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Nondiscrimination: Policy AC:

KNOVA Learning prohibits discrimination and harassment on any basis protected by law, including but not limited to an individual’s perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status or veterans’ status, because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status or veterans’ status of any other persons with whom the individual associates.

KNOVA Learning may not limit student admission based on ethnicity, national origin, race, religion, disability, gender, sexual orientation, residence, health, income level, proficiency in English language, whether a student has an individualized education program (IEP) or the terms of that IEP, athletic ability or academic records, but may limit admission to students within a given age group or grade level.

KNOVA Learning prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to the school and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the school, to respect all individuals, and to establish channels through which citizens can communicate their concerns to the administration and the KNOVA board.

The administration shall appoint and make known, the individuals to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues1. The KNOVA Learning board will adopt and administration will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public.

KNOVA Learning prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated.

END OF POLICY (Adopted: 12-12-2017)

Legal References:
ORS 174.100 ORS 192.630 ORS 326.051(1)(e) ORS 338.125(3) ORS 659.150 ORS 659.805 ORS 659.815 ORS 659.850 -
860ORS 659.865ORS 659.870 ORS 659A.006 ORS 659A.009 ORS 659A.029 ORS 659A.030 ORS 659A.040 ORS
659A.100 -
145ORS 659A.233 ORS 659A.236 ORS 659A.309 ORS 659A.321 ORS 659A.409

Title II of the Genetic Information Nondiscrimination Act of 2008.
Discrimination Complaint Procedure: Administrative Rule AC-AR

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: Complaints may be oral or in writing and must be filed with the Principal. (Note: In some cases the Principal may require a written complaint). The Principal shall investigate and determine the action to be taken, if any, and reply in writing to the complainant within 10 school days of receipt of the complaint. Any staff member that receives a written or oral complaint shall report the complaint to the Principal.

Step 2: If the complainant wishes to appeal the decision of the Principal, he/she may submit a written appeal to the Executive Director within five school days after receipt of the Principal’s response to the complaint. Executive Director may review the Principal’s decision and may meet with all parties involved. The Executive Director will review the merits of the complaint and the Principal’s decision and respond in writing to the complainant within 10 school days.

Step 3: If the complainant is not satisfied with the decision of the Executive Director, a written appeal may be filed with the KNOVA Board Chair board within five school days of receipt of the Executive Director’s response in [Step 2]. The Board Chair may decide to hear or deny the request for appeal. The Board Chair may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board’s decision will be final and will include the legal basis for the decision, findings of fact and conclusions of law. A copy of the Board’s final decision shall be sent to the complainant in writing within [10] days of this meeting.

If the Principal is the subject of the complaint the individual may file a complaint with the Executive Director. If the Executive Director is the subject of the complaint, the complaint should be referred to the Board chair. The Board Chair may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair and may be referred to counsel. Complaints against the Board chair may be made directly to another Board Member.

Timelines may be extended based upon mutual consent of both parties [in writing].

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he or she may appeal in writing to the State Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-022-1940.

END OF ADMINISTRATIVE RULE (Adopted: 12-12-2017)
Discrimination Complaint Form

Name of Person Filing Complaint: ________________________________ Date: __________

Relationship to KNOVA: Student/Parent □ Employee □ Nonemployee □ (Job applicant) □ Other □

Type of discrimination: □ Race □ Color □ Religion
□ Sex □ National Origin □ Disability
□ Marital Status □ Age □ Sexual Orientation
□ Income level □ Athletic ability □ Proficiency in English language
□ Other (please specify) _____________________________________

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of discussion.)

Remedy requested: The complaint form should be mailed or taken to the Principal. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. 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.
Americans with Disabilities Act: Policy ACA

KNOVA Learning, in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendment Act of 2008 (ADA), is committed to maintaining employment practices, services, programs and activities that provide equity to qualified individuals with disabilities.

KNOVA will provide reasonable accommodations for the known disabilities of all applicants and current employees in all employment application procedures; hiring, advancement or discharge; employee compensation; job training; other terms, conditions and privileges of employment upon request and advance notice.

A reasonable accommodation must not present an undue hardship for the school, be unduly costly, extensive or disruptive; nor present a direct threat to the health or safety of the individual or others in the workplace.

KNOVA services, programs and activities will be accessible and usable by qualified individuals with disabilities, consistent with Section 504 of the Rehabilitation Act of 1973 and the ADA. Accessibility may be achieved through nonstructural as well as structural methods.

In order to achieve equal access, KNOVA will make available appropriate auxiliary aids and services that promote effective communications. Primary consideration will be given to the request of individuals with disabilities in the selection of appropriate aids and services. Final determination will be made by the KNOVA board. Auxiliary aids and services determinations will be based on availability, effectiveness and financial or administrative burden to KNOVA.

The KNOVA board directs the Executive Director to develop and implement an appropriate plan that provides for KNOVA compliance with the ADA, including the appointment of an ADA compliance officer and the establishment of a process for the investigation and prompt and equitable resolution of any complaint regarding noncompliance.

Retaliation is prohibited against anyone who files a complaint of discrimination, participates in an Office of Federal Contract Compliance Program proceeding or otherwise opposes discrimination federal or state laws.

END OF POLICY (adopted: 12-12-2017)

Legal Reference(s):
HR9/23/10 | RS
ADA Grievance Procedure: Administrative Rule ACA-AR

The Executive Director is responsible for coordinating KNOVA’s efforts to comply with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA). The Executive Director shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any complaint shall be presented in writing to the Executive Director within 180 days from date of alleged discrimination.

It must include the following:

a. The name and address of the individual or the representative filing the complaint;
b. The description of the alleged discriminatory action in sufficient detail to inform KNOVA of the nature and date of the alleged violation;
c. A signature by the complainant or by someone authorized to do so on his/her behalf;
d. The identification (by name, if possible) of the alleged victims of the discrimination for any complaint filed on behalf of classes or third parties.

Step 2 The Executive Director shall thoroughly investigate the complaint, notify the person who has been accused of discriminating, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the written complaint, if deemed necessary. The Executive Director shall give a written answer to the complainant within 15 working days after receipt of the written complaint.

Step 3 If the complainant is not satisfied with the answer of the Executive Director, he or she may submit a written appeal to the Board Chair indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within 10 working days after receipt of the compliance officer’s answer. The Executive Director shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The Board Chair shall give a written answer to the complainant’s appeal within 10 working days.

Step 4 If the complainant is not satisfied with the answer, an appeal to the full KNOVA Board may be filed within 10 working days after receipt of the Step 3 answer. The Board shall, within 20 working days, conduct a hearing at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complainant within 10 working days following completion of the hearing.

Step 5 If the complainant is not satisfied with the decision of KNOVA board, a complaint may be filed with the Coordination and Review Section, Civil Rights Division, U.S. Department of Justice (student complaints) or the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries (employment complaints).

Individuals may initiate complaint procedures and/or civil actions with or without first complying with local complaint procedures.
KNOVA Goals: Policy AE

It is the intent that KNOVA Learning serve as an avenue for parents, educators and community members to take responsible risks to create new, innovative and more flexible ways of educating children within the public school system. The goals of KNOVA shall be to:

1. Increase student learning and achievement;
2. Increase choices of learning opportunities for students;
3. Better meet individual student academic needs and interests;
4. Build stronger working relationships among educators, parents and other community members;
5. Encourage the use of different and innovative learning methods;
6. Provide opportunities in small learning environments for flexibility and innovation, which may be applied, if proven effective, to other public charter schools;
7. Create new professional opportunities for teachers;
8. Establish additional forms of accountability for schools; and
9. Create innovative measurement tools.
10. Foster Community building in the Rockwood Community
11. Offer supplemental services to support healthy students, families and community.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):
ORS 338.015
BOARD OF DIRECTORS

KNOVA Board Powers and Duties: Policy BBA

The charter agreement delegates to the KNOVA Learning board responsibility for the conduct and governance of programs and services in KNOVA. The general powers granted to the Board are:

1. **Legislative or Rule-Making Authority:** In regular or special public meetings, after open discussion and after members' votes are recorded, the KNOVA board will establish rules or policy to govern the conduct of its members and the proceedings of the Board.

   The Board shall establish policies and regulations for governing the programs and services of KNOVA consistent with State Board of Education rules and with local, state and federal laws, as applicable.

   The Board is responsible for providing adequate and direct means for keeping informed about the needs and wishes of the public and for keeping local citizens informed about KNOVA.

2. **Judicial Authority:** As provided by law, policy or contract, the KNOVA board acts as a fact-finding body or a court of appeal for staff members, students and the public when issues involve Board policies or agreements and their implementation, and when the Board must determine the rights, duties or obligations of those who address the Board.

3. **Executive/Administrative Authority:** The KNOVA board will appoint an administrator delegated to establish administrative regulations to implement Board policy and goals. The Board will evaluate the administrator's performance.

   The KNOVA board may establish academic and financial goals for KNOVA and evaluate the administrator's implementation of those goals.

   The KNOVA board will oversee KNOVA's financial affairs by authorizing, appropriating and adopting budgets as allowed by law, to provide for program operation and maintenance or acquisition of public charter school property.

   The Board will authorize the administrator to approve payment on all contracts and business transactions of KNOVA in accordance with board policies and charter agreement on purchasing and budget requirements.

   The KNOVA board will provide for an annual audit of KNOVA’s assets.

   KNOVA board will employ the staff necessary to carry out the educational program and will provide for regular evaluation of staff.

   KNOVA board will establish the days of the year and the hours of the day when school will be in session.

**END OF POLICY** (Adopted: 12-12-2017)

Legal Reference(s):

ORS 192.630  ORS 243.656  ORS Chapters 279A, 279B and 279C  ORS 294.305 - 294.565  ORS 338.115(2)
ORS Chapter 339  ORS 339.250  ORS 339.315 to-327  ORS 339.351 to-364  ORS 339.370 to-400  ORS 339.866 to-873
ORS 339.883 to-885
Individual Board Member’s Authority and Responsibilities: Policy BBAA

An individual KNOVA school board member exercises the authority and responsibility of his or her position when the board is in legal session only.

