

Rainier School District 13

Code: **BHD**
Adopted: 7/01/89
Orig. Code: BHD

Board Member Compensation and Expense Reimbursement

No board member will receive any compensation for services other than reimbursement for approved expenses actually incurred on school business. Such expenses may include the cost of attendance at meetings, conferences or visitations, when such attendance has been approved by the Board.

When paid admission is required of the public, Board members may be reimbursed for attending district events and other activities when their attendance is consistent with board responsibilities and district operations. (*See* Board policy DFEA - Admission to District Events) The district will establish accounting procedures consistent with this policy.

END OF POLICY

Legal Reference(s):

[ORS 244.020](#)

[ORS 244.040](#)

[ORS 332.018\(3\)](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

Corrected 1/22/19; Corrected 8/20/19

Rainier School District 13

Code: CM
Adopted:

Compliance and Reporting on Standards

The superintendent will prepare an annual report that represents the district's compliance with the standards adopted by the State Board of Education and submit that report to the Board.

The district's annual report for the preceding school year will be presented to the Board at a public Board meeting by February 1 of each school year. This report will be posted by February 1 on the district's web page. The Board will acknowledge receipt of the report prior to its submission to the Oregon Department of Education (ODE).

The district will report on its compliance with state standards to ODE by February 15 on a form provided by ODE.

END OF POLICY

Legal Reference(s):

[ORS 329.095](#)
[ORS 329.105](#)

[OAR 581-022-2260](#)
[OAR 581-022-2305](#)

Corrected 1/22/19

Rainier School District 13

Code: **DFEA**
Adopted: 1/16/08
Orig. Code(s): DFEA

Admission to District Events

All spectators in the district will be assessed the uniform league rate for cocurricular activities. Spectators are defined as patrons who attend cocurricular activities for the purpose of entertainment.

Exceptions to the above (applying to regular season home games only) are as follows:

1. Community members with a senior pass, who are residents of the Rainier community will be admitted free;
2. Cascade League pass, OSAA pass, or Oregon High School Coaches Association pass, and media pass holders will be honored;
3. All Rainier School District students with a student body card or who maintain enrollment in Rainier Elementary School will be admitted free;
4. Participants designated by the principal with special responsibility at extracurricular activities will be admitted free of charge with their family or guest. Participants would include, but not be limited to, students, staff, parents or district patrons;
5. Children under age five or in grades 1-6 and accompanied by an adult, may be admitted free.

To promote employee participation in extracurricular activities, the district may provide free passes to district staff in employees' official compensation packages.

Board members may be reimbursed, when paid admission is required of the general public, for attending district sporting events and other activities as part of their responsibilities of being informed about district operations. The district will establish accounting procedures, including any possible income tax liability, consistent with this policy.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)

[ORS 332.107](#)

Reviewed 1/22/19; Corrected 8/20/19

Rainier School District 13

Code: EEBA
Adopted: 12/12/07
Orig. Code(s): EEBA

District Vehicles

New recommendation after policy review 1/22/19 – delete in lieu of EEBA.

The district maintains a fleet of vehicles for use by staff for work-related in-town and out-of-town travel. These vehicles may be driven only by district employees over 18 years of age having valid Oregon driver licenses. When transporting students the employee must be 21 years of age or older. In addition, to operate district-owned vehicles with a gross vehicle weight (GVWR) exceeding 26,000 pounds, a school bus, or a vehicle carrying 16 or more passengers, employees must hold a valid commercial driver license.

The district shall deny use of district-owned vehicles to any employee who: 1) has not been authorized by the district to drive fleet vehicles; 2) has a restricted or suspended driver license for a cause involving the unsafe operation of a motor vehicle or because of driving record; 3) has a record of more than two moving violations within the past three years; 4) has been convicted for operating a vehicle under the influence of drugs or intoxicants.

The district reserves the right to deny use of district owned vehicles to any employee who has been cited for operating a vehicle under the influence of drugs or intoxicants; or who has been involved in a motor-vehicle accident when driving a district-owned vehicle.

Volunteers, parents, students, student teachers, sub-contracted workers, workers leased through temporary service companies, and non-district employees (e.g. ESD employees) are not authorized to operate district-owned vehicles.

