

Board of Directors Meeting
School District 4J, Lane County
4J Education Center / Hybrid
(in-person or via Zoom)
200 North Monroe Street
Eugene, Oregon 97402
Wednesday, August 6, 2025

NOTICE: The Regular Board Meeting at 6:00 p.m. will be open to the public to attend in person, via live broadcast on KRVM 1280-AM and 98.7 FM, on the internet at <https://icecast.4j.lane.edu/board> and via **Zoom Webinar at:**
<https://4j-lane-edu.zoom.us/j/96516386055?pwd=wjpcvmmABm8P5kFspA1Eg9RsIX0dRb.1>,
Webinar ID: 965 1638 6055

A video of the meeting will be made available after the meeting at <https://vimeo.com/4Jschools>

School Board Meeting Request Forms:

Sign up to provide public comment: www.4j.lane.edu/board/publiccomment
The board will hear public testimony in person or via Zoom from community members who sign up in advance. Up to 10 people will be scheduled to provide public comment at each regular meeting. Priority will be given to residents who have not recently provided public comment in a board meeting. Requests to provide public comment must be submitted no later than 5 p.m. on the Monday before the meeting.

**6:00 PM
Regular Board Meeting**

- I. **6:00 p.m. Regular Board Meeting:**
- II. Call to Order, Roll Call, Land Acknowledgment
- III. Agenda Approval
- IV. Introduction of Guests and Superintendent's Report
- V. Items Raised by the Audience
- VI. Comments by Employee Groups

- VII. **Consent Group - Items for Action**
 - 1. Approve the Board Meeting Minutes DRAFTS for: 3
July 9, 2025 – Special Board Meeting
- VIII. **Items for Information**
- IX. **Items for Action**
- X. **Items for Action at a Future Meeting**
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Brooke Wagner, Assistant Superintendent for Administrative Services
Kate Marrone, Director of Human Resources
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Presenters:
Brooke Wagner, Assistant Superintendent of Administrative Services
Kate Marrone, Director of Human Resources
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Brooke Wagner, Assistant Superintendent of Administrative Services

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	Presenter:	
	Christine Nesbit, General Counsel	
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	Presenter:	
	Christine Nesbit, General Counsel	
6.	Consider for approval revisions to Policy IICA – District Represented Group Travel	39
	Presenter:	
	Carmen Xiomara Urbina, Chief of Staff	
XI.	Comments by Individual Board Members	
XII.	Suggestions by the Board for Consideration of Items at a Future Meeting	
XIII.	Adjourn	

INFORMATION FOR THE DEAF AND HARD OF HEARING:
 Closed Captioning is available during Board meetings through a zoom live feed which is also displayed at in-person meetings.



ITEM FOR ACTION–CONSENT AGENDA

Date of Meeting

August 6, 2025

Title

Approve the Board Meeting Minutes Drafts for:
July 9, 2025 – Special Board Meeting

Background

The board minutes listed above are in draft form. Once approved, the minutes will be uploaded to BoardBook and available to the public.

**MINUTES OF SPECIAL BOARD MEETING
SCHOOL DISTRICT 4J, LANE COUNTY, OREGON**

Date: July 9, 2025

The Board of Directors (BOD) of School District No. 4J, Lane County, Eugene, Oregon, held a special board meeting at 6:00 p.m. via live-stream and broadcast on KRVM. Notice of the meeting was emailed to the media and posted on the 4J website on July 4, 2024.

ROLL CALL

BOARD MEMBERS PRESENT:

Jenny Jonak
Tom Di Liberto
Judy Newman
Ericka Thessen
Maya Rabasa
Morgan Munro
Rick Hamilton

STAFF:

Miriam Mickelson, Superintendent
Carmen Xiomara Urbina, Chief of Staff
Matt Brown, Director of Finance
Kelly McIver, Communications Director
Kat Lange, Executive Director of Youth and Family Support
Cynthia Calletano, Executive Assistant to the Chief of Staff/Board
Debbie McKim, Executive Assistant to the Superintendent/Board Secretary
Lisa Fjordbeck, Operations Manager for the Superintendent's Office

OTHER GUESTS:

None

EMPLOYEE ASSOCIATIONS:

Lisa Jenkins-Easton, Oregon School Employees Association (OSEA)

MEDIA:

KRVM

I. CALL SPECIAL BOARD MEETING TO ORDER, ROLL CALL

Chair Jonak called the special board meeting to order at 6:00 p.m.

II. ADMINISTRATOR OATH OF OFFICE TO NEWLY ELECTED BOARD MEMBERS

Chair Jonak engaged the Board and Superintendent in a swearing-in of newly elected

Board members. She explained that the Eugene School District 4J Board of Directors (BOD) consists of seven members elected to serve four-year terms, with elections occurring in May of each odd numbered year. The term of office for newly elected Board members begins July 1, 2025. On May 20, 2025, three of the seven Board positions were elected from the district at-large – positions 2, 3, and 6.

Chair Jonak invited Superintendent Miriam Mickelson to administer the Oath of Office for newly elected school board members.

After providing a brief statement, Superintendent Mickelson conducted an Oath of Office appointing Ericka Thessen to Position 2, lasting from July 1, 2025 through June 30, 2029.

Superintendent Mickelson conducted an Oath of Office appointing Judy Newman to Position 3, lasting from July 1, 2025 through June 30, 2029.

Superintendent Mickelson conducted an Oath of Office appointing Maya Rabasa to Position 6, lasting from July 1, 2025 through June 30, 2029.

Chair Jonak officially welcomed Superintendent Mickelson to her first school board meeting at 4J and expressed enthusiasm on behalf of the BOD and district.

Superintendent Mickelson responded with a statement, including that 4J is an incredible community that understands and values the power and impact of public education, and she feels blessed to be a part of it. She said her hope is that when students leave 4J they are fully prepared to lead a life of significance...contributing to something greater than themselves, leaving a meaningful impact beyond personal success or material gain, and earnestly making the world a better place by seeing the humanity in others. She thanked the BOD for their warm welcome.

Superintendent Mickelson noted Executive Assistant to the Superintendent and Board Debbie McKim's retirement and welcomed back Lisa Fjordbeck to fulfill the role.

Chair Jonak expressed gratitude for Ms. McKim and acknowledged Interim Superintendent Colt Gill's leadership during the 2024-25 school year.

III. AGENDA APPROVAL

There were no changes to the agenda.

IV. CONSENT GROUP – ITEMS FOR ACTION

1. APPROVE BOARD MEETING MINUTES FOR JUNE 4, 2025 REGULAR BOARD MEETING AND JUNE 10, 2025 SPECIAL BOARD MEETING

There was no discussion.

2. APPROVE DELEGATION OF PURCHASING AND SIGNING AUTHORITY

3. APPROVE RESOLUTION 2025-26-02, DESIGNATION OF AUDITOR, DISTRICT CLERKS, CUSTODIAN OF FUNDS, BUDGET OFFICER, INVESTMENT DEPOSITORIES, LOCAL PUBLIC CONTRACT REVIEW BOARD

There was no discussion.

4. SET TUITION RATES FOR THE 2025-26 SCHOOL YEAR

There was no discussion.

5. APPROVAL OF PRIVATE ALTERNATIVE EDUCATION OPTIONS CONTRACTS

There was no discussion.