A KNOVA board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of the Board members present is required to transact any business.

A KNOVA board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his/her own.

Members will be knowledgeable of information requested through Board action, supplied by the administrator, gained through attendance at KNOVA activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Requests for Information: Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the administrator. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which requires additional expense to the school, must be submitted to the Board for consideration.

2. Requests for Legal Opinions: A request for a legal opinion by a Board member, must be approved by a majority vote of the Board before the request is made to legal counsel. If the legal opinion sought involves the administrator’s employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the KNOVA board.

3. Action on Complaints or Requests Made to Board Members: When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students and members of the public to the appropriate complaint policy [Board policy KL - Public Complaints]. Such information will be conveyed to the administrator.

4. Board Member’s Relationship to Administration: Individual Board members will be informed about the school’s educational program, may visit the school or other school facilities to gain information, and may request information from the administrator. Board members will not intervene in the administration of the school.

5. Contracts or Agreements: All contracts in excess of $10,000 or that require +10% variations from adopted budget must be approved by the Board, or as delegated to the administrator, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY (ADOPTED: 12-12-2017)

Legal Reference(s):
ORS 338.115(2)
KNOVA Board Member Standards of Conduct: Policy BBF

Individual KNOVA Board members and the Board as a public entity, must comply with the ethics laws for public officials.

Board Members commit to full participation in regularly scheduled meeting and commit to reviewing all meeting materials in advance of meetings.

Board members will treat other Board members, the administrator, staff and the public with dignity and courtesy and will provide an opportunity for all parties to be heard with due respect for their opinions.

Board members will recognize the Executive Director as the chief executive officer to whom the KNOVA Board has delegated administrative authority to establish regulations and oversee the implementation of Board policy.

A KNOVA board member has the right to express personal opinions. When expressing such opinions in public, the Board member should clearly identify the opinions as personal.

A Board member will respect the privacy rights of individuals when dealing with confidential information gained through association with KNOVA.

A Board member will keep information discussed in an executive session, confidential.

A Board member will utilize social media websites judiciously by not posting confidential information about students, staff or school business. Board members will treat fellow Board members, staff, students and the public with respect while posting and will adhere to Oregon Public Meetings Laws when communicating with other Board members via websites or other electronic means.

END OF POLICY (ADOPTED: 12-12-2017)

Legal Reference(s):
ORS 192.610 to -192.710
ORS Chapter 244
ORS 338.115(2)
Board Member Ethics and Conflicts of Interest: Policy BBFA

No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or herself, relatives or household members, or for any business with which the Board member, a household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual $50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. KNOVA-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

I. Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth $1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned $100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” means: the Board member’s spouse, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits to the Board member, or who receives any benefit from the Board member’s public employment.

“Member of the household” means any person who resides with the public official.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member’s vote, official action or judgment would be thereby influenced.

No Board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with KNOVA. A Board member will respect individuals’ privacy rights when dealing with confidential information gained through association with KNOVA.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the ethics laws for public officials as stated in Oregon law.
Potential Conflict of Interest

“Potential conflict of interest” means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

Actual Conflict of Interest

“Actual conflict of interest” means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

Class Exception

It will not be a conflict of interest if the Board member’s action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged. For example, if a Board member’s spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member’s spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

II. Gifts

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of $50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift related provisions apply to the Board member, their relatives, and members of their household. The $50 gift limit applies separately to the Board member, and to the Board member’s relatives or members of household, meaning that the Board member, each member of their household and relative can accept up to $50 each from the same source/gift giver. “Gift” means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

“Relative” means: the spouse, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation,
whose employment provides benefits to the Board member, or who receives any benefit from the Board member’s public employment.

“Member of the household” means any person who resides with the Board member.

**Determining the Source of Gifts**

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member’s personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of $50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

**Determining Legislative and Administrative Interest**

A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative/administrative interest in the fire department that is distinct from the general public.

**Determining the Value of Gifts**

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the Board member’s admission or meal will include all costs other than any amount donated to a charity.

   For example, a person with a legislative or administrative interest buys a table for a charitable dinner at $100 per person. If the cost of the meal was $25 and the amount donated to charity was $75, the benefit conferred on the Board member is $25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member’s meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:

   a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
   b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
   c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.

4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

**Value of Unsolicited Tokens or Awards: Resale value**

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under $25 (even if the personalized item cost the source more than $50), unless the personalized item is made from gold or some other valuable material that would have value over $25 as a raw material.

**Entertainment**

Board members may not solicit or accept any gifts of entertainment over $50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or

2. The Board member is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when a Board member appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

**Exceptions**

The following are exceptions to the ethics rules on gifts:

1. Campaign contributions are not considered gifts under the ethics rules;

2. Gifts from “relatives” and “members of the household” to the Board member are permitted in an unlimited amount; they are not considered gifts under the ethics rules;

3. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;

4. Contributions made to a legal expense trust fund if certain requirements are met;

5. Food, lodging, and travel generally count toward the $50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:
a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:

(1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the $50 aggregate amount IF:

   (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent KNOVA; AND
   i) The giver is a unit of a:
      a) Federal, state, or local government;
      b) An Oregon or federally recognized Native American Tribe; OR
      c) Nonprofit corporation.
   (b) The Board member is representing KNOVA:
      i) On an officially sanctioned trade-promotion or fact-finding mission; OR
      ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the Board.

(2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing KNOVA. Again, this exception does not authorize private meals where the participants engage in discussion. “Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;

7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(F)(i);

8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement;

9. A gift received by the Board member as part of the usual or customary practice of the Board member’s private business, employment or position as a volunteer that bears no relationship to the Board member’s holding of public office.

Honoraria
A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any relative or member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member. The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token, or other item with a value of $50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation, or expertise of the Board member or candidate.
Board Member Ethics and Nepotism: Policy BBFB

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member’s relative or member of the household is seeking and/or holds a position with KNOVA:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or member of the household, unless the Board member complies with the conflict of interest requirements of ORS Chapter 244.

   This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e. a Board committee position).

2. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy:

“Member of the household” means any person who resides with the Board member.

“Relative” means: the spouse, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits to the Board member, or who receives any benefit from the Board member’s public employment.

Class Exception

It will not be a conflict of interest if the Board member’s action would affect to the same degree a class including the Board member’s relative or household member. For example, if a Board member’s spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member’s spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

END OF POLICY (ADOPTED: 12-12-2017)

Legal Reference(s):
ORS 244.010 to -244.400
ORS 659A.309
OAR 199-005-0001 to -199-010-0150
OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.
KNOVA Board Meetings: Policy BD/BDA

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening of a quorum of the Board as KNOVA’s governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e. a work session. The affirmative vote of a majority [of those present] is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings, including Board retreats and work sessions, will be held within the geographic boundaries over which the Board has jurisdiction. The Board may attend training sessions outside these boundaries but cannot deliberate or discuss KNOVA business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing-impaired persons. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

[The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on public charter school property.]

1. Regular, Special and Emergency Meetings

Generally, regular Board meetings will be held monthly or quarterly. The regular meeting schedule will be established at the organizational meeting in July and may be changed by the Board with proper notice. The purpose of each regular meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold an organizational meeting to elect Board officers for the coming year and to establish the year’s schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair, upon request of three Board members or by common consent of the Board at any time to discuss any topic. A special meeting may also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of the meeting. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.
2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing KNOVA business. This includes electronic communication. Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Electronic communications may contain:

a. Agenda item suggestions;
b. Reminders regarding meeting times, dates and places;
c. Board meeting agendas or information concerning agenda items;
d. One-way information from Board members or the administrator to each Board member (e.g., an article on student achievement or to share a report on public charter school progress on goals) so long as that information is being made available to the public;
e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

“Important: Electronic communications on public charter school business are governed by Public Records and Meetings Law. Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting.”

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by the Public Meetings Law.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with the state law on public meetings, including notice and minutes. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

5. Executive Sessions

Executive sessions may be held, as indicated on published agenda, during regular, special or emergency meetings for a reason permitted by law. [[See Board policy BDC - Executive Sessions]]

END OF POLICY (Adopted: 12-12-2017)

Executive Sessions: Policy BDC

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of students and matters pertaining to or examination of the confidential medical records of a student, including that student’s educational program.

An executive session may be convened by order of the Board chair, upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660 during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))

3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))

7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(k))

9. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

10. To discuss matters pertaining to or examination of the confidential medical records of a student, including that student’s educational program. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

11. Deliberations with persons designated by the Board to carry on labor negotiations;
12. Hearings on the expulsion of minor students or examination of the confidential medical records of a student, including that student's educational program; and

13. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential medical records and educational program; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):
ORS 192.610 to -192.710
ORS 338.115
Board Meeting Procedures: Policy BDD

1. Quorum: A quorum will consist of the majority of the Board members.

2. Vote Needed for Exercise of Powers: The affirmative vote of a majority of Board members [present] will be necessary for exercising any of the Board’s powers.

3. Board Member Voting: Each member’s vote on all motions will be recorded in the minutes.

4. Abstaining from Vote: If a Board member chooses to abstain from voting, and the abstention is due to a conflict of interest, the Board members will state the reason for the abstention and such abstention will be recorded.

5. Parliamentary Procedure: Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

6. Voting via real-time technology is allowed for members unable to attend meetings. However, “proxy” voting is not allowed.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in Robert’s Rules of Order Newly Revised, “Procedure in Small Boards” as modified by the Board will govern the Board in its deliberation.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):
ORS 192.650    ORS 244.120(2)    ORS 338.115(2)
38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)
Board Meeting Agenda: Policy BDDC

The Board chair, with the assistance of the administrator, will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student or member of the KNOVA community by notifying the Executive Director at least ten working days prior to the meeting.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

The agenda will follow a general order established by the Board. Opportunities for the audience to be heard may be included on the agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed by the KNOVA office or administrator to Board members at least two full working days prior to the meeting. The agenda will be available to the press and to interested patrons through the administrator’s office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members’ packets.

A copy of the agenda will be posted on the school website and in KNOVA facility on the day of the meeting. Members of the public may request a copy of the agenda through the office.