The superintendent or designee will develop procedures to support this policy. All drivers operating district-owned vehicles shall use seat belts. Failure to do so is grounds for discipline, up to and including dismissal.

The driver of any district-owned vehicle, except school buses, is responsible for determining that the proper number of seat belts is available for the passengers and their use is required.

Additionally, all drivers operating district-owned vehicles or conducting district business while driving a privately-owned vehicle, shall ensure that children four or five years of age or who weigh between 40 and 60 pounds, regardless of age, are properly secured in a child safety system that meets the minimum standards and specifications of law. The vehicle shall not be driven until the driver and all passengers are properly buckled and properly.

A district vehicle more than 10,000 pounds or equipped with a lap belt only is exempt from child safety system requirements.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 801.455](#)
[ORS 811.210](#)

[ORS 820.105](#)
[ORS 820.110](#)
[ORS 820.120](#)

[OAR 437-002](#)-0220 to -0227
[OAR 735](#)-102-0010

Corrected 1/22/19

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Rainier School District 13

Code: **EEBB**
Adopted: 12/12/07
Orig. Code(s): EEBB

Use of Private Vehicles for District Business

The Board understands that the use of private vehicles for district business, including the transportation of students, may be necessary for various activities.

The superintendent will develop guidelines for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance, and liability.

No staff member will use a private vehicle for district business, including the transportation of students, without approval in accordance with established district procedures and in compliance with policy EEAE and a completed Proof of Vehicle Liability Insurance found in EEAE-AR. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on district business will be reimbursed mileage in an amount established by the Board.

In order for staff to transport a student, parent permission must be obtained. In the event that this is not possible, at least two staff members must accompany a student being transported in a private vehicle. Any employee transporting a student must be 21 years of age or older.

Students may be allowed to perform district business with their own vehicle with building principal or superintendent approval. Any student so authorized must obtain prior written approval from the designated district official. Students must also comply with licensing and insurance requirements under Board policy EEAE – Student Transportation in Private Vehicle, along with written parent permission and completed EEAE-AR.

END OF POLICY

Legal Reference(s):

[ORS 30.260](#) to -30.265
[ORS 332.107](#)
[ORS 801.455](#)

[ORS 811.210](#)
[ORS 815.055](#)
[ORS 815.080](#)

[OAR 735-102-0010](#)

Corrected 1/22/19

Rainier School District 13

Code: EGACA
Adopted: 10/14/13
Orig. Code(s): EGACA

Cell Phones

The Board recognizes that the use of cell phones may be appropriate to provide for the effective and efficient operation of the district and to help ensure safety and security of district property, staff and others while on district property or engaged in district-sponsored activities. To this end, the Board authorizes the purchases and employee use of cellular telephones, as deemed appropriate by the superintendent.

District-owned cell phones shall be used for authorized district business purposes, consistent with the district's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Employees do not have any expectations of privacy with district-owned cell phones or any information stored on them; the phone may be confiscated and searched at any time.

Employee use of a district-owned cell phone shall not violate Oregon's ethics laws.

If an employee's cell phone purchase is reimbursed by the district, or the employee is provided a stipend to purchase a cell phone, all phone records, text messages, emails to and from the cell phone, and other communications made with the cell phone may be public records.

Employees shall not use cell phones, whether district-owned or personally owned, for nondistrict-related business while attending to and/or performing their job responsibilities.

Use of cell phones in violation of Board policies, administrative regulations and/or state and federal laws will result in discipline up to and including dismissal and/or referral to law enforcement officials, as appropriate.

The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cell telephones for authorized district business. Annual cost reports will be provided annually at the board meetings.

END OF POLICY

Legal Reference(s):

ORS 244.010	ORS 244.040(1)(a)	ORS 332.105
ORS 244.020(15)	ORS 244.120	ORS 332.107

Davidson v. Or. Gov't Ethics Comm'n, 300 Or. 415 (1985)
OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINIONS 02S-020 (Aug. 2, 2002), 02A-1008 (July 12, 2002), 01A-1004 (June 1, 2001) and 98A-1003 (July 9, 1998).