MOTION: Vice Chair Di Liberto moved to approve the consent agenda. Ms. Newman seconded. **The motion passed unanimously, 7-0; Chair Jonak, Vice Chair Di Liberto, Ms. Thessen, Ms. Rabasa, Ms. Newman, Ms. Munro, and Mr. Hamilton all voting in favor.**

V. ITEMS FOR ACTION

1. ELECT THE CHAIR AND VICE CHAIR AND ORGANIZE THE BOARD OF DIRECTORS FOR THE 2025-26 SCHOOL YEAR

Chair Jonak engaged the BOD in electing a new Chair for the 2025-26 school year.

Vice Chair Di Liberto provided a statement expressing interest in serving as Chair. He recognized Chair Jonak's leadership contributions during the 2024-25 school year.

MOTION: Maya Rabasa moved to elect Tom Di Liberto to serve as Chair of the Eugene School District 4J Board of Directors for the 2025-26 school year. Mr. Hamilton seconded. **The motion passed unanimously, 7-0; Jenny Jonak, Tom Di Liberto, Ericka Thessen, Maya Rabasa, Judy Newman, Morgan Munro, and Rick Hamilton all voting in favor.**

Chair Di Liberto engaged the BOD in electing a new Vice Chair for the 2025-26 school year.

Ms. Munro and Ms. Thessen both provided statements expressing their interest in serving as Vice Chair and speaking to the experience and strengths they bring to the role.

A ballot vote was conducted, reflecting a slight preference for Ms. Thessen to serve as Vice Chair (four votes for Ms. Thessen, three votes for Ms. Munro).

MOTION: Maya Rabasa moved to elect Ericka Thessen to serve as Vice Chair of the Eugene School District 4J Board of Directors for the 2025-26 school year. Ms. Munro seconded. **The motion passed unanimously, 7:0:0; Jenny Jonak, Tom**

Di Liberto, Ericka Thessen, Maya Rabasa, Judy Newman, Morgan Munro, and Rick Hamilton all voting in favor.

2. APPROVE DESIGNATING A BOARD MEMBER AS CONTACT PERSON FOR MEDIA INQUIRIES REGARDING FEDERAL LITIGATION

Chair Di Liberto introduced Approving Designating a Board Member as Contact Person for Media Inquiries Regarding Federal Litigation.

Ms. Jonak offered to continue serving in the role of media contact for inquiries regarding federal litigation.

MOTION: Ms. Munro made a motion to approve designating Jenny Jonak as media contact for inquiries regarding federal litigation. Vice Chair Thessen seconded. **The motion passed unanimously, 7:0:0; Chair Di Liberto, Vice Chair Thessen, Ms. Jonak, Ms. Rabasa, Ms. Newman, Ms. Munro, and Mr. Hamilton all voting in favor.**

VI. ADJOURN

Following closing statements, Chair Di Liberto adjourned the special board meeting at 6:34 p.m.

(Recorded by Terah Van Dusen, LCOG)

Dr. Miriam Mickelson
District Clerk

Tom Di Liberto
Board Chair



ITEM FOR ACTION AT A FUTURE MEETING (First Read)

Date of Meeting:

August 6, 2025

Title:

Consider for approval revisions to Policy GCBDA/GDBDA – Family and Medical Leave

Presenter(s):

Brooke Wagner, Assistant Superintendent for Administrative Services,
Kate Marrone, Director of Human Resources

Background:

School Board Policies are statements which set forth the purpose and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and staff can discharge their assigned duties with positive direction.

A policy is a guideline adopted by the board to chart a course of action.

Summary:

There continues to be significant changes in Oregon law regarding leave. This includes changes from SB 1515 (2024) and numerous rule changes to match.

The biggest change governs what conditions qualify for leave taken through the Oregon Family Leave Act (OFLA) and Paid Family and Medical Leave Insurance (PFMLI).

While these leave allotments used to run concurrently in many situations, they now cannot be taken concurrently.

Policy GCBDA/GDBDA – Family and Medical Leave was most recently revised in 2018.

Code:	GCBDA/GDBDA
Adopted:	10/24/18
Revised/Readopted:	XX/XX/XX

Proposed Revisions Format:

Revised content presented in **RED Font**;

Deleted content presented in **GREEN Font**;

Continuing policy content in **BLACK Font**

Options and Alternatives:

The Board may choose to adopt Policy GCBDA/GDBDA – Family and Medical Leave or the Board may wish to direct staff to make revisions to the proposed policy.

The Board has the authority to approve a policy on the “First Read” should they choose to do so.

Recommendation:

The superintendent recommends the Board adopt revisions to Policy GCBDA/GDBDA – Family and Medical Leave.

Eugene School District 4J

Code: GCBDA/GDBDA
Adopted: 10/24/18; XX/XX/XX

Family and Medical Leave

The district understands and values that our employees may need to take time away from work. The district adheres to state and federal regulations regarding protected leave. When applicable, the district will comply with the provisions of the Family and Medical Leave Act (FMLA), the Oregon Family Leave Act (OFLA) of 1995, the Military Family Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances), the Oregon Military Family Leave Act (OMFLA) of 2009, Paid Family and Medical Leave Insurance (PFMLI) and other applicable provisions of state and federal law, Board policies and collective bargaining agreements regarding family medical leave.

In order for an employee to be eligible for the benefits under FMLA, the employee he/she must have been employed by the district for at least 12 months, and have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 or more district employees within 75 miles of the worksite.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee he/she must work an average of 25 hours or more per week during the and have been employed at least 180 calendar days immediately prior to the first day of the start of the requested leave. family medical leave of absence. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins there. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave. Special requirements apply during public health emergencies.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

PFMLI is generally available to district employees who have earned \$1,000 in subject wages or taxable income during the alternate or base years¹, contributed to the PMFLI fund in the alternate or base years and are otherwise eligible.² PFMLI can be taken for family leave, medical leave or safe leave.³

Federal and state leave entitlements generally run concurrently. Leave taken under OFLA is in addition to leave taken under PFMLI and cannot be taken concurrently; however, OFLA leave or PFMLI may run concurrently with leave available under ORS 653.601 - 653.661, FMLA, and other types of leave if provided by the district. Any leave taken under PFMLI must be taken concurrently with any leave taken under FMLA when for the same purpose.

The superintendent or designee will develop administrative regulations procedures as necessary for the implementation of the provisions of both federal and state law.

¹ The wages are not required to have been earned for work in the district.

² See OAR 471-070-1010 for additional information.

³ Time to effectuate the legal process for the placement of a child in foster care or a child being adopted qualifies for PFMLI starting January 1, 2025.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 657B.010](#)

[ORS 657B.025](#)

[ORS 659A.090](#)

[ORS 659A.093](#)

[ORS 659A.096](#)

[ORS 659A.099](#)

[ORS 659A.150 - 659A.186](#)

[OAR 839-009-0210 - 0460](#)

Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654; 5 U.S.C. §§ 6381-6387 (2018); Family and Medical Leave Act, 29 C.F.R. Part 825 (2023).

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2023); 28 C.F.R. Part 35 (2023).

Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).

[Senate Bill 1515 \(2024\)](#).

Corrected 11/19/24



ITEM FOR ACTION AT A FUTURE MEETING (First Read)

Date of Meeting:

August 6, 2025

Title:

Consider for approval revisions to Policy GCBDC/GDBDC Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave and Safety Accommodation

Presenter(s):

Brooke Wagner, Assistant Superintendent for Administrative Services,
Kate Marrone, Director of Human Resources

Background:

School Board Policies are statements which set forth the purpose and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and staff can discharge their assigned duties with positive direction.