KNOVA will ensure equally effective communications are provided to qualified persons with disabilities, upon request, as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services may include, but are not limited to, qualified interpreters, assistive listening systems, note takers, large print, Braille materials, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of the appropriate auxiliary aid and/or service. Should the Board demonstrate such request would result in a fundamental alteration in the service, program or activity or an undue financial and administrative burden, an alternate, equally effective communications will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY (adopted: 12-12-2017)

Legal Reference(s):
ORS 192.630
ORS 192.640
Minutes of Board Meetings: Policy BDDG

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

All minutes shall be available to the public within a reasonable time. The public and patrons of KNOVA may receive, upon request, copies of minutes from the main office. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

KNOVA will maintain a hard copy of the meeting minutes and make them available to staff and other interested patrons.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon’s Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student’s confidential medical records and that student’s educational program; the discussion; and each Board member’s vote on the issue.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):
ORS 192.610 to 192.710
Public Participation in KNOVA Board Meetings: Policy BDDH

All KNOVA board meetings, with the exception of executive sessions, will be open to the public. The KNOVA board invites citizens to attend Board meetings to become acquainted with the program and operation of the school. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate.

It is the intent of the KNOVA board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids and services.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the KNOVA board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternative, equally effective means of communication will be used.

Audience

During an open session of a KNOVA board meeting, members of the public are specifically invited to present concerns during the designated portion of the agenda. At the discretion of the chair, further public participation may be allowed.

Request for an Item on the Agenda

A member of the public may request the administrator place an item of concern on the agenda of a regular KNOVA board meeting. This request should be made in writing and presented to the administrator for consideration at least ten working days prior to the scheduled meeting.

Procedures for Public Participation in Meetings

The KNOVA board will establish procedures for public participation in open meetings. The purpose of these procedures will be to inform the public how to effectively participate in Board meetings for the best interests of the individual, the school and the patrons. The information will be easily accessible and available to all patrons attending a KNOVA board meeting.

Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the chair.

A visitor speaking during the meeting may introduce a topic not on the published agenda. The KNOVA board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administrator for action or study.

Any person who is invited by the Board chair to speak to the Board during a meeting should state his or her name and address and, if speaking for an organization, the name and identity of the organization. A spokesperson should be designated to represent a group with a common purpose.

Statements by members of the public should be brief and concise. The Board chair may use discretion to establish a time limit on discussion or oral presentation by visitors.
Questions asked by the public, when possible, will be answered immediately by the Board chair or referred to staff members for reply. Questions requiring investigation may, at the discretion of the Board chair, be referred to the administrator for response at a later time.

At the discretion of KNOVA board chair, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the KNOVA board secretary with a completed registration card and a written copy of proposed testimony prior to the Board meeting in order to allow the chair to provide adequate time for each agenda item.

The Board chair should be alert to see that all visitors have been acknowledged and thanked for their presence and especially for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

**Petitions**

Petitions may be accepted at any KNOVA board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the administration for consideration and recommendation.

**Criticisms of Staff Members**

Speakers may offer objective criticism of public charter school operations and programs, but the Board will not hear complaints concerning individual school personnel. The Board chair will direct the visitor to the appropriate means for public charter school board consideration and disposition of legitimate complaints involving individuals.

END OF POLICY  (Adopted: 12-12-2017)

Legal Reference(s):

ORS 165.535      ORS 165.540      ORS 192.610 to-192.690      ORS 338.115(2)


Adoption and Revision of Policies: Policy BFC

Board policies will be subject to alteration, addition or deletion upon majority vote of the Board at any regular or special meeting in which all members have been notified in writing of the proposed alteration, addition or deletion at least 24 hours in advance. In most cases, a first reading of the policy will be scheduled on a regular meeting agenda prior to its adoption at a subsequent regular or special meeting.

A proposed change in policy will not be made at the meeting in which the change is proposed unless by majority vote of the Board.

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as official Board policy.

When additions, deletions or amendments are made to Board policy, the addition, deletion or amendment will carry the adoption date and the corrected copy will be published at the earliest opportunity.

The operation of any single policy, section or sections of policies not established by law or specifically listed in the current collective bargaining agreement may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

The policy manual will be regularly reviewed to keep it current.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):
ORS 338.115(2)
Administrative Regulations (AR): Policy BFCA

Administrative regulations are detailed directions governing the operation of KNOVA Learning.

The administrator is authorized to formulate such administrative regulations appropriate for the implementation of policies adopted by the Board and necessary for the consistent operation of KNOVA.

When approved by the administrator, administrative regulations shall be distributed to the Board and the staff as appropriate placed in notebooks and made available to the Board, staff and the public.

The Board may review any administrative regulation and may direct its revision if, in the Board’s judgment, such administrative regulation is not consistent with adopted board policies.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):
ORS 338.115(2)
Board Member Compensation and Expense Reimbursement: Policy BHD

No Board member will receive any compensation for services other than reimbursement for approved expenses actually incurred on KNOVA 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 school events and other activities when their attendance is consistent with board responsibilities and school operations. KNOVA will establish accounting procedures consistent with this policy.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):
ORS 244.020 ORS 244.040 ORS 332.018(3) ORS 338.115(2)
OR. GOVT STANDARDS AND PRACTICES COMM’N, STAFF OPINION 02S-015 (May 20, 2002).
OR. GOVT STANDARDS AND PRACTICES COMM’N, STAFF OPINION 03S-015 (Sept. 11, 2003).
Board Member Liability Insurance: Policy BHE:

KNOVA Learning will purchase liability insurance and errors-and-omissions insurance to protect its school board members individually and collectively from claims made against them as a result of official Board actions taken in the course of official duties.

END OF POLICY  (Adopted: 12-12-2017)

Legal Reference(s):
ORS 30.260 to -30.300
ORS 338.115(2)
Executive Director: Policy CB

The Executive Director is designated as KNOVA’s chief executive officer. Additionally, the Executive Director is a non-voting member of the board. Under the Board’s direction, the Executive Director exercises general supervision of the KNOVA operations, personnel and departments. The Executive Director is responsible for managing KNOVA under the Board’s policies and is accountable to the Board for that management.

The Executive Director may delegate to other KNOVA personnel any powers and duties imposed upon him/her by Board policies or by vote of the Board. Delegation of power or duty will not relieve the Executive Director of responsibility for action taken under such delegation.

The Executive Director will be evaluated by the board annually in July with mid-year progress review in January. Evaluations will be tied to the organizational goals as well as specific priorities as identified by the board.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):
ORS 338.115(2)
Recruitment and Appointment of the Executive Director: Policy CBB

The Board considers foremost among its responsibilities, the selection and appointment of an Executive Director who can effectively translate into action, the Board’s policies and the community’s aspirations for KNOVA.

To provide the most capable leadership available for the KNOVA, the Board may engage in a search for applicants for the position of Executive Director whenever a vacancy in that position occurs.

The Board shall develop and adopt the standards (e.g., candidate qualities and work experience), criteria (e.g., application, screening and hiring process) and policy directives (e.g., promote from within, state and/or national search) to be used in hiring the Executive Director at a meeting open to the public and at which the public has had an opportunity to comment.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may hire consultants to assist in screening candidates to encourage the filing of applications by professionals who meet the qualifications. Final selection will rest with the Board after a thorough consideration of qualified applicants.

The Board will appoint the by a majority vote of the Board members at a meeting for which notice has been given of the intended action.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):
ORS 338.115(2)
Handbooks: Policy CHCA

In order that pertinent Board policies, administrative regulations, school rules and procedures may be known by all staff members, patrons, students and parents affected; the Executive Director is granted authority to issue staff and student/parent handbooks.

The contents of all handbooks must conform with KNOVA’s charter agreement, board policies and administrative regulations. The publication shall bear the name “KNOVA” and be of a quality that reflects favorably on the school. The Board expects all handbooks to be approved by the administrator before publication.

All handbooks published are to be made available to the Board for informational purposes.

END OF POLICY  (Adopted: 12-12-2017)

Legal Reference(s):
ORS 338.115(2)
Licensed Evaluation – Administrators: Policy CCG

The KNOVA Principal will be evaluated annually by the Executive Director. The KNOVA Principal will evaluate TOSA, Vice Principals, and/or members of the leadership team annually.

The purpose of administrator evaluations is to assist an administrator with developing and strengthening their professional abilities and to improve the instructional program and to improve the management of the KNOVA school system, and for supervisors to make recommendations regarding their employment and/or salary status.

An administrator’s evaluation shall be customized and based on collaborative efforts and include the educational leadership administrator standards adopted by the State Board of Education.

The adopted standards include:

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership; and
6. Socio-political context.

An evaluation must attempt to:

7. Strengthen the knowledge, skills, disposition and administrative practices of the administrators;
8. Refine the support, assistance and professional growth opportunities offered to the administrator, based on the individual needs of the administrator and the needs of KNOVA Learning;
9. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator;
10. Establish a formative growth process for each administrator that supports professional learning and collaboration with other school leaders; and
11. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator.

The administrative evaluation system will also include provisions for initiating dismissal, contract nonextension procedures if the need for such procedures is indicated.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):
ORS 192.660(2), (8)
ORS 338.115(2)
ORS 342.815 to 342.934
Administrative Standards: Administrative Rule CCG-AR

The administrative standards must:

1. Consider multiple measures of administrative effectiveness that encompass a range of appropriate administrative behaviors. These measures use multiple evaluation methods that utilize multiple measures to evaluate administrator performance which may include, but is not limited to:
   a. Student performance;
   b. Student assessment;
   c. Classroom-based assessments, including observations, lesson plans and assignments;
   d. Portfolios of evidence;
   e. Supervisor reports; and
   f. Self-reflections and assessments.

2. Consider evidence of student academic growth and learning based on multiple measures of student progress, including performance data of students and KNOVA Learning;

3. Be research based;

4. Be separately developed for each administrator; and

5. Be customized to KNOVA, which may include individualized weighting and application of administrative standards.

Local evaluation and support systems established by KNOVA for administrators must be:

6. Designed with four performance level ratings of effectiveness as defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems;

7. Based on significant consideration of student learning which may include but is not limited to:
   a. Schoolwide academic growth, as determined by the statewide assessment system implemented by the Oregon Department of Education under Oregon Revised Statute (ORS) 329.485; and
   b. Formative and summative assessments.