Corrected 1/22/19; Corrected 11/04/19

Rainier School District 13

Code: EGACA-AR
Revised/Reviewed: Unknown
Orig. Code(s): EGACA-AR

Cell Phones

District-owned cell phones may be purchased and authorized for staff use in accordance with the following:

Cell Phone Authorization

Cell phones may be assigned or made available on a temporary basis by the superintendent or business manager when it is determined that:

1. The assignment of a cell phone to the employee is a prudent use of district resources;
2. The employee's job responsibilities require the ability to communicate frequently;
3. The employee's job responsibilities involve situations where immediate communication is necessary to ensure the security of the district property or safety of students, staff or others while on district property or engaged in district-sponsored activities.

Cell Phone Use

1. Cell phones are provided specifically to carry out official district business.
2. Personal use of district cell phones is limited to making or receiving calls for family emergency purposes.
3. District cell phones shall not to be loaned to others.
4. Employees issued a cell phone are responsible for its safekeeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the business manager who will in turn notify the service provider.
5. Cell phones issued for employee use are to be returned to the business manager at the conclusion of the school year, activity or as otherwise specified.

Privately Owned Cell Phones

1. District employees may be reimbursed, or receive a stipend, for use of privately owned cell phones to conduct district business in accordance with Board policy and this regulation, with prior approval of the superintendent or business manager.
2. Personal use of privately-owned cell phones by employees authorized to use such equipment for district business is restricted to such times when the employee is not on duty.

Reimbursement

1. Requests reimbursement for authorized use of employee owned cell phones are to be submitted on district provided forms, available through the office and accompanied by a copy of the billing statement with the district business related calls highlighted. A notation for each highlighted entry, indicating the nature of the call is required.
2. All requests for reimbursement, including the highlighted billing statement must be submitted within 30 days of the end of the time period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed will be denied.
3. District reimbursement for authorized use of employee owned cell phones will be made within 30 days, (in conformance with district payment procedures).

Corrected 1/22/19; Corrected 11/04/19

Rainier School District 13

Code: **GBDA**
Adopted: 5/11/15
Orig. Code(s): GBDA

Mother Friendly Workplace (Version 1)

The district recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast-feeding or expressing milk in the workplace. The Board directs the superintendent or designee to take measures and develop regulations to ensure that all district employees shall be provided with an adequate location for the expression of milk or breast-feeding.

The superintendent or designee shall see that the district makes a reasonable effort to provide a room or other location in close proximity to the employee's work area, other than a restroom, where an employee can breast-feed her child or express milk in privacy. This policy directs the superintendent or designee to include the following in the development of a regulation to ensure the provisions for employees required by this policy:

1. The advice of a school nurse or health professional in determining the most reasonable facility accommodation;
2. The plan shall include an accessible, private room with a lock that would allow a mother:
 - a. To breast-feed a child brought in during a lunch or other break period; or
 - b. To pump breast milk to be stored for later use.
3. The room shall include:
 - a. Electrical outlets for electric pumps;
 - b. Sanitation facilities including a sink close by, for hand washing and the rinsing of containers; and
 - c. A sign up sheet and a sign posting the room as "private during use."

A reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member's responsibility.

The district shall provide the employee a 30-minute rest period to breast-feed or express milk during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

This policy and a list of designated locations will be published in the employee handbook. As list of designated location must be readily available upon request in the central office of each school facility and in the district's central office.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 653.256](#)

[OAR 839-020-0051](#)

[ORS 653.077](#)

OREGON HEALTH AUTHORITY, HOW TO BECOME A BREASTFEEDING FRIENDLY EMPLOYER, (2015).

Corrected 3/13/19

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Rainier School District 13

Code: GBDA
Adopted:

Expression of Milk or Breast-feed in the Workplace

When possible an employee must give reasonable notice of the intent to express milk [or breast-feed] to a supervisor. The district shall provide the employee a reasonable rest period to express milk or breast-feed each time the employee has a need to express milk or breast-feed. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.

The following locations have been identified in each facility for milk expression or breast-feeding:

1. District office: back room past the personnel files;
2. Hudson Park Elementary School: a classroom available with a locking door;
3. Rainier Jr./Sr. High School: the bonus office near the counselor's room.