A policy is a guideline adopted by the board to chart a course of action.

Summary:

There continues to be significant changes in Oregon law regarding leave. This includes changes from SB 1515 (2024) and numerous rule changes to match.

The biggest change governs what conditions qualify for leave taken through the Oregon Family Leave Act (OFLA) and Paid Family and Medical Leave Insurance (PFMLI).

While these leave allotments used to run concurrently in many situations, they now cannot be taken concurrently.

Policy GCBDC/GDBDC – Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave and Safety Accommodation was most recently revised in 2019.

Code:	GCBDC/GDBDC
Adopted:	5/15/19
Revised/Readopted:	XX/XX/XX

Proposed Revisions Format:

Revised content presented in **RED Font**;

Deleted content presented in **GREEN Font**;

Continuing policy content in **BLACK Font**

Options and Alternatives:

The Board may choose to adopt Policy GCBDC/GDBDC – Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave and Safety Accommodation or the Board may wish to direct staff to make revisions to the proposed policy.

The Board has the authority to approve a policy on the “First Read” should they choose to do so.

Recommendation:

The superintendent recommends the Board adopt revisions to Policy GCBDC/GDBDC – Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave and Safety Accommodation.

Eugene School District 4J

Code: GCBDC/GDBDC
Adopted: 5/15/19: **XX/XX/XX**
Revised/Readopted:

Domestic Violence, Harassment, Sexual Assault, **Bias**, or Stalking Leave and Safety Accommodation

Definitions

- ~~1. “Eligible employee” means an employee who is a victim of domestic violence, harassment, sexual assault or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault or stalking.~~
- ~~2. “Protective order” means an order authorized by Oregon Revised Statute (ORS) 30.866, 107.095(1)©, 107.700—107.735, 124.005—124.040 or 163.730—163.750 or any other order that restrains an individual from contact with an eligible employee or the employee’s minor child or dependent.~~
- ~~3. “Victim of domestic violence” means an individual who has been a victim of abuse as defined by ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.~~
- ~~4. “Victim of harassment” means an individual against whom harassment has been committed as described in ORS 166.065 and any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.~~
- ~~5. “Victim of sexual assault” means an individual against whom a sexual offense has been committed as described in ORS 163.467 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.~~
- ~~6. “Victim of stalking” means an individual against whom stalking has been committed as described in ORS 163.467 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.~~
- ~~7. “Victim services provider” means a prosecutor based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault or stalking.~~

Purposes of Leave

When applicable, the district will comply with the provisions of protected leave identified in ORS 659A.272 to address domestic violence, harassment, sexual assault, bias, or stalking.

The district (**covered employer**¹) shall allow an eligible employee² to take reasonable leave **from employment** for any of the following reasons:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, **bias**, or stalking;
2. To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to, ~~or~~ harassment or stalking of, **or the commission of a bias crime against** the eligible employee or the employee's minor child or dependent;
3. To obtain, or to assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, **bias**, or stalking;
4. To obtain services from a victim services provider for the eligible employee or the **eligible** employee's minor child or dependent; **or**
5. To relocate³ or take steps to secure an existing home to ensure health and safety of the eligible employee or the employee's minor child/~~or~~ dependent.

The district may limit the amount of leave, if the **eligible** employee's leave creates an undue hardship on the district.

The district shall not deny leave to an **eligible** employee or discharge, threaten to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with **regard regards** to promotion, compensation or other terms, conditions or privileges of employment **because the employee makes inquiries about, applies for, or takes as a result of taking** such leave.

Notice of Need for Leave

The eligible employee shall give the district reasonable advanced notice of the employee's **intention intent** to take leave unless giving advance notice is not feasible.

Certification

¹ "Covered employer" means an employer who employs six or more individuals in the State of Oregon for each working day during each of 20 or more calendar workweeks in the year in which an eligible employee takes leave to address domestic violence, harassment, sexual assault, bias or stalking, or in the year immediately preceding the year in which an eligible employee takes leave to address domestic violence, harassment, sexual assault, bias or stalking.

² "Eligible employee" means an employee who is a victim of domestic violence, harassment, sexual assault, bias or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, bias or stalking.

³ "Relocate" is described in OAR 839-009-0345 (5).

The district may require the **eligible** employee to provide certification that:

1. The employee or **employee's** minor child or dependent is a victim of domestic violence, harassment, sexual assault, **bias**, or stalking; and
2. The leave is taken for one of the identified purposes in this policy.

The **eligible employee shall provide a certification within a reasonable time after receiving the district's request for the certification.**

Sufficient certification **to support a request for such leave** includes:

1. A copy of a report from law enforcement indicating the **eligible** employee or **the employee's minor** child or dependent was a victim of domestic violence, harassment, sexual assault, **bias**, or stalking;~~;~~
2. A copy of a protective order or other evidence from a court, administrative agency, or attorney that the **eligible** employee appeared in or **is was** preparing for a civil ~~or~~; criminal ~~or~~ administrative proceeding related to domestic violence, harassment, sexual assault, **bias**, or stalking; ~~or~~
3. Documentation from an attorney, law enforcement officer, health care professional, licensed mental professional or counselor, member of the clergy, **employee of the Department of Justice division providing victim and survivor services** or ~~a~~ victim services provider that the **eligible** employee or ~~the~~; employee's **minor** child or dependent was undergoing **treatment or** counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault, **bias**, or stalking.

Confidential Records

All records and information kept by the district regarding the employee's leave **under ORS 659A.270 - 659A.285**, including the **fact the employee has requested request or obtained such obtaining of** leave, ~~are~~**is** confidential and may not be released without the express permission of the employee unless otherwise required by law. This information will be kept in a file separate from the employee's personnel file.

Use of Paid Leave

The employee may use **any** accrued paid leave, including ~~personal~~; sick **leave**, ~~or accrued~~ vacation leave **or any other paid leave offered by the district**. The ~~district employer~~ may choose the order in which paid accrued leave is to be used when more than one type of paid leave is available, consistent with Board policies, ~~and/or~~ any **applicable** collective bargaining agreement **or other agreement**.

Reasonable Safety Accommodation

The district will not refuse to make a reasonable safety accommodation requested by a victim of domestic violence, harassment, sexual assault, **bias**, or stalking, unless the accommodation would impose an undue hardship on the district. A reasonable safety accommodation may include but is not limited to a transfer, reassignment, modified schedule, use of available paid or unpaid leave, changed work telephone number, work station, installed lock, implemented safety procedure or any other adjustment to a job structure, workplace facility or work requirement in response to actual or threatened domestic violence, harassment, sexual assault, **bias**, or stalking

The district may require the individual to provide certification prior to making a reasonable safety accommodation. All records and information kept by the district about a reasonable safety accommodation made for an individual are confidential and may not be released without the express permission of the individual unless otherwise required by law.

Definitions

1. “Protective order” means an order authorized by ORS 30.866, 107.095 (1)(c), 107.700 to 107.735, 124.005 to 124.040, 163.730 to 163.750 or 163.760 to 163.777 or any other order that restrains an individual from contact with an eligible employee or the employee’s minor child or dependent.
2. “Victim of bias” means an individual who has been a victim of a bias crime as defined in ORS 147.380; or any other individual designated as a victim of bias by rule adopted under ORS 659A.805.
3. “Victim of domestic violence” means an individual who has been a victim of abuse, as defined in ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.
4. “Victim of harassment” means an individual against whom harassment has been committed as described in ORS 166.065; or any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.
5. “Victim of sexual assault” means an individual against whom a sexual offense has been committed as described in ORS 163.305 to 163.467, 163.472 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.
6. “Victim of stalking” means an individual against whom stalking has been committed as described in ORS 163.732; an individual designated as a victim of stalking by rule adopted under ORS 659A.805; or an individual who has obtained a court’s stalking protective order or a temporary court’s stalking protective order under ORS 30.866.
7. “Victim services provider” means a prosecutor-based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault, bias or stalking.

