 791, 793-794 (2018).

Corrected 3/19/24



# Clatskanie School District 6J

Code: GDC  
Adopted: 5/06/13  
Orig. Code(s): GDC

## Recruitment of Classified Staff

The superintendent will develop and maintain a recruitment program designed to attract classified personnel to the district.

It is the responsibility of the superintendent, with the assistance of other district administrators, to determine the district's personnel needs and to locate the most suitably qualified candidates to recommend for district employment.

The search for classified staff members may extend to a wide variety of educational institutions and geographical areas. Those factors considered will include, but not be limited to, the district's diverse characteristics.

Present employees are encouraged to apply for any position.

END OF POLICY

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### Legal Reference(s):

[ORS 326.051](#)  
[ORS 332.505](#)  
[ORS 659.805](#)  
[ORS 659.850](#)  
[ORS 659A.009](#)  
[ORS 659A.029](#)

[ORS 659A.030](#)  
[ORS 659A.109](#)  
[ORS 659A.142](#)  
[ORS 659A.145](#)  
[ORS 659A.233](#)  
[ORS 659A.236](#)

[ORS 659A.309](#)  
[ORS 659A.409](#)  
  
[OAR 581-021-0045](#)  
[OAR 581-022-2405](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012).  
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).  
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).  
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2012).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012).  
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2012).  
Title II of the Genetic Information Nondiscrimination Act of 2008.

Corrected 3/19/24

# Clatskanie School District 6J

Code: GDIA  
Adopted:

## Notice of Employment

The district shall give individual notices by May 30 to all employees for whom a teaching license is not required.

The notices shall address reasonable assurance of continued employment as covered in the Oregon Revised Statutes and Oregon Administrative Rules.

END OF POLICY

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### Legal Reference(s):

[ORS 332.554](#)

[OAR 581-022-2405\(4\)](#)

Corrected 3/19/24