8. On a regular cycle.

The Executive Director and Principal shall regularly report to the Board on implementation of the evaluation and support systems and educator effectiveness.

END OF ADMINISTRATIVE RULE (Adopted: 12-12-2017)
KNOVA Budget: Policy DB

The KNOVA budget will serve as the financial plan of operation for the school and will include estimates of expenditures for a given period and purpose and the proposed means of financing the estimated expenditures. KNOVA may provide that the budget and budget documents are prepared on an annual or biennial basis.

The KNOVA budget will be prepared in full compliance with Generally Accepted Accounting Principles. The Executive Director will be designated as budget officer and will prepare the budget document.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):
ORS 338.115(2)
OR. DEPT OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL (2006)
Funding Proposals and Applications: Policy DD

The KNOVA may pursue federal, state or private grants or other such funds that will assist the school in meeting adopted Board and goals.

Proposals for external funds will be submitted to the Board for evaluation and approval.

External grant funds shall be used to supplement not supplant the schools budget.

In the event an opportunity arises to submit a grant proposal and there is insufficient time to place it before the Board, the Executive Director is authorized to use his or her judgment in approving it for submission. The administration will review the proposal with the Board at its next regular meeting. The Board reserves the right to reject funds associated with any grant which has been approved.

The Board shall, before an acceptance of such funds, consider KNOVA’s obligations, expectations or encumbrances when the grant ceases.

END OF POLICY  (Adopted: 12-12-2017)

Legal Reference(s):
ORS 294.100
ORS 294.305 - 294.565
ORS 338.115(2)
Revenues from Private, State and Federal Sources: Policy DE

The Board may authorize, accept and use private, state or federal funds available to KNOVA to carry out school educational programs. KNOVA will comply with all regulations and procedures required for receiving and using such funds.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):

ORS 305 - 294.565
ORS 338.115(2)
Investment of Funds: Policy DFA

KNOVA Learning board may authorize the investment or reinvestment of funds which are not immediately needed for operation of the school. Such investments will comply with state law and Oregon Administrative Rules.

KNOVA’S Executive Director will develop criteria for the appropriate investments of KNOVA funds. A progress report of investments will be made to board on a regular basis.

END OF POLICY  (Adopted: 12-12-2017)

Legal Reference(s):

ORS 294.033
ORS 294.035
ORS 294.135(1)(a)
ORS 294.155
ORS 338.115
Authorized Signatures: Policy DGA

The Board will, at its annual organizational meeting following July 1, or at other times deemed necessary by the Board, authorize the Executive Director or designee to sign KNOVA checks. The Board may authorize the use of facsimile signatures by those persons authorized to sign KNOVA checks.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):
ORS 294.120
ORS 328.441
ORS 328.445
ORS 338.115(2)
Bonded Employees and Officers: Policy DH

All KNOVA employees responsible for funds, fees, cash collections or inventory control will be bonded to protect the school against loss in an amount determined by the Board and upon recommendation of KNOVA’s agent-of-record. In compliance with Oregon statutes and administrative rules, the administrator, custodian of funds and other individuals as deemed necessary by the Board, will have fidelity bond coverage or equivalent crime coverage. KNOVA will pay the cost of such coverage.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):
ORS 328.441
ORS 332.525
ORS 338.115(2)(13)
Financial Reports and Statements: Policy DIC

The Board will receive and accept monthly financial reports that include estimates of expenditures for the general fund in comparison to budget appropriations, actual receipts in comparison to budget estimates and KNOVA’s overall cash condition. Supplementary reports on other funds or accounts will be furnished upon request of the Board or Executive Director.

The Board may receive a pre-audit report from the KNOVA Business Manager recapping the year-end closure of financial statements prior to the annual audit.

Appropriate staff will be available at any Board meeting, upon the Board’s request, to respond to questions and to present current financial information. The administrator will notify the Board at any time of substantial deviations in the anticipated revenues and/or expenditures.

END OF POLICY (Adopted: 12-12-2017)

Legal Reference(s):
ORS 294.155  ORS 294.311  ORS Chapter 297  ORS 328.465  ORS 338.095(2)
OAR 162-010-0000 to -0330  OAR 162-040-0000 to -0160  OAR 581-023-0037
Property Inventories: Policy DID

KNOVA will maintain a complete property inventory which lists equipment and supplies with a value greater than [$200]. This inventory will be updated as necessary. The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

To update these records, KNOVA will keep current records of equipment disposed of and purchased.

END OF POLICY (Adopted 02/13/2018)

Legal Reference(s):

ORS 332.155
ORS 338.115(2)(8)
OR. DEPT OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.
Audits: Policy DIE

An audit of all KNOVA accounts will be made annually by an accountant selected by the Board from the roster of authorized municipal accountants maintained by the Oregon Board of Accountancy. The audit examination will be conducted in accordance with minimum auditing standards established by the Secretary of State.

Every year the Board will review the contract with the audit firm, and if necessary, solicit request for proposals from qualified municipal auditors.

A copy of the audit report will be presented to the Board. The administrator will submit a copy of the audit report to the school’s sponsor and the Oregon Department of Education.

END OF POLICY (Adopted 02/13/2018)

Legal Reference(s):

ORS 294.155
ORS Chapter 297
ORS 327.137
ORS 328.465
ORS 338.095(2)

OAR 581-023-0037
OAR 581-026-0210
KNOVA Purchasing: Policy DJ

The function KNOVA purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The Business Manager is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering KNOVA’s purchasing program.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget or by Board action and/or Board policy.

The Executive Director or designee is authorized to enter into and approve payment on contracts obligating KNOVA public funds not to exceed $10,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations.

The Business Manager will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the Business Manager will direct payment of the just claims KNOVA. The Business Manager is responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of KNOVA shall use or attempt to use his or her official position to obtain financial gain or for avoidance of financial detriment for himself or herself, a relative or for any business with which the Board member or a relative is associated.

Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to KNOVA by any Board member, officer or employee of KNOVA is prohibited.

END OF POLICY (Adopted: 2/13/2018)

Legal Reference(s):

ORS 244.040
ORS Chapters 279, 279A, 279B, 279C
ORS 294.311
ORS 328.441 to -328.470
ORS 338.115(2)
OAR 125-025-0040
Expenditure of KNOVA Funds for Meals, Refreshments and Gifts: Administrative Rule DJ-AR

KNOVA recognizes there may be occasions when it is appropriate for Board members, administrators and others to expend school funds in the course of conducting school business to provide meals or refreshments (bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved, in certain situations. Such occasions may include, but are not limited to, various school meetings, gatherings to celebrate KNOVA successes or recognize individual achievements, contributions or outstanding service to the school and other school-sponsored activities. Such expenditures may be made with prior approval from the Executive Director, subject to the provisions of this administrative regulation.

The use of KNOVA funds, as used in this regulation, means the use of money in any of the general accounts of the school. Exceptions are funds collected from staff members or others for the specific purpose of providing gifts or parties. It is also recognized that the school may have established a “social fund” or “sunshine fund” to which each staff member may voluntarily contribute. Such funds are generally used for birthday recognition, bereavement and illness acknowledgment activities, etc. These funds are also exempt from the following requirements.

Meals and Refreshments

KNOVA funds may be used to pay for individual or group meals only if official school business is being conducted during the time in which the meal is provided and only if the meal provides a particularly practical time or setting for the discussion, consistent with Board policy and the following:

1. Meals may be provided by the school to recognize the contributions of staff, through retirement dinners or other recognition events;
2. Meals may be provided by the school as a part of Board or administrative work sessions, at public charter school committee meetings or other public charter school-approved activities.

Meals not directly business related may be provided to staff or others at the individual’s expense only.

Board members and administrative staff may use public charter school funds to provide refreshments for staff, parents or others at meetings, in-service programs or other similar public charter school-sponsored activities, not to exceed [$15] per participant and subject to the following additional requirements:

1. The purchase of alcoholic beverages with public charter school funds is strictly prohibited;
2. The use of public charter school monies for parties is prohibited.

Gifts

There are numerous occasions that may arise whereby Board members, administrators or other school staff may feel the need to recognize employees (i.e., Administrative Professional’s Day, employees’ week, birthday, etc. A Board member, administrator or other school employee may provide such recognition only at his or her expense, unless as otherwise permitted below:

1. The school may provide a small token of appreciation for a Board member’s or employee’s retirement and years of service and other related activities utilizing public charter school funds, as approved in advance.
2. Administrators may use school funds to provide an appropriate token of appreciation on behalf of the Board. The value of this item may not exceed $50 per person;
3. No other expenditure of public charter school monies for gifts is permitted without prior authorization from the Executive Director.

END OF ADMINISTRATIVE RULE: (Adopted 02/13/2018)
Petty Cash Accounts: Policy DJB

Petty cash funds will be established annually in the amount of $500. Such funds will be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Allowances, responsibility, security and accounting of petty cash funds will be in accordance with Board policy and requirements of law.

Requests to replenish petty cash funds must be made to the Business Manager and must be accompanied by a full and accurate accounting of all previously expended petty cash funds.

END OF POLICY (Adopted 02/13/2018)

Legal Reference(s):
ORS 294.311
ORS 338.115(2)
Expense Reimbursements: Policy DLC

KNOVA will reimburse employees for authorized expenses incurred for professional growth and/or job requirements in accordance with administrative regulations developed by the administrator and consistent with Internal Revenue Service requirements.

END OF POLICY  (Adopted 02/13/2018)

Legal Reference(s):
ORS 294.155
ORS 338.115(2)
OAR 581-022-1660
Staff Expense Reimbursement: Administrative Rule DLC-AR

Expense reimbursement for staff traveling on approved KNOVA business will be governed by the following procedures. Travel expenses include travel fares, meals and lodging and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for public charter school business purposes and directly attributable to it will be reimbursed. As used in this regulation an “ordinary” expense means one that is common and accepted in the profession; a “necessary” expense means one that is essential and appropriate in order to conduct public charter school business.