END OF POLICY

Legal Reference(s):

[ORS 192.355\(38\)](#)

[ORS 332.107](#)

[ORS 659A.270 - 659A.290](#)

[OAR 839-009-0325 - 0365](#)



ITEM FOR ACTION AT A FUTURE MEETING (First Read)

Date of Meeting:

August 6, 2025

Title:

Consider for adoption Policy GCBDF/GDBDF Paid Family and Medical Leave Insurance.

Presenter(s):

Brooke Wagner, Assistant Superintendent for Administrative Services,
Kate Marrone, Director of Human Resources

Background:

School Board Policies are statements which set forth the purpose and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and staff can discharge their assigned duties with positive direction.

A policy is a guideline adopted by the board to chart a course of action.

Summary:

Policy GCBDF/GDBDF Paid Family and Medical Leave Insurance is a new policy for the Board to consider for adoption.

The district participates in Paid Family and Medical Leave Insurance (PFMLI). The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan has been approved by the Employment Department.

There continues to be significant changes in Oregon law regarding leave. This includes changes from SB 1515 (2024) and numerous rule changes to match.

The biggest change governs what conditions qualify for leave taken through the Oregon Family Leave Act (OFLA) and Paid Family and Medical Leave Insurance (PFMLI).

Policy GCBDF/GDBDF Paid Family and Medical Leave Insurance is a **new** policy.

Code: GCBDF/GDBDF
Adopted: XX/XX/XX
Revised/Readopted:

Proposed Revisions Format:

Revised content presented in **RED Font**;

Deleted content presented in **GREEN Font**;

Continuing policy content in **BLACK Font**

Options and Alternatives:

The Board may choose to adopt Policy GCBDF/GDBDF Paid Family and Medical Leave Insurance or the Board may wish to direct staff to make revisions to the proposed policy.

The Board has the authority to approve a policy on the “First Read” should they choose to do so.

Recommendation:

The superintendent recommends the Board adopt revisions to Policy GCBDF/GDBDF Paid Family and Medical Leave Insurance.

Eugene School District 4J

Code: GCBDF/GDBDF
Adopted: XX/XX/XX

Paid Family and Medical Leave Insurance *

The district participates in Paid Family and Medical Leave Insurance (PFMLI) and Paid Leave Oregon¹. This includes submitting employee and employer contributions to the Oregon Employment Department (“Department”) as required by state law.² The district does not administer PFMLI or Paid Leave Oregon.

All applications and related questions should be directed to the Department of Human Resources.

The district participates in Paid Family and Medical Leave Insurance (PFMLI). The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan has been approved by the Employment Department.^{1} The district will file the Oregon Quarterly Tax Report as required.

The district will make available a notice poster that outlines the requirements and procedures for the equivalent plan.^[2] This poster will be displayed in each of the district’s buildings or worksites in an area that is accessible to and regularly frequented by employees. This poster will be provided^[3] to remote employees upon hire or assignment to remote work.

END OF POLICY

Legal Reference(s):

ORS 657B.210 – 657B.260
OAR 471-070-2200 - 2460

¹ Paid Leave Oregon is the program developed by the Oregon Employment Department to administer Paid Family and Medical Leave Insurance. The Superintendent or designee may select an alternate provider or Paid Leave Oregon to provide this service. {Deadlines for the district to file an exemption application can be found on OAR 471-070-2205. Application requirements can be found in OAR 471-070-2210.}

² The overall contribution will be determined by the Department director, and is initially set at 1 percent (up to \$132,900). The amount will be set annually by November 15. See ORS 657B.150. {Districts may agree to pay the employee contribution, see any applicable employment agreements.} For poster requirements, see OAR 471-070-2330.

^[3] By hand delivery, regular mail, or through an electronic delivery method.



ITEM FOR ACTION AT A FUTURE MEETING (First Read)

Date of Meeting:

August 6, 2025

Title:

Consider for approval revisions to Policies GBN/JBA – Sexual Harassment and JBA/GBN – Sexual Harassment.

Presenter(s):

Christine Nesbit, General Counsel

Background:

School Board Policies are statements which set forth the purpose and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and staff can discharge their assigned duties with positive direction.

A policy is a guideline adopted by the board to chart a course of action.

Summary:

Policies GBN/JBA Sexual Harassment and JBA/GBN Sexual Harassment are the district's foundational policies prohibiting sexual harassment within the educational and working environment. They are identical, with one placed in the policy chapter for staff and the other for students.

In 2023, the Oregon Legislature (House Bill 2280) modified the definition of assault within the sexual harassment context and added a new definition of the term "without consent." The Oregon Department of Education has since followed up with rule revisions.

Proposed revisions will align the policy definition of "assault" with the law and add the new definition of "without consent." They will also bring greater clarity to the policy description of sexual harassment and its examples. The revisions add the telephone number to the contact information listed for reporting. Additions include a description of the means by which possible sexual harassment will be investigated, and of the standard for determining when a sexually hostile environment exists. Updates are made to describe the individuals to whom notice is given upon the conclusion of an investigation. Proposed revisions also add to the examples of actions that may be taken against third parties who are determined to have violated the policy. Finally, proposed revisions remove the description of the appeal process. The appeal process is contained in the administrative regulation.

Policies GBN/JBA – Sexual Harassment and JBA/GBN – Sexual Harassment were most recently revised in 2021.

Proposed Revisions Format:

Revised content presented in **RED Font**;

Deleted content presented in **GREEN Font**;

Continuing policy content in **BLACK Font**

Options and Alternatives:

The Board may approve revisions to Policies GBN/JBA and JBA/GBN as presented or as modified. The Board may wish to direct staff to make revisions to the proposed policy, or to research related questions, prior to the Second Read.

The Board has the authority to approve a policy on the “First Read” should they choose to do so.

Recommendation:

The superintendent recommends the Board adopt revisions to Policies GBN/JBA – Sexual Harassment and JBA/GBN – Sexual Harassment.

Eugene School District 4J

Code: GBN/JBA
Adopted: 12/18/96
Revised/Readopted: 12/11/02; 8/15/18; 5/05/21; ~~XX/XX/XX~~
Orig. Code: GBN

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties¹ are subject to this policy. Any person may report sexual harassment.

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

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions of sexual harassment in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously to the extent consistent with Title IX (*see GBN/JBA-AR(1) Sexual Harassment Complaint Procedure and GBN/JBA-AR(2)-Title IX Sexual Harassment Response and Complaint Procedure*). The district may also need to use other applicable policies, rules and procedures.²

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment includes:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;

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

² Other potentially applicable policies include but are not limited to: Nondiscrimination (Board policy AC), Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy JHFF/GBNAA); **Workplace Harassment (Board Policy GBEA)**.