An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The district must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.

This policy and the list of designated locations is published in the employee handbook. The list of designated locations is available upon request in the central office of each school facility and in the district's central office.

This policy only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 653.077](#)

[ORS 653.256](#)
[OAR 839-020-0051](#)

Corrected 8/15/19

Rainier School District 13

Code: **GBJ**
Adopted: 12/16/98
Orig. Code: GBJ

Weapons in the Schools – Staff

Weapons and replicas of weapons are forbidden on school property, except for those in possession of law enforcement officers.

The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

Those so authorized must report their possession of such firearms upon entering any school building or facility. Reports shall be made to the building principle or other school official in charge of the building or facility.

Weapons may include, but not be limited to, firearms including the frame or receiver of any such weapon, any firearm muffler, silencer, bullets, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell harm, threaten or harass students, staff members, parents and patrons.

“Dangerous weapon” means any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Any loaded or unloaded firearms or dangerous weapon possessed on or about a person while on district property may be subject to seizure or forfeiture.

Staff members bringing weapons onto school property are subject to disciplinary action up to and including dismissal.

END OF POLICY

Legal Reference(s):

[ORS 161.015](#)

[ORS 166.210 to -166.370](#)

[ORS 332.107](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).
Doe v. Medford Sch. Dist. 549C, 232 Or. App. 38, 221 P3d 787 (2009).

Corrected 2/19/19; Corrected 8/20/19

Rainier School District 13

Code: **GBJ**
Adopted:

Weapons in Schools - Staff

Employees, district contractors and/or their employees and district volunteers shall not possess a dangerous or deadly weapon or firearm on district property or at school-sponsored events. This prohibition includes those who may otherwise be permitted by law to carry such weapons.

For purposes of this policy, as defined by state and federal law, weapon includes:

1. “Dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. “Deadly weapon” means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. “Firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any other destructive device including any explosive, incendiary or poisonous gas.

Weapons under the control of law enforcement personnel are permitted.

The superintendent will ensure notice of this policy is provided.

Employees in violation of this policy will be subject to discipline up to and including dismissal. Individuals contracting with the district and volunteers will be subject to appropriate sanctions. A referral to law enforcement may be made.

END OF POLICY

Legal Reference(s):

[ORS 161.015](#)

[ORS 166.210 to -166.370](#)

[ORS 332.107](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).
Doe v. Medford Sch. Dist. 549C, 232 Or. App. 38, 221 P3d 787 (2009).

Corrected 2/19/19; Corrected 8/20/19

Rainier School District 13

Code: GBNA
Adopted: 11/10/14
Orig. Code: GBNA

Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff

The Board is committed to providing a positive and productive learning and working environment.

Hazing, harassment, intimidation, bullying, menacing, and acts of cyberbullying of staff or third parties by staff, students, or third parties is strictly prohibited and shall not be tolerated in the district.

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

Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board. Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

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

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

END OF POLICY

Legal Reference(s):

[ORS 163.190](#)
[ORS 163.197](#)
[ORS 166.065](#)

[ORS 166.155 to -166.165](#)
[ORS 332.072](#)
[ORS 332.107](#)

[ORS 659A.030](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Corrected 2/19/19; Corrected 8/20/19

Rainier School District 13

Code: GBNA-AR
Revised/Reviewed: 11/10/14
Orig. Code: GBNA-AR

Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbullying Reporting Procedures – Staff

The following definitions and procedures shall be used for reporting, investigating, and resolving reports of hazing, harassment, intimidation, bullying, menacing, and cyberbullying of staff or third parties.

Definitions

1. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
2. “District” includes district facilities, district premises, and nondistrict property if the employee is at any district-sponsored, district-approved, or district-related activity or function, such as field trips, athletic events or where the employee is engaged in district business.
3. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a staff member for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored work activity, work group or work assignment, or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.
4. “Harassment” is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), sexual orientation¹, national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful when 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
5. “Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the perception of the other’s race, color, religion, national origin, disability, or sexual orientation.
6. “Bullying” is a pattern of repeated mistreatment that harms, intimidates, undermines, offends, degrades, or humiliates an employee.