Reimbursement procedures established by KNOVA will also apply to Board members traveling on Board-approved public charter school business, as applicable.

Out-of-state travel requires prior approval from the Executive Director

Insurance Coverage

1. Insurance costs are included as part of the mileage reimbursement for employees authorized to use a private vehicle to conduct public charter school business. It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance.

2. The responsibility of KNOVA for damages resulting from vehicle accidents is not the same as set forth in KNOVA’s general liability insurance policy. The employee’s insurance coverage provides primary coverage when the employee is driving his or her own vehicle on approved public charter school business.

3. All KNOVA employees operating private vehicles on approved school business are required to complete and maintain on file with KNOVA verification of vehicle liability insurance that meets or exceeds Oregon statutory minimum limits. This verification is required annually prior to any public charter school approval to conduct public charter school business in a private vehicle. Employees are required to update their verification of vehicle liability information maintained on file with KNOVA upon any change in the employee’s vehicle insurance coverage.

Meals and Meetings

4. Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for public charter school business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by KNOVA. See Expense Reimbursement Request and Accounting Procedures below.

5. Expenses in excess of KNOVA’s established limit are ordinarily the responsibility of the employee and may be reimbursed only with administrator approval. Receipts for all meal expenses must be secured and attached to the claim.

Travel Advances

1. A travel advance may be requested when the estimated cost for meals, lodging, etc., exceeds $50. The travel advance may be requested by completing the form provided by KNOVA.

2. The cost of commercial travel tickets will not be included in a cash advance request.

3. In the event of loss, the employee is personally responsible for cash advances issued and for any third party use of a school-provided credit card.

4. At least 15 working days are required for processing an advance check after the approved request is received by the Business Manager.
5. Only one cash advance may be outstanding to any employee at any time.

**Reservations, Commercial Carrier and Lodging**

1. Travel must be conducted in the most expeditious and cost-effective manner, as determined by KNOVA.

2. Each employee is responsible for making his/her own reservations by obtaining a purchase order number from the Business Manager and furnishing that number to the local travel agency or commercial carrier.

3. Individuals traveling on approved school business by a carrier offering travel credits (i.e., frequent flyer mileage, etc.) are required to account for credits received and may use the credits for future approved school travel purposes only. KNOVA prohibits the accrual of travel credits for individuals traveling on approved public charter school business.

**Vehicle Rentals**

1. Rental vehicles may be used only when use will affect a savings or otherwise be more advantageous to KNOVA or when the use of other transportation is not feasible.

2. Rental of a compact vehicle is recommended when suitable for approved school business because of the lower initial rate and the guaranteed rate. Certain rental agencies guarantee the compact rate in all owned stations and in most licensee stations, which means that if a reservation for a compact vehicle is accepted and one is not available, a standard-sized vehicle will be substituted at the compact rate.

3. Rental vehicles will be used only for official travel or in lieu of taxi for necessary travel. Any additional costs incurred for other usage will be the personal responsibility of the traveler.

4. Employees will be informed if KNOVA carries the rental car endorsement as part of its insurance coverage. In the event KNOVA does not carry the rental car endorsement the employee will be authorized to purchase insurance coverage from the rental agency.

**Cancelled Trips**

1. If an employee cannot leave at the scheduled time, it is his or her responsibility to call the travel agency or carrier and arrange to have the tickets cancelled or exchanged.

2. Commercial carrier reservation cancellations must be made at least 24 hours before departure time, whenever possible.

3. Lodging reservations must be cancelled by the employee as soon as possible to avoid a cancellation charge.

4. If a trip is cancelled after an advance and/or tickets have been issued, the advance and tickets must be returned to the Business Manager immediately.

**Personal Travel Combined with KNOVA Business Travel**

5. If an individual traveling on approved KNOVA business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of school business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.

6. When personal travel is combined with approved school business travel and the individual is traveling by less than the most expeditious and cost-effective manner, any additional costs must be paid by the traveler.
7. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.

8. Vacation or other personal leave may be taken in conjunction with approved school travel subject to the following:
   a. Time delays related to approved school business are charged as working time even if no work is performed;
   b. If the employee travels by less than the most cost-effective manner, as determined by KNOVA, for approved school business or for personal travel combined with travel for school business purposes, he or she must pay the additional cost (e.g., increased fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;
   c. All subsistence and local transportation (i.e., taxi, vehicle fare, etc.) while on vacation status or other appropriate leave must be paid by the employee;
   d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved school business, even though he or she spends a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved public business;
   e. A traveler who decides on his or her own to conduct school business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have KNOVA pay his or her basic transportation cost from KNOVA to the location visited, or submit a request for other expense reimbursement.

Expense Reimbursement Request and Accounting Procedures

4. Reimbursement requests detailing actual expenditures must be submitted on KNOVA’s travel expense form and approved by the Executive Director in writing. Receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference and workshop fees. All requests must be submitted to KNOVA office within 10 working days of the conclusion of the trip.
   a) If the completed travel expense report totals less than the travel advance, the difference must be returned within 10 working days to the Business Manager with the report.
   b) Reimbursement for expenditures in excess of a travel advance, or where no travel advance has been requested, will be made within 30 working days after the approved travel expense report is received by the Business Manager.

5. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes:
   a) The names of guests;
   b) The organizations involved;
   c) A full explanation of KNOVA business purpose of the meeting.

6. In the event a vehicle was rented, a copy of the rental agreement must be attached to the travel expense report. The rental charge should be paid from the amount advanced, as applicable. Purchase of gas and oil which have been deducted from the rental charge by the rental agency must be included.

7. Any claim for mileage reimbursement only may be submitted at the end of each month in which reimbursement is to be claimed. A claim must be submitted no later than [90] calendar days of incurring the expense. Reimbursement claims later than [90] calendar days of the expense will be denied.

8. Mileage for approved school business travel in a private vehicle will be reimbursed at the current rate per mile established by KNOVA, collective bargaining agreement or Internal Revenue Service (IRS), as applicable. Reimbursement that exceeds the IRS rate will be included as income to the employee in accordance with IRS regulations.

9. Meal expenses for approved school business travel purposes, may be reportable as income to the employee in accordance with IRS regulations. Generally, meal expenses incurred for approved school business
purposes in which school business is conducted with at least one or more other persons, or that is incurred on approved school business for a trip that is overnight, or long enough that the individual needs to stop for sleep or rest to properly perform his/her duties, as defined by the IRS, will not be reportable as income to the employee.

10. In the event the total of the amount charged to, and/or received from KNOVA by the employee as advances, reimbursement or otherwise, exceeds the ordinary and necessary business expenses, the excess must be reported as income in accordance with IRS requirements.

Reimbursable Expense Limitations

1. Meal expenses may be reimbursed subject to the following limitations:
   Allowance:
   - Breakfast $7
   - Lunch $12
   - Dinner $18

2. Gratuities must not exceed 15 percent and must be included as a part of the receipt. Gratuities in excess of 15 percent are the responsibility of the employee and will not be reimbursed by KNOVA.

3. Other expenses such as toll charges, parking fees, valet services, cleaning, pressing and laundry may be reimbursed if length of a trip or circumstances demand.

4. Mileage reimbursement for actual miles traveled on school business, may be approved subject to the following limitations:
   a. Mileage reimbursement will not be granted to an employee, other than a school-approved tutor, for traveling from his or her residence to the place where work begins for the day or for returning home from the last place worked during the day;
   b. Reimbursement will be made only for those miles actually traveled in the course of completing school business. When chauffeured, mileage for two round trips and short-term parking will be reimbursed if not greater than the cost of one round trip plus economy parking;
   c. Group travel may be requested on one travel request form for a group traveling together as long as advance and reimbursement is payable to one person who has complete responsibility for reporting expenses;
   d. In the event a private vehicle is approved for use from home, to or from airport or railroad station, mileage for one round trip and economy parking will be reimbursed. Parking receipts are required;
   e. Individuals requesting reimbursement for use of a private vehicle on approved district business must meet insurance requirements. See Insurance Coverage above.

5. Lodging will be reimbursed at reasonable commercial rates.

6. Local taxi, shuttle, bus fares and vehicle rentals may be reimbursed, subject to KNOVA’s requirement that travel selected is by the most expeditious, cost-effective manner, as determined by KNOVA.

END OF ADMINISTRATIVE RULE (Adopted 02/13/2018)
## Travel and Expense Reimbursement Report

Name of Claimant: ________________________________

Address/City/Zip Code: ________________________________

Period Covered:
From: _______ To: _______ Date Submitted: _______ Fund: _______

<table>
<thead>
<tr>
<th>Date</th>
<th>Destination</th>
<th>From</th>
<th>To</th>
<th>Mileage</th>
<th>Auto Expense @ $0.575 per mile</th>
<th>Lodging</th>
<th>Meals</th>
<th>Other/ Miscellaneous Expenses</th>
<th>Total Expenses</th>
<th>Purpose of Expenditure and/or Topic of Meeting (If paid for additional persons, list other than self)</th>
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Expenditures

I certify that the above claim accurately reflects actual expenses incurred by me in authorized public charter school travel.

Advance Funds Used

Supervisor Approval: ________________  Owed Claimant or Due to Public Charter School: ________________

All receipts must be attached, substantiating request for reimbursement. Form must be completed totally. If not preprinted on receipt, write names of the restaurant on meal receipts and itemize meals. If more than [$7.00] for breakfast, [$12.00] for lunch and [$18.00] for dinner is expended, please attach an explanation and rationalization. If you paid for persons other than yourself, please list individuals’ names and positions (attach additional page, if necessary).
Disposal of KNOVA Property: Policy DN

The Board may, at any time, declare KNOVA property as surplus and authorize its disposal when such property is no longer useful to the school, unsuitable for use, too costly to repair or obsolete.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the school, the Board may dispose of them in another manner.

If the charter is terminated or a school is dissolved, the assets of KNOVA that were purchased with public funds shall be given to the State Board of Education.