- b. Interferes with an employee’s ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without the person’s consent³. ~~because the person is under the influence of drugs or alcohol, is unconscious, or is pressured through physical force, coercion or explicit or implied threats.~~

Sexual harassment does not include conduct that is necessary because of a job duty of a district employee or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent. It also does not include a person finding another person, or another person’s actions, offensive because of that other person’s sexual orientation or gender identity. **Isolated incidents, depending on the circumstances including but not limited to a student’s age and the severity of the incident, may not meet the definition of sexual harassment but may be a violation of a student code of conduct or employment expectation.**

Examples of sexual harassment may include, but not be limited to, unwelcome physical contact such as touching, grabbing, or patting **private body parts**; displaying or sharing sexually explicit drawings, pictures, videos, texts and written materials; making sexual comments, gestures or obscene jokes; **bullying based on sexual identity or characteristics**; touching oneself sexually; talking about one’s sexual behaviors in front of others; asking about another’s sexual history; or spreading rumors about or rating others as to appearance, sexual activity or performance.

Oregon Procedures

The administrator of each school, and director of each department, is the compliance coordinator for that school or department, and is responsible for accepting and managing complaints of sexual harassment and reporting to district officials. District officials designated to coordinate the district’s efforts to comply with Oregon laws prohibiting sexual harassment are, for students, the Title IX Coordinator, and for employees, the Human Resources Director.

Reporting and Response

Individuals are strongly encouraged to immediately report conduct they believe is in violation of this policy to the school administrator or department director. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the school administrator or other appropriate district official.

Any staff member who receives direct or indirect notice that this policy may have been violated shall immediately report the information to the school administrator or department director. Reports may also be made to the Title IX Coordinator at titleixcoordinator@4j.lane.edu, the Human Resources Director, or the Superintendent. **Contact Information for district schools, departments, the Title IX Coordinator, Human Resources Director, and Superintendent is available on the district website or by calling 541-790-7700.**

³ “Without consent” means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

The compliance coordinator (with coordination involving the district Title IX Coordinator, Human Resources Director or reporting staff member as appropriate) will take interim measures necessary to ensure the impacted person is protected and to promote a nonhostile **work and learning** environment. This includes providing resources **and for** support measures to the impacted person and taking any actions necessary to remove potential future impact on the impacted person. No such actions may retaliate against **the that impacted** person or the person who reported **the behavior** to the district official.

When a student, employee or third party files a complaint under this policy, the district shall provide written notice of rights meeting the requirements of **law⁴ ORS 342.704(65)** to: the reporting person(s); **if appropriate**, any impacted person who is not a reporting person; the reported person(s); and where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated using procedures developed by the Superintendent. **The district may use, but is not limited to, the following means for investigating incidents of possible harassment: interviews of involved parties; interviews of witnesses; written inquiries; review of email; review of physical evidence; and review of video surveillance.**

In determining whether district policy has been violated, the district will use the preponderance of evidence standard, meaning that the evidence shows that it is more likely than not that the conduct occurred **and the policy was violated. The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person in the same or similar circumstances would find the conduct to be so severe or pervasive as to create a hostile environment.**

Notification as to whether a policy violation was substantiated, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation **is concluded to the reporting person(s); if appropriate, the impacted person who is not a reporting person; the reported person(s); and where applicable, a parent or legal guardian of a reporting person, impacted person or reported person. As required by ORS 7342.704(5).** Due to the nature of sexual harassment, a complaint will be held in confidence insofar as possible. The district will only release sexual harassment complaint information to appropriate individuals in order to investigate the complaint, take corrective action and comply with law.

Remedial Actions Following Investigation

If harassment in violation of this policy is found to have occurred, the district will take appropriate and effective remedial action to address and stop sexual harassment, prevent its recurrence and address its negative consequences. This may include but is not limited to: restorative actions for the target of harassment; discipline of staff and students who engaged in sexual harassment; **removal of third parties who engaged in sexual harassment or notification to their employer or school**; trainings and education; and increased notifications regarding district policies and resources.

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

- 1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;**

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events. If investigation does not substantiate a violation of this policy, but of another rule, policy or code of conduct, the district may take action in accordance with those terms.

Appeal

~~If a complainant or respondent is dissatisfied with the district's action or inaction in resolving a complaint, they may appeal by filing a formal complaint with the superintendent's office, using the complaint form available on the district website or from the superintendent's office. These procedures shall preclude the application of available disciplinary grievance procedures in a collective bargaining agreement.~~

No Retaliation

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

1. Educational assignments or educational environment of a student or other person who initiated the complaint, reported the behavior, or participated in the investigation; or
2. ~~Any terms or Work~~ conditions, terms of employment, or ~~of the work or~~ educational environment of an employee a school or district staff member or other person who initiated the complaint, reported the behavior, or participated in the investigation.

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

Any individual who experiences retaliation is encouraged to make a report to the school administrator or department director, or the alternate personnel identified in the Reporting and Response section above.

TITLE IX (FEDERAL) DEFINITIONS AND PROCEDURES

Title IX of the 1972 Educational Amendments of the Civil Rights Act of 1964 states in part that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." The district is committed to providing educational and employment opportunities that are free from discrimination based on sex, and promptly investigating reported violations.

Title IX Definitions

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity;
3. Sexual assault, dating violence, domestic violence or stalking.⁴

This definition applies only to sex discrimination occurring against a person **who is a subject of this policy** in the United States. A district’s treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

“Education program or activity” includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs. (34 C.F.R. § 106.44(a)).

Title IX Sexual Harassment Grievance Procedures

The Superintendent shall **develop, adopt and publish** ~~ensure the development and publication of a regulation setting forth the district’s formal~~ Title IX grievance procedures, which shall comply with legal requirements. The grievance procedures shall provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See GBN/JBA-AR(2) – Title IX Sexual Harassment Response and Complaint Procedure.*

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. The report can be made at any time. The person designated as the district Title IX Coordinator and contact information shall be set forth in the regulation implementing this policy. The Title IX Coordinator will coordinate the district’s efforts to comply with its responsibilities related to this policy and accompanying regulation. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.⁵ The district shall treat complainants and respondents equitably by providing supportive measures⁶ to a complainant and by

⁴ See 20 USC § 1092(f)(6)(A)(v) (sexual assault); 34 USC § 12291(a)(10) (dating violence); 34 USC § 12291(a)(8) (domestic violence); and 34 USC § 12991(a)(30) (stalking).

⁵ The response cannot be deliberately indifferent meaning clearly unreasonable in light of the known circumstances. (34 C.F.R. §106.44(a)).

⁶ Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s

following a grievance procedure meeting the requirements of 34 CFR § 106.45 prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.⁷ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the investigation and grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional associations representing district employees of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the district Title IX Coordinator.⁸

No Retaliation

Neither the district or any person may retaliate against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. Retaliation includes, but is not limited to, intimidation, threats,

education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. (34 C.F.R. § 106.44(a)). The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (34 C.F.R. § 99.30(a)).

⁷ The district may still have obligations under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (34 C.F.R. § 106.44(c)).

⁸ Inquiries may also be made to the Office of Civil Rights of the United States Department of Education.

coercion, and discrimination. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation. Complaints of retaliation may be filed using these procedures.