¹ “Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated with the individual’s sex at birth.

7. “Cyberbullying” means the use of any electronic device to convey a message in any form (e.g., text, image, audio, or video) that intimidates, harasses, or otherwise harms, insults, or humiliates another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive working environment may also be considered cyberbullying. Staff will refrain from using personal electronic devices or district equipment to harass or stalk another person or people.
8. “Menacing” includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

Reporting Procedures

The principals and the superintendent have responsibility for investigations concerning reports of hazing, harassment, intimidation, bullying, menacing, or cyberbullying of staff or third parties. The investigator(s) shall be a neutral party having had no involvement in the report presented.

Any employee or third party who has knowledge of conduct in violation of Board policy JFCF – Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student shall immediately report concerns to the designated district official.

Any employee or third party who has knowledge of conduct in violation of Board policy GBNA – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff and this administrative regulation or feels they have been hazed, harassed, intimidated, bullied, cyberbullied, or menaced in violation of Board policy or this administrative regulation shall immediately report their concerns to the designated district official.

All reports and information will be promptly investigated in accordance with the following procedures:

- Step 1 Any reports or information on acts of hazing, harassment, intimidation, bullying, menacing, or acts of cyberbullying (e.g., complaints, rumors, etc.) shall be presented to the principal or superintendent. Reports against the principal shall be filed with the superintendent. Information may be presented anonymously. Reports against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step 2 The district official receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The district official(s) conducting the investigation shall notify the person making the report within 10 working days of receipt of the information or report, and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such

meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within 10 working days.

- Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the information or report. The Board shall provide a written decision to the person making the report within 10 working days following completion of the hearing.

Reports against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

Reports against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

Reports against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

Timelines may be extended upon written agreement between both parties. This also applies to reports filed against the superintendent or any Board member.

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

Documentation related to the incident may be maintained as a part of the employee's personnel file.

Corrected 3/11/19; Corrected 8/20/19

Rainier School District 13

Code: GCBDD/GDBDD
Adopted:

Sick Time

“Employee” means an individual who is employed by the district and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district.

A district employing 10 or more employees shall allow an eligible employee to access up to 40 hours of paid sick time per year. Paid sick time of 40 hours shall be front-loaded to an employee at the beginning of each year.

The employee may carry up to 40 hours of unused sick time from one year to the subsequent year.

Sick time shall be taken in hourly increments and may be used for the employee’s or a family member’s¹ mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right after five consecutive days of absence, to require proof of personal illness or injury from an employee, including a medical examination by a physician chosen and paid for by the district. An employee refusing to submit to such an examination or to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.

When the reason for sick time is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the district may require the employee to provide advance notice of their intention to use sick time within 10 days of the requested sick time, or as soon as practicable. When the employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, inservice training, mandatory meetings).

¹ “Family member” is defined by the Oregon Family Leave Act (OFLA).

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district at least 24 hours in advance or as soon as practicable.

The district shall establish a standard process to track the eligibility for sick time of a substitute.

END OF POLICY

Legal Reference(s):

[ORS 332](#).507
[ORS 342](#).545

[ORS 342](#).610
[ORS 653](#).601 to -653.661

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

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2012); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2016).
Americans with Disabilities Act Amendments Act of 2008.

Corrected 2/19/19; Corrected 9/25/19

Rainier School District 13

Code: **GCQB**
Adopted: 7/01/89
Orig. Code: GCQB

Research

Employees are encouraged to participate in research and experimentation in the interests of the development and improvement of education. If an employee plans to engage in a research project during the work day or using school resources or students, either for study toward advanced work or for the use in classroom instruction, approval must be secured from the superintendent and may require proof of Institutional Review Board (IRB) certification. If such a study results in material which would be useful to other employees, it is recommended that it be made available for distribution throughout the district. For the protection of all concerned, privacy rights of students or other individuals involved in research projects must be protected.

Research which is conducted by or for a non-district employee must be approved by the superintendent and may require proof of Institutional Review Board (IRB) certification.

END OF POLICY

Legal Reference(s):

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2016).
Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2016).

Corrected 2/19/19; Corrected 4/23/19