If the school property was purchased with state, federal or private grant funds disposal of the property shall be made as outlined in the grant or by state or federal regulations.

END OF POLICY (Adopted 02/13/2018)

Legal Reference(s):

ORS 279B.055
ORS Chapters 279A, 279B and 279C
ORS 332.155
ORS 338.105(8)
ORS 338.115(2)
First Aid: Policy EBBA

In cases of sudden illness or injury to a student or staff member, first aid will be given by school staff. Further medical attention to students is the parents’ responsibility, or of someone the parents designate in case of an emergency.

The School receptionists are is charged with providing for the immediate care of ill or injured persons within his/her area of responsibility.

Staff members shall report self-administered first-aid treatment to an immediate supervisor.

Procedures for handling health emergencies will be established and made known to the staff. The school and any school vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Designated employees in each building shall hold current first-aid cards. In compliance with Oregon Administrative Rules, the school shall have, at a minimum, at least one staff member with a current first-aid card for every 60 students enrolled or an emergency response team per building. Such team shall consist of no less than six persons who hold current first-aid and CPR cards and who are trained annually in KNOVA and building emergency plans. Names of the designated employees will be posted.

END OF POLICY (Adopted 02/13/2018)

Legal Reference(s):

ORS 30.800
ORS 338.115(w)
OAR 437-002-0120 to -0139
OAR 437-002-0161
OAR 437-002-0360
OAR 437-002-0377
OAR 581-022-0705
OAR 581-022-1420
OAR 581-022-1440
OAR 581-053-0003(37)
OAR 581-053-0220(3)(B)(ii)
OAR 581-053-0320(5)(b)
OAR 581-053-0420(2)(f)(B)
Integrated Pest Management: Policy EBB

To ensure the health and safety concerns of student, staff and community members, KNOVA Learning shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
   a. Protect the health and safety of students and staff;
   b. Protect the integrity of KNOVA buildings and grounds;
   c. Maintain a productive learning environment; and
   d. Protect local ecosystem health.

2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;

3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;

4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;

5. Evaluates the need for pest control by identifying acceptable pest population density levels;

6. Monitors and evaluates the effectiveness of pest control measures;

7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;

8. Excludes the application of pesticides for purely aesthetic purposes;

9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;

10. Gives preference to the use of nonchemical pest control measures;

11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and

12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The KNOVA board designates the School Custodian as the Integrated Pest Management Plan Coordinator and give them the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator[s] shall:

13. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;

14. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;

15. Oversee pest prevention efforts;

16. Ensure identification and evaluation of pest situation;

17. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;

18. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;

19. Evaluate pest management results; and

20. Keep for at least four years following the application date, records of applied pesticides that include:
a. A copy of the label;
b. A copy of the Safety Data Sheet (SDS);
c. The brand name and USEPA registration number of the product;
d. The approximate amount and concentration of pesticide applied;
e. The location of where the pesticide was applied;
f. The type of application and whether the application was effective;
g. The name(s) of the person(s) applying the pesticide;
h. The pesticide applicator’s license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
i. The dates and times for the placement and removal of warning signs; and
j. Copies of all required notices given, including the dates the IPM Coordinator[s] gave the notices.

21. Respond to inquiries about the IPM plan and refer complainants to board policy KL - Public Complaints;

22. Conduct outreach to KNOVA Learning staff about KNOVA Learning’s IPM plan.

END OF POLICY  (Adopted 02/13/2018)

Legal Reference(s):
ORS 634.116
ORS 634.700 to-750
Injury/Illness Reports: Policy EBBB

All injuries/illnesses, sustained by the employee while in the actual performance of the duty of the employee, occurring on KNOVA Learning premises, in KNOVA vehicles, at KNOVA-sponsored activity or involving staff members who may be elsewhere on KNOVA business will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the safety officer shall inform the Oregon Occupational Safety and Health Division (OR-OSHA). A report will be made within 24 hours after notification to the school of an illness or injury. Fatalities or catastrophes shall be reported within eight hours.

ALL injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

Monthly records will be maintained. An analysis of the data and trends will be made at least annually.

The board will receive reports on serious injuries/illnesses, including accidents involving KNOVA property or employees, students or visiting publics, and periodic statistical reports on the number and types of injuries/illnesses occurring in the district, as well as on the measures being taken to prevent such injuries/illnesses in the future.

END OF POLICY (Adopted 02/13/2018)

Legal Reference(s):

Emergency Drills and Instruction: Policy EBCB

The Principal will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes.

The school is required to instruct and drill students on emergency procedures so that students can respond to emergencies without confusion and panic. The emergency procedures shall include instruction and drills on fires and earthquakes. Instruction and drills on fires, earthquakes, and safety threats for students, shall be conducted for at least 30 minutes each school month.

**Fire Emergencies**

KNOVA will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

**Earthquake Emergencies**

At least two drills on earthquakes shall be conducted each year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the school may include additional response procedures for earthquake emergencies.

**Safety Threats**

At least two drills on safety threats shall be conducted each year.

Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to student safety.

The Board may use Oregon Revised Statute (ORS 192.660(2)(k)) to conduct an executive session to consider matters relating to school safety or a plan that responds to safety threats made toward the school.

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the school with the instruction and the conducting of drills for students in these emergency procedures.

**END OF POLICY** (Adopted 02/13/2018)

Legal Reference(s):
ORS 192.660(2)(k)  ORS 336.071  ORS 338.115(j)  ORS 476.030(1)
OAR 581-022-1420
OREGON STATE FIRE MARSHAL, OREGON FIRE CODE (2014).
Emergency Closures: Policy EBCD

In case of hazardous or emergency conditions, the administrator may alter public charter school schedules as are appropriate to the particular condition. Such alterations include closure of school, delayed opening of school and early dismissal of students.

KNOVA will follow the Emergency School Closure and Delayed Opening decisions of the Reynolds School District. Parents, staff and community members will be informed of closures and delays by local TV and Radio stations.

At the beginning of each school year students, parents and staff will be informed of the procedures used to notify them in case of an emergency closure.

END OF POLICY (Adopted 02/13/2018)

Legal Reference(s):
ORS 338.115(t)
OAR 437-002-0360
OAR 437-002-0377
OAR 581-022-1420
OAR 581-022-1620
OAR 581-053-0004

Authorized Use of KNOVA Equipment and Materials: Policy EDK/KGF

KNOVA materials and equipment will be used only for school purposes by school personnel on school properties.

Exceptions to this policy must be approved by the Executive Director and authorized use shall be consistent with ORS Chapter 244.

END OF POLICY (Adopted 04-10-2018)

Legal Reference(s):
ORS Chapter 244
ORS 338.115(2)
OAR 584-020-0040
Student Transportation in Private Vehicle: Policy EEAE

KNOVA does not provide transportation to and from school. Transportation of students to and from school is the responsibility of individual parents/families.

Parents, employees and other designated adults may be permitted to use private vehicles to transport public charter school students other than their own on field trips or other charter school activities if the following conditions have been met prior to the activity:

1. KNOVA has approved the activity;

2. A permission slip signed by the student's parent(s) has been received by the Principal, granting permission for the student to participate in a field trip or activity and to ride in a privately-owned vehicle;

3. The parents, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the school;

4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he or she is four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. Training in the proper installation and use of child safety system may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

The Executive Director will develop procedures to implement this policy.

END OF POLICY (Adopted Adopted 04-10-2018)

Legal Reference(s):
ORS 338.115(2)
ORS 801.455
ORS 811.210
ORS 815.055
ORS 815.080
OAR 735-102-0010
Use of Private Vehicles for Public Charter School Business: Policy EEBB

The Executive Director will develop regulations for staff use of private vehicles that will safeguard KNOVA, its employees and students in matters of safety, insurance and liability.

No staff member will use a private vehicle for school business, including the transportation of students, without approval in accordance with established school procedures. 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 school business will be reimbursed for mileage according to the prevailing rate established by the U.S. Internal Revenue Service.

At least two staff members must accompany a student being transported in a private vehicle.

END OF POLICY (Adopted 04-10-2018)

Legal Reference(s):
ORS 30.260 - 30.265 ORS 338.115(2) ORS 801.455 ORS 811.210 ORS 815.055 ORS 815.080
OAR 735-102-0010
Job Descriptions: Policy GAB

Job descriptions serve:

1. To describe all essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation;

2. To describe attendance standards;

3. To help applicants determine the qualifications needed to fill a position;

4. To help the public school administration determine which candidates to recommend for appointment; and

5. To assist the administration in the evaluation of the employee’s performance of position responsibilities.

“Essential functions” as used in this policy means the fundamental job duties of the employment position. A job function may be considered essential for any of several reasons, including, but not limited to, the following:

1. The function may be essential because the reason the position exists is to perform the function;

2. The function may be essential because of the limited number of employees available among whom the performance of the job function can be distributed; and/or

3. The function may be highly specialized so that the individual is hired for his or her expertise or ability to perform the particular function.

“Attendance standards” as used in this policy means the regular work hours of the position, including leave and vacation provisions available through policy and/or collective bargaining agreements and any special attendance needs of the position as determined by KNOVA.

Job descriptions will be developed under the supervision of the Executive Director for each position in the school. Each job description shall be dated. As job descriptions are reviewed and/or revised new dates will be affixed.

Job descriptions will be coded and retained in a document titled KNOVA Job Descriptions. The document will be available for inspection by any school employee or patron. Each employee shall receive a copy of his or her job description. Each employee shall affix his or her signature and date after having read the job description.

Job descriptions will be reviewed annually. Initial or revised job descriptions will be approved by the Executive Director and will be presented to the Board for a resolution rescinding those that have been replaced and accepting new ones.

END OF POLICY (Adopted 04-10-2018)

Legal Reference(s):

ORS 338.115 (2)
Veterans’ Preference: Administrative Rule GBA-AR

Oregon’s Veterans’ Preference Law requires the KNOVA to grant a preference to qualified and eligible veterans and disabled veterans at each stage in the hiring and promotion process. To be qualified for veterans’ preference, a veteran or disabled veteran must meet the minimum and any other special qualifications required for the position sought. To be eligible for veterans’ preference a veteran or disabled veteran must provide certification they are a veteran or disabled veteran as defined by Oregon law.