Confidentiality

The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the purposes of this policy and 34 CFR part 106, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Publication

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

END OF POLICY

Legal Reference(s):

ORS 243.706	ORS 342.850	ORS 659A.030
ORS 332.107	ORS 342.865	OAR 581-021-0038
ORS 342.700	ORS 659.850	OAR 584-020-0040
ORS 342.704	ORS 659A.006	OAR 584-020-0041
ORS 342.708	ORS 659A.029	

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

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

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

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

Davis v. Monroe County Bd. Of Educ., 526 US 629 (1999)

Gebser v. Lago Vista Indep. Sch. Dist., 524 US 274 (1998)

Cross Reference(s):

AC - Nondiscrimination

ACB - Hate Symbols and Bias Incidents

GBEA – Workplace Harassment

GBNAA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements

GBNAB/JHFF – Suspected Abuse of a Child Reporting Requirements

JBA/GBN – Sexual Harassment – **Students**

JFCF – Harassment, Intimidation, Bullying, Cyberbullying, Hazing, Teen Dating Violence and Domestic Violence – Student

JHFF/GBNAA – Suspected Sexual Conduct with Student and Reporting Requirements

JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements

Eugene School District 4J

Code: JBA/GBN
Adopted: 12/18/96
Revised/Readopted: 12/11/02; 8/15/18; 5/05/21; ~~XX/XX/XX~~
Orig. Code: GBN

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties¹ are subject to this policy. Any person may report sexual harassment.

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

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions of sexual harassment in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously to the extent consistent with Title IX (*see JBA/GBN-AR(1) Sexual Harassment Complaint Procedure and JBA/GBN-AR(2)-Title IX Sexual Harassment Response and Complaint Procedure*). The district may also need to use other applicable policies, rules and procedures.²

OREGON DEFINITION AND PROCEDURES

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Sexual harassment includes:

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2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;

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

² Other potentially applicable policies include but are not limited to: Nondiscrimination (Board policy AC), Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy JHFF/GBNAA); **Workplace Harassment (Board Policy GBEA)**.

- b. Interferes with an employee’s ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without the person’s consent³. ~~because the person is under the influence of drugs or alcohol, is unconscious, or is pressured through physical force, coercion or explicit or implied threats.~~

Sexual harassment does not include conduct that is necessary because of a job duty of a district employee or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent. It also does not include a person finding another person, or another person’s actions, offensive because of that other person’s sexual orientation or gender identity. **Isolated incidents, depending on the circumstances including but not limited to a student’s age and the severity of the incident, may not meet the definition of sexual harassment but may be a violation of a student code of conduct or employment expectation.**

Examples of sexual harassment may include, but not be limited to, unwelcome physical contact such as touching, grabbing, or patting **private body parts**; displaying or sharing sexually explicit drawings, pictures, videos, texts and written materials; making sexual comments, gestures or obscene jokes; **bullying based on sexual identity or characteristics**; touching oneself sexually; talking about one’s sexual behaviors in front of others; asking about another’s sexual history; or spreading rumors about or rating others as to appearance, sexual activity or performance.

Oregon Procedures

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Reporting and Response

Individuals are strongly encouraged to immediately report conduct they believe is in violation of this policy to the school administrator or department director. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the school administrator or other appropriate district official.

Any staff member who receives direct or indirect notice that this policy may have been violated shall immediately report the information to the school administrator or department director. Reports may also be made to the Title IX Coordinator at titleixcoordinator@4j.lane.edu, the Human Resources Director, or the Superintendent. **Contact Information for district schools, departments, the Title IX Coordinator, Human Resources Director, and Superintendent is available on the district website or by calling 541-790-7700.**

³ “Without consent” means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

The compliance coordinator (with coordination involving the district Title IX Coordinator, Human Resources Director or reporting staff member as appropriate) will take interim measures necessary to ensure the impacted person is protected and to promote a nonhostile **work and learning** environment. This includes providing resources **and for** support measures to the impacted person and taking any actions necessary to remove potential future impact on the impacted person. No such actions may retaliate against **the that impacted** person or the person who reported **the behavior** to the district official.

When a student, employee or third party files a complaint under this policy, the district shall provide written notice of rights meeting the requirements of **law⁴ ORS 342.704(65)** to: the reporting person(s); **if appropriate**, any impacted person who is not a reporting person; the reported person(s); and where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated using procedures developed by the Superintendent. **The district may use, but is not limited to, the following means for investigating incidents of possible harassment: interviews of involved parties; interviews of witnesses; written inquiries; review of email; review of physical evidence; and review of video surveillance.**

In determining whether district policy has been violated, the district will use the preponderance of evidence standard, meaning that the evidence shows that it is more likely than not that the conduct occurred **and the policy was violated. The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person in the same or similar circumstances would find the conduct to be so severe or pervasive as to create a hostile environment.**

Notification as to whether a policy violation was substantiated, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation **is concluded to the reporting person(s); if appropriate, the impacted person who is not a reporting person; the reported person(s); and where applicable, a parent or legal guardian of a reporting person, impacted person or reported person. As required by ORS 7342.704(5).** Due to the nature of sexual harassment, a complaint will be held in confidence insofar as possible. The district will only release sexual harassment complaint information to appropriate individuals in order to investigate the complaint, take corrective action and comply with law.

Remedial Actions Following Investigation

If harassment in violation of this policy is found to have occurred, the district will take appropriate and effective remedial action to address and stop sexual harassment, prevent its recurrence and address its negative consequences. This may include but is not limited to: restorative actions for the target of harassment; discipline of staff and students who engaged in sexual harassment; **removal of third parties who engaged in sexual harassment or notification to their employer or school;** trainings and education; and increased notifications regarding district policies and resources.

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

- 1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;**

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events. If investigation does not substantiate a violation of this policy, but of another rule, policy or code of conduct, the district may take action in accordance with those terms.

Appeal

~~If a complainant or respondent is dissatisfied with the district's action or inaction in resolving a complaint, they may appeal by filing a formal complaint with the superintendent's office, using the complaint form available on the district website or from the superintendent's office. These procedures shall preclude the application of available disciplinary grievance procedures in a collective bargaining agreement.~~

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

1. Educational assignments or educational environment of a student or other person who initiated the complaint, reported the behavior, or participated in the investigation; or
2. ~~Any terms or Work~~ conditions, terms of employment, or ~~of the work or~~ educational environment of an employee a school or district staff member or other person who initiated the complaint, reported the behavior, or participated in the investigation.

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

Any individual who experiences retaliation is encouraged to make a report to the school administrator or department director, or the alternate personnel identified in the Reporting and Response section above.

TITLE IX (FEDERAL) DEFINITIONS AND PROCEDURES

Title IX of the 1972 Educational Amendments of the Civil Rights Act of 1964 states in part that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." The district is committed to providing educational and employment opportunities that are free from discrimination based on sex, and promptly investigating reported violations.

Title IX Definitions

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity;
3. Sexual assault, dating violence, domestic violence or stalking.⁴

This definition applies only to sex discrimination occurring against a person **who is a subject of this policy** in the United States. A district’s treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

“Education program or activity” includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs. (34 C.F.R. § 106.44(a)).

Title IX Sexual Harassment Grievance Procedures

The Superintendent shall **develop, adopt and publish** ~~ensure the development and publication of a regulation setting forth the district’s formal~~ Title IX grievance procedures, which shall comply with legal requirements. The grievance procedures shall provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See JBA/GBN-AR(2) – Title IX Sexual Harassment Response and Complaint Procedure.*

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Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. The report can be made at any time. The person designated as the district Title IX Coordinator and contact information shall be set forth in the regulation implementing this policy. The Title IX Coordinator will coordinate the district’s efforts to comply with its responsibilities related to this policy and accompanying regulation. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.⁵ The district shall treat complainants and respondents equitably by providing supportive measures⁶ to a complainant and by

⁴ See 20 USC § 1092(f)(6)(A)(v) (sexual assault); 34 USC § 12291(a)(10) (dating violence); 34 USC § 12291(a)(8) (domestic violence); and 34 USC § 12991(a)(30) (stalking).