KNOVA is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. KNOVA is obligated to interview all minimally qualified veterans or disabled veterans and to hire or promote a qualified or eligible veteran or disabled veteran if he or she is equal to or better than the top candidate after the veterans’ preference has been applied.

A veteran may submit a written request to the school for an explanation of the reasons why they were not selected for the position. KNOVA shall provide the reasons for not selecting the candidate when requested.

Recruitment Procedures

All job postings or announcements will include a concise list of minimum and any special qualifications required for the position. Job postings will include a statement that KNOVA’s policy is to provide veterans and disabled veterans with preference as required by law and the job posting will require applicants to provide certification of eligibility for preference, in addition to other requested materials.

Filing a Complaint

A veteran or disabled veteran is encouraged to contact the [human resource office] if they have any concerns or questions concerning the application of or the process used for veterans’ preference.

A veteran or disabled veteran claiming to be aggrieved by a violation of Board policy GBA - Equal Employment Opportunity or this administrative regulation, may file a written complaint with the Civil Rights Division of the Bureau of Labor and Industries (BOLI) in accordance with Oregon Revised Statute (ORS) 659A.820.

END OF ADMINISTRATIVE RULE (Adopted 04-10-2018)
Staff Ethics: Policy GBC

I. Conflict of Interest
No KNOVA employee will use his or her school position to obtain personal financial benefit or avoidance of financial detriment or financial gain or avoidance of financial detriment for relatives, household members or for any business with which the employee, household member or relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the $50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the school employee.

KNOVA employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members. This means that:

1. Employees will not use their position to obtain financial gain or avoidance of financial detriment from students, parents or staff;
2. Any device, publication or any other item developed during the employee’s paid time shall be school property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
4. No school employee may serve as a Board or budget committee member for the sponsoring district.
5. An employee will not perform any duties related to an outside job during his or her regular working hours or during the additional time that he or she needs to fulfill the position’s responsibilities; nor will an employee use any school facilities, equipment or materials in performing outside work;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

If an employee has a potential or actual conflict of interest, the employee must notify his or her supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter giving rise to the conflict.

In order to avoid both potential and actual conflicts of interests, public charter school employees must abide by the following rules when an employee’s relative or member of the household is seeking and/or holds a position with KNOVA:

1. A KNOVA employee may not appoint, employ, promote, discharge, fire or demote or advocate for such an employment decision for a relative or a member of the household, unless he or she complies with the conflict of interest requirements of ORS Chapter 244. This rule does not apply to employment decisions regarding unpaid volunteer position, unless it is a Board-related position;
2. A KNOVA school employee may not participate as a public official in any interview, discussion or debate regarding the appointment, employment, promotion, discharge, firing or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation or perform other acts that are part of the normal job functions of the employee;
3. More than one member of an employee’s family may be hired as a regular KNOVA employee. In accordance with Oregon law, however, the school may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family.

In the conflict of interest context:

“Member of the household” means any person who resides with the employee.

“Relative” means: the spouse, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the
employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits to the employee, or who receives any benefit from the employee’s employment.

II. Gifts
KNOVA employees must comply with the following rules involving gifts:

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of $50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the school employee. All gift-related provisions apply to the employee, their relatives, and members of their household. The $50 gift limit applies separately to the employee and to the employee’s relatives or members of household, meaning that the employee and each member of their household and relative can accept up to $50 each from the same source/gift giver. “Gift” means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

“Relative” means: the spouse, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits to the employee, or who receives any benefit from the employee’s employment.

“Member of the household” means any person who resides with the employee.

Determining the Source of Gifts
Employees should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the employee’s personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of $50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of KNOVA employee. If the giver does not have a legislative or administrative interest, the ethics rules on gifts do not apply and the employee need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest
A “legislative or administrative interest” means an economic interest, distinct from that of the general public, in any action subject to the official decision of an employee.

A decision means an act that commits KNOVA to a particular course of action within the employee’s scope of authority and that is connected to the source of the gift’s economic interest. A decision is not a recommendation or work performed in an advisory capacity. If a supervisor delegates the decision to a subordinate but retains responsibility as the final decision maker, both the subordinate and supervisor’s actions would be considered a “decision.”

Determining the Value of Gifts
The fair market value of the merchandise, goods or services received will be used to determine benefit or value.

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the employee’s admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at $100 per person. If the cost of the meal was $25 and the amount donated to charity was $75, the benefit conferred on the
employee is $25. This example requires that the employee does not claim the charitable contribution on personal
tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the
employee’s meal or reception will use reasonable methods to determine the per person value or benefit conferred.
The following examples are deemed reasonable methods of calculating value or benefit conferred:

a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by
the number of persons whom the payor reasonably expects to attend the reception or dinner;
b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by
the number of persons who actually attend the reception or dinner; or
c. The source calculates the actual amount spent on the employee.

3. Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services
received.

4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted
without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale value
Employees may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such
items are deemed to have a resale value under $25 (even if the personalized item cost the source more than $50),
unless the personalized item is made from gold or some other valuable material that would have value over $25 as a
raw material.

Entertainment
Employees may not solicit or accept any gifts of entertainment over $50 in value from any single source in a calendar
year that has a legislative or administrative interest in any matter subject to the decision of the employee unless:

1. The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception).
   Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a
   conference); or

2. The employee is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when an employee appears at an entertainment event for a “ceremonial purpose” at the
invitation of the source of the entertainment who requests the presence of the employee at a special occasion
associated with the entertainment. Examples of an appearance by an employee at an entertainment event for a
ceremonial purpose include: throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for
an opening ceremony.

Exceptions
The following are exceptions to the ethics rules on gifts that apply to employees:

1. Gifts from “relatives” and “members of the household” to the employee are permitted in an unlimited amount; they
   are not considered gifts under the ethics rules;

2. Informational or program material, publications, or subscriptions related to the recipient’s performance of official
duties;

3. Food, lodging, and travel generally count toward the $50 aggregate amount per year from a single source with a
   legislative/administrative interest, with the following exceptions:

   a. Organized Planned Events. Employees are permitted to accept payment for travel conducted in the
      employee’s official capacity, for certain limited purposes:
(1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the $50 aggregate amount IF:

(a) The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent KNOVA; AND
   i) The giver is a unit of a:
      a) Federal, state, or local government;
      b) An Oregon or federally recognized Native American Tribe; OR
      c) Nonprofit corporation.

(b) The employee is representing the KNOVA:
   i) On an officially sanctioned trade-promotion or fact-finding mission; OR
   ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the administrator.

(2) The purpose of this exception is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

4. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the school.

   “Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;

5. Food or beverage consumed by employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i);

6. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement;

7. A gift received by the employee as part of the usual or customary practice of the employee’s private business, employment or position as a volunteer that bears no relationship to the employee’s school position;

8. Reasonable expenses paid to employee for accompanying students on an educational trip.

Honoraria

An employee may not solicit or receive, whether directly or indirectly, honoraria for the employee or any relative or member of the household of the employee if the honoraria are solicited or received in connection with the official duties of the employee.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token, or other item with a value of $50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation, or expertise of the employee.

END OF POLICY (Adopted: 04-10-2018)
Staff Religious Dress: Policy GBCA

All staff when on duty shall be allowed to wear religious attire, in accordance with the employee’s sincerely-held religious beliefs, while maintaining religious neutrality and refraining from endorsing religion in the educational environment.

KNOVA retains the authority to specify religious dress guidelines for staff that will prevent such matters from having an adverse impact on the educational process.

The Executive Director may develop guidelines to implement this policy.

END OF POLICY (Adopted 4-11-2018)

Legal Reference(s):
ORS 243.650(7)
ORS 327.109
ORS 338.115(2)
ORS 339.351
ORS 659.850
ORS 659A.030
Staff Religious Dress: Administrative Rule GBCA-AR

“Religious clothing” means religious dress worn in accordance with the employee’s sincerely-held beliefs, including but not limited to head coverings, jewelry, emblems and other types of religious dress.

In assessing whether the KNOVA may restrict or prohibit the wearing of religious clothing, KNOVA should consider whether:

1. The employee’s intent of wearing the religious clothing or by wearing the clothing is likely to be perceived by students, parents or employees to indoctrinate or proselytize students and/or create the impression that KNOVA endorses religion or the employee’s particular religious belief.

   a. Specific factors to be considered when assessing employee’s intent and reasonable perception should include but not be limited to:

      (1) The size and visibility of the religious clothing;
      (2) The inclusion of any writing or symbols on the religious clothing that communicates a direct message;
      (3) Any accompanying verbal statements or declarations of a religious nature that goes beyond a limited explanation of the religious significance or obligation associated with the wearing of the religious clothing;
      (4) The number of employees requesting or wearing the same or similar religious clothing in the school; and
      (5) The reasonableness of this perception should take into account the age, background and sophistication of the student, parent or employee in the school who regularly encounters the employee.

2. The wearing of religious clothing disrupts the educational process, harasses, intimidates, coerces or otherwise interferes with the rights of students, parents or another school employee.

END OF ADMINISTRATIVE RULE  (Adopted 04-10-2018)
Medical Examinations: Policy GBED

KNOVA may require medical examinations after an employment offer has been made to a job applicant and before the applicant begins his or her employment duties. Any such requirement will ensure that all entering employees in the same job category will complete a medical examination regardless of disability.

All offers of employment may be made contingent on medical examination results.

Medical examinations will be conducted by a health care professional selected by KNOVA. Public charter school-required medical examination expenses will be paid by KNOVA.

The successful applicant must be qualified and must be able to perform the essential functions of a position with or without reasonable accommodations. KNOVA may withdraw an offer of employment should the medical examination reveal that the individual does not satisfy certain employment criteria under the following conditions:

1. The exclusionary criteria are job related and consistent with business necessity;
2. There is no reasonable accommodation that will enable the individual with a disability to perform the essential functions of the job;
3. The medical condition poses a direct threat to the health or safety of others in the workplace and cannot be eliminated or reduced to an acceptable level by a reasonable modification of policies, practices, procedures or by the provision of auxiliary aids or services;
4. The requested or necessary accommodation would impose an undue hardship on KNOVA, unless funding is available through other sources. Individuals with a disability may be offered an opportunity of paying for a portion of the costs that constitutes an undue hardship or of personally providing the accommodation.