⁵ The response cannot be deliberately indifferent meaning clearly unreasonable in light of the known circumstances. (34 C.F.R. §106.44(a)).

⁶ Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s

following a grievance procedure meeting the requirements of 34 CFR § 106.45 prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.⁷ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the investigation and grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional associations representing district employees of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the district Title IX Coordinator.⁸

No Retaliation

Neither the district or any person may retaliate against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. Retaliation includes, but is not limited to, intimidation, threats,

education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. (34 C.F.R. § 106.44(a)). The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (34 C.F.R. § 99.30(a)).

⁷ The district may still have obligations under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (34 C.F.R. § 106.44(c)).

⁸ Inquiries may also be made to the Office of Civil Rights of the United States Department of Education.

coercion, and discrimination. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation. Complaints of retaliation may be filed using these procedures.

Confidentiality

The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the purposes of this policy and 34 CFR part 106, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Publication

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

END OF POLICY

Legal Reference(s):

ORS 243.706	ORS 342.850	ORS 659A.030
ORS 332.107	ORS 342.865	OAR 581-021-0038
ORS 342.700	ORS 659.850	OAR 584-020-0040
ORS 342.704	ORS 659A.006	OAR 584-020-0041
ORS 342.708	ORS 659A.029	

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

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

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

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

[Davis v. Monroe County Bd. Of Educ., 526.US 629 \(1999\)](#)

[Gebser v. Lago Vista Indep. Sch. Dist., 524 US 274 \(1998\)](#)

Cross Reference(s):

AC - Nondiscrimination

ACB - Hate Symbols and Bias Incidents

[GBEA – Workplace Harassment](#)

GBNAA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements

GBNAB/JHFF – Suspected Abuse of a Child Reporting Requirements

JBA/GBN – Sexual Harassment – [Students](#)

JFCF – Harassment, Intimidation, Bullying, Cyberbullying, Hazing, Teen Dating Violence and Domestic Violence – Student

[JHFF/GBNAA – Suspected Sexual Conduct with Student and Reporting Requirements](#)

JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements



ITEM FOR ACTION AT A FUTURE MEETING (First Read)

Date of Meeting:

August 6, 2025

Title:

Consider for approval revisions to Policy JFE – Pregnant and/or Parenting Students

Presenters:

Christine Nesbit, General Counsel

Background:

School Board Policies are statements which set forth the purpose and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and staff can discharge their assigned duties with positive direction.

A policy is a guideline adopted by the board to chart a course of action.

Summary:

Policy JFE – Pregnant and/or Parenting Students is the district policy implementing ORS 336.640, which requires school districts to provide certain information and services to pregnant and parenting students. The proposed changes to policy JFE are for clarity only.

Proposed Revisions Format:

Revised content presented in **RED Font**;

Deleted content presented in **GREEN Font**;

Continuing policy content in **BLACK Font**

Options and Alternatives:

The Board may approve revisions to Policy JFE – Pregnant and/or Parenting Students as presented or as modified. The Board may wish to direct staff to make revisions to the proposed policy, or to research related questions, prior to the Second Read.

The Board has the authority to approve a policy on the “First Read” should they choose to do so.

Recommendation:

The superintendent recommends the Board adopt revisions to Policy JFE – Pregnant and/or Parenting Students.

Eugene School District 4J

Code: JFE
Adopted: 12/11/02
Revised/Readopted: 11/28/18; XX/XX/XX
Orig. Code: JFE

Pregnant and/or Parenting Students**

A pregnant and/or parenting student shall be encouraged to continue with an educational program and to participate in all district-sponsored activities unless physically unable. The district shall ensure that pregnant and/or parenting students receive special services as temporarily necessitated by their condition.

Neither pregnancy nor parenting constitute an exemption from Oregon compulsory attendance law.

No pregnant or parenting student shall be excluded from the public schools on the basis of pregnancy or parenthood.

The district shall, in considering and obtaining special services for pregnant and/or parenting students:

1. Inform pregnant and/or parenting students and their parents of the availability of such services in the school district, education service district or in the community.;
2. Facilitate the provision of such services, including counseling, life skills and parenting education, childcare child-care, transportation, career development and health and nutrition services to pregnant and/or parenting students.;
3. Inform pregnant and/or parenting students and their parents of the availability of resources provided by other agencies, including health and social services.;
4. Provide educational programs and schedules that address the individual learning styles and needs of pregnant and/or parenting students.;
5. Develop individualized educational programs plan or services, or both, to address the needs of pregnant and/or parenting students when their educational needs cannot be met by the regularly provided school program.

The superintendent or designee will develop guidelines administrative regulations as necessary to ensure compliance with the provisions of state and federal law.

END OF POLICY

Legal Reference(s):

[ORS 336.640](#)

[ORS 339.030](#)

[OAR 581-021-0046](#)

[ORS 339.010](#)

[OAR 581-023-0100\(3\)](#)



ITEM FOR ACTION AT A FUTURE MEETING (First Read)

Date of Meeting:

August 6, 2025

Title:

Consider for approval revisions to Policy IICA – District-Represented Group Travel

Presenters:

Carmen Xiomara Urbina, Chief of Staff

Background:

School Board Policies are statements which set forth the purpose and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and staff can discharge their assigned duties with positive direction. A policy is a guideline adopted by the board to chart a course of action.

Summary:

As part of our ongoing work to modernize and clarify district policy, revisions to policy IICA – District Represented Group Travel is submitted for the Boards review and consideration.

This revision preserves all essential components of the current policy while reorganizing and enhancing clarity, equity, and alignment with implementation practices.

Below is a summary of the key shifts between the current version and the revised draft.

Topic Area	Current Policy (10/04/23)	Revised Policy (XX/XX/XX)
Purpose Statement	Implicit in opening paragraph	Clear, standalone section added that affirms the educational value, safety, and equity goals of student travel
Educational Alignment	States trips must support academic or extracurricular goals	Expanded to include alignment with instructional standards and district priorities
Student Safety and Health	General reference to student welfare and illness procedures	Expanded section outlining medical accommodations, emergency planning, and first-aid-certified supervision

Equity and Access	Advises minimizing family expense	Minimize personal or financial burden on families and ensure equitable access for all students.
Conduct & Behavior	Mentions conduct expectations and substance-related policies	Reaffirmed and delegated to AR; includes alignment with district conduct expectations
Chaperone Requirements	States background checks and fingerprinting are required	Reiterated clearly within the Health & Safety section, aligned with district volunteer protocols
Travel Approvals – Principal	Required for all trips before making arrangements	Required for low-risk, day-only trips; no arrangements may be made prior to approval
Travel Approvals – Superintendent	Required for <3 nights, >\$3,500, or out-of-state	Required for all overnight, out-of-state, or international travel, or if over \$3,500
Travel Approvals – Board	Required for >2 nights or international travel	No longer required; instead, Superintendent may inform Board of international/multi-threshold trips
Outdoor School Exemption	Included	Retained
Delegation to AR	Briefly notes admin will develop rules	Clear, detailed delegation added—outlining that IICA-AR will cover risk assessment, forms, supervision, etc.
Risk & Prohibited Activities	Not included in policy	Delegated to IICA-AR for clarity and adaptability
Footnote on Legal Compliance	Present	Retained word-for-word in revised version

Closing Statement:

The revised version of Policy IICA strengthens clarity, aligns approvals with current district operations, and shifts operational details to the Administrative Regulation (IICA-AR) where they can be managed more responsively. It prioritizes student safety, explicitly affirms equity and access, and provides a cleaner, more transparent structure for school leaders and families. This version reflects best practices in policy design—governance-level clarity supported by actionable procedures—making it better suited to meet the evolving needs of Eugene School District 4J.

Policy IICA – District Represented Group Travel was last updated in 2023.

Code: IICA
Adopted: 7/02/73
Revised/Readopted 2/16/75; 10/04/23; 11/07/18; ~~XX/XX/XX~~
Orig. Code: IICA; 7520; 5640.2

Proposed Revisions Format:

Revised content presented in **RED Font**;
Deleted content presented in **GREEN Font**;
Continuing policy content in **BLACK Font**

Options and Alternatives:

The Board may choose to adopt Policy IICA – District-Represented Group Travel or the Board may wish to direct staff to make revisions to the proposed policy.

The Board has the authority to approve a policy on the “First Read” should they choose to do so

Recommendation:

The superintendent recommends the Board delete the current Policy IICA – District-Represented Group Travel and adopt the newly revised Policy IICA.

Eugene School District 4J

Code: IICA
Adopted: 7/02/73; 6/16/75
Revised/Readopted: 11/07/18; 10/04/23; XX/XX/XX
Orig. Code: IICA; 7520; 5640.2

District-Represented¹ Group Travel

Purpose

The Board of Directors affirms the educational value of district-represented travel, including field trips, performances, competitions, and academic excursions. These opportunities enrich student learning, foster real-world application of classroom content, support engagement and inclusion, and reflect the district's commitment to equity and safety.

Core Expectations

District-represented group travel must:

- Support instructional goals or approved extracurricular activities;
- Prioritize the physical, emotional, and medical safety of all participants;
- Reinforce high standards for conduct and accountability;
- Limit missed instructional time and incorporate non-student contact days whenever feasible;
- Minimize personal or financial burden on families and ensure equitable access for all students.

Schools and advisors must make reasonable efforts to reduce costs, offer financial assistance, and promote inclusive access to all trips.

All travel must be approved in advance. No arrangements may be made, nor funds collected or deposited, until official approval is granted.

Health, Safety, and Supervision

¹ *Staff, students, drivers, and chaperones are traveling under the authorization of Eugene School District 4J and therefore must follow all district policies, administrative regulations, and applicable state and federal laws.*

All travel must include appropriate safety and medical planning, including consideration of student health needs, medication accommodations, and emergency preparedness. At least one chaperone must be certified in First Aid and CPR, and additional training may be required based on student needs.

Chaperones and all volunteers must meet the district’s volunteer requirements, including criminal history checks and fingerprinting, in accordance with state law and district policy.

Student conduct expectations remain in effect during travel and must align with district policy regarding alcohol, tobacco, inhalant delivery systems, unlawful drugs, and appropriate behavior. Procedures for illness, injury, and communication with administrators or families must be followed during all district-sponsored travel.

Travel Approval Requirements

All travel must be pre-approved based on the type and scope of the trip:

Type of Travel	Approval Required
Day trips (low risk, no overnight stay)	School Administrator
Any overnight travel (1 night or more)	Superintendent or Designee
Out-of-state or international travel	Superintendent or Designee
Total trip cost exceeding \$3,500 (including subs)	Superintendent or Designee

The Superintendent may inform the Board of Directors of all student travel involving multiple approval thresholds.

District-approved outdoor school programs are exempt from this policy.

Implementation

The Superintendent or designee shall develop and maintain **Administrative Regulations (ICA-AR)** to implement this policy. These regulations will provide detailed guidance and procedures including:

- Travel approval forms and timelines;
- Supervision requirements and staff-to-student ratios;
- Risk assessment and identification of prohibited activities;
- Volunteer screening and responsibilities;

- Emergency response protocols and medical planning;
- Documentation, communication, and post-trip reflection.

END OF POLICY

Legal Reference(s)

ORS 332.107 ORS 336.014 ORS 339.155 ORS 339.240 to -339.250
OAR 581-021-0050 OAR 581-021-0070

Cross Reference(s)

EEAE – Student Transportation in Private Vehicle
KI – Public Solicitation in District Facilities
KK – Visitors to Schools and Properties

Eugene School District 4J

Code: _____ ICA
Adopted: _____ 7/02/73; 6/16/75
Revised/Readopted: _____ 11/07/18; 10/04/23
Orig. Code: _____ ICA; 7520; 5640.2

District Represented¹ Group Travel

Field trips and other events involving activities outside of the classroom may be authorized when such trips or activities contribute to educational goals of the academic or extracurricular program. In planning and authorizing such trips, primary consideration will be given to educational values derived, the safety and welfare of students involved, community standards of conduct and behavior on the part of all participants and the selection of appropriate adult supervision, either from within the school staff or from the parent/guardian and community volunteer pool.

Written parental permission must be obtained for each trip. The signed form showing parental approval, acknowledgment of student conduct guidelines, and student medical information will be maintained on file for each trip.

The administration will develop rules to ensure both students and adult supervisors are acquainted with the standards for conduct while representing the district. Such rules will reinforce district policy in areas such as alcohol, tobacco, inhalant delivery systems, and unlawful drug use, procedure to be used in cases of illness or accident, and methods for communicating with administrators/parents/guardians in discipline and emergency situations.

All volunteers (chaperones) are subject to district volunteer requirements including criminal history checks and fingerprinting.

Permission for travel must be granted by the principal prior to making travel arrangements, collecting funds, or depositing money.

District represented groups seeking permission for travel must make every effort to incorporate non student contact days into travel plans. Every effort must be made to limit the number of school days students will miss.

Groups/advisors must make every effort to minimize personal/family expenses associated with district represented group travel.

Travel Requiring Board of Directors Approval

Travel by district represented groups other than OSAA scheduled or sponsored events which meet any of the following criteria must have prior approval of the principal, the executive director of elementary programs or secondary programs, the Superintendent, and the Board:

1. — Travel dates which require students to stay overnight for more than two nights;
2. — Travel which takes students outside the continental United States.

All Applications for Permission to Travel requiring Board approval will be submitted to the executive director of elementary programs or secondary programs at least 30 days prior to the event.

¹ Staff, students, drivers and chaperones are traveling under the authorization of Eugene School District 4J and therefore must follow all district policies, administrative regulations and applicable state and federal laws.

~~District-approved outdoor school programs are exempt from seeking Board approval.~~

Travel Requiring Superintendent Approval

~~Travel by district-represented groups other than OSAA-scheduled or sponsored events which meet any of the following criteria must have prior approval by the superintendent or designee:~~

- ~~1. — Travel dates which require students to stay overnight for less than three nights;~~
- ~~2. — Total travel costs, including substitutes, exceed \$3,500;~~
- ~~3. — Travel out of state.~~

~~The superintendent may report such trips to the Board as an information item.~~

Approval for all Other Travel

~~All other student travel must be approved by the unit principal.~~

~~END OF POLICY~~

Legal Reference(s):

~~[ORS 332.107](#)
[ORS 336.014](#)~~

~~[ORS 339.155](#)
[ORS 339.240 to 339.250](#)~~

~~[OAR 581-021-0050](#)
[OAR 581-021-0070](#)~~

Cross Reference(s):

~~EEAE – Student Transportation in Private Vehicle
KI – Public Solicitation in District Facilities
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