Information KNOVA receives regarding medical examinations will be collected and maintained on separate forms and in separate files apart from personnel files. All such records will be kept confidential, maintained for a minimum of one year and released only in accordance with provisions of the Americans with Disabilities Act or other applicable laws.

END OF POLICY  (Adopted: 04-10-2018)

Legal Reference(s):
ORS 338.115(2)
ORS 657.176
Staff - HIV, AIDS and HBV: Policy GBEBA

KNOVA Learning will strictly adhere in its policies and procedures, to the Oregon Revised Statutes and Oregon Administrative Rules as they relate to staff infected with HIV, AIDS or HBV.

KNOVA Learning recognizes a staff member has no obligation under any circumstance to report his or her condition to KNOVA Learning and the staff member has a right to continue working.

If the staff member reports his or her condition to KNOVA, strict adherence to written guidelines outlined by the staff member shall be followed.

These guidelines shall identify who may have the information, who will give the information, how the information will be given, and where and when the information will be given. All such information will be held in confidence in accordance with Oregon Revised Statutes.

When informed of the infection, and with written, signed permission from the staff member, KNOVA will develop procedures for formulating an evaluation team. The team shall address the nature, duration and severity of risk as well as any modification of activities. The team shall continue to monitor the staff member’s condition.

Accommodations for a staff member infected with HIV, AIDS or HBV shall be the same as with any other illness.

KNOVA shall also develop policies and/or procedures for rumor control, infection control and public relations/media.

END OF POLICY (Adopted 04-10-2018)

Legal Reference(s):
ORS 243.650
ORS 338.115(w)
ORS 342.850(7)
ORS 433.008
ORS 433.045
ORS 433.260
ORS 433.005
ORS 333-018-0005
ORS 581-022-0705
Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems: Policy GBK/JFCG/KGC:

It is KNOVA’s obligation to protect the health, welfare and safety of students. To be consistent with Oregon law and the school’s curriculum, student possession, use, distribution or sale of tobacco products or inhalant delivery systems in any form on or off KNOVA premises, at KNOVA-sponsored activities, on all school grounds, including parking lots, in KNOVA-owned, rented or leased vehicles or otherwise, or while a student is under the jurisdiction of the school is prohibited.

The use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on KNOVA premises, in any building or facility, on school grounds, including parking lots, in any vehicle owned, rented or chartered by the school and at all school-sponsored activities.

For the purpose of this policy “tobacco products” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, vaper-pens, spit tobacco, also known as smokeless, dip, chew or snuff, in any form. This does not include USFDA-approved tobacco products or therapy products used for the purpose of cessation.

For the purpose of this policy, “inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

Violation of this policy will lead to appropriate disciplinary action up to and including expulsion for students. When considering disciplinary action for a student with disabilities, KNOVA Learning must follow the requirements of Board policy JGDA/JGEA - Discipline of Students with Disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination and an interim alternative educational setting.

Community or school service may be required. A referral to law enforcement may be made. Parents will be notified of all violations involving their student and subsequent action taken by KNOVA Learning. Information about cessation support and/or tobacco education programs and how students can access these programs will be provided. At the discretion of the Principal OR Executive Director, attendance and completion of such programs or successful completion of a behavior modification plan, may be allowed as a substitute for, or as part of student discipline.

Violation of this policy by nonstudents may result in the individual’s removal from school property. KNOVA reserves the right to restrict access to KNOVA Learning property by individuals who are repeat offenders.

The Executive Director will develop guidelines as needed to implement this policy.

END OF POLICY (Adopted 04-10-2018)


Staff Complaints: Policy GBM:

The KNOVA administration will develop a complaint procedure which will be available for all employees who believe there is evidence of, and wishes to report a violation, misinterpretation or inappropriate application of KNOVA Learning personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority; or believe there is evidence KNOVA created a substantial and specific danger to public health and safety by its actions. The complaint procedure will provide an orderly process for the consideration and resolution of problems in the application or interpretation of KNOVA personnel policies.

Disputes concerning an employee’s dismissal, contract nonrenewal or contract nonextension will not be processed under this procedure.

Reasonable efforts will be made to resolve complaints informally.

Administrative regulations will be developed to outline procedural timelines and steps under this policy, as necessary. KNOVA Learning will use the complaint process in administrative regulation KL-AR - Public Complaints Procedure to address any alleged violations of this policy.

END OF POLICY (Adopted 04-10-2018)

Legal Reference(s):
ORS 338.115
ORS 659A.199 to -659A.224
OAR 581-022-1720
Whistleblower: Policy GBMA

When an employee has good faith and reasonable belief KNOVA Learning has violated any federal, state or local law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for a KNOVA to:

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.

2. Withhold work or suspend an employee.

3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.

4. Direct an employee or to discourage an employee to not disclose or to give notice to KNOVA prior to making any disclosure.

5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:

   a. Any member of the Legislative assembly;
   b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
   c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service district.

KNOVA Learning will use the complaint process outlines in the KNOVA employee manual to address any alleged violations of this policy.

KNOVA Learning shall deliver a written or electronic copy of this policy to each staff member.

END OF POLICY (Adopted 4-1-2018)

Legal Reference(s):
ORS 192.501 to -192.505
ORS 659A.199 to -659A.224
OAR 581-022-1720
Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, bullying, menacing and acts of cyberbullying of students, staff or third parties by students, staff or third parties toward staff are strictly prohibited and shall not be tolerated in KNOVA. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the School administrator or Board. Students found in violation of this policy will be subject to discipline up to and including expulsion.

Individuals may also be referred to law enforcement officials. Licensed staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

The Executive Director is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures and provisions to ensure annual notice of this policy is provided to students, staff and third parties.

END OF POLICY (Adopted 04-10-2018)

Legal Reference(s):
ORS 163.190
ORS 163.197(2)
ORS 166.065
ORS 166.155 to .166.165
ORS 338.115
ORS 659A.030

Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying Complaint Procedures – Staff: Administrative Rule GBNA-AR

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, menacing and acts of cyberbullying.

Definitions

1. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in KNOVA business, such as employees of businesses or organizations participating in cooperative work programs with the school and others not directly subject to school control at interschool and intraschool athletic competitions or other school events.

2. “KNOVA” includes school facilities, school premises and nonschool property if the employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips, athletic events or where the employee is engaged in school 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 School-sponsored work activity, work group or work assignment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student/staff); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.

4. “Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, sex or sexual orientation.

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 basis of race, color, religion, national origin or sexual orientation.

6. “Cyberbullying” means the use of any electronic communication device to convey a message in any form (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.

7. “Menacing” includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

Retaliation/False Charges

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

Complaint Procedures

The Executive Director shall have responsibility for investigations concerning hazing, harassment, intimidation, bullying, acts of cyberbullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.
Any employee who has knowledge of conduct in violation of Board policy JFCF – [Hazing/]Harassment/Intimidation/[Menacing/]Bullying/Cyberbullying/Teen Dating Violence – Student shall immediately report his or her concerns to the designated school official.

Any employee or third party who has knowledge of conduct in violation of Board policy or feels he or she has been hazed, harassed, intimidated, bullied, menaced or cyberbullied in violation of Board policy or this administrative regulation is encouraged to immediately report his/her concerns to the designated school official.

Complaints will be promptly investigated in accordance with the following procedures:

Step 1  Any hazing, harassment, intimidation, bullying, menacing or acts of cyberbullying information (complaints, rumors, etc.) shall be presented to the Executive Director. Information may be presented anonymously. Complaints against the school Executive Director 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 school official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The school official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The school official(s) conducting the investigation shall notify the complainant 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 complainant is not satisfied with the decision at Step 2, a written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step 2 decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

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.

END OF ADMINISTRATIVE RULE  (Adopted 04-10-2018)
Personal Electronic Devices and Social Media — Staff: Policy GCAB

Staff possession or use of personal electronic devices on school property, in school facilities during the work day and while the staff is on duty in attendance at school-sponsored activities, may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the administrator. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

A “personal electronic device” is a device not issued by KNOVA and is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Personal electronic devices shall be silenced during instructional [or class] time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on KNOVA property or while a staff member is on duty in school-sponsored activities, unless as expressly authorized by the administrator or designee for a use directly related to and consistent with the employee’s assigned duties. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during on duty time.

KNOVA will not be liable for loss or damage to personal communication devices brought to public charter school property and public charter school-sponsored activities.

Staff, while on duty and off duty, will utilize social media websites, public websites and blogs, judiciously by not posting confidential information about students, staff or KNOVA business. Staff may not post images of school facilities, staff, students, volunteers or parents without written authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting on social media websites, etc., in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding nonschool-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use KNOVA.org e-mail using mailing lists to a group of students rather than individual students. Texting students during work hours is prohibited. Texting students while off duty is strongly discouraged.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with approval.

Staff is subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is illegal or violates the terms of this policy. Staff actions on social media websites, public websites and blogs, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A “disruption” for purposes of this policy includes but is not limited to, one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school, and/or a threatened or actual negative impact on the learning environment. The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

Licensed staff are subject at all times to the Standards of Competent and Ethical Performance for Teachers. (See Board policy GCAA)

The administrator shall ensure that this policy is available to all employees.

END OF POLICY (Adopted 04-10-2018)

Legal Reference(s):
ORS 167.057 ORS 163.432 ORS 163.433 ORS 163.684 ORS 163.686 ORS 163.687 ORS 163.688
ORS 163.689 ORS 163.693 ORS 163.700 ORS 326.011 ORS 326.061 ORS 336.840 ORS 338.115(2)
OAR 584-020-0000 to -0035

Sick Time: Policy GCBDD-GDBDD

“Employee” means an individual who is employed by KNOVA Learning 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.

1. Employees qualify to begin earning and accruing sick time on the first day of employment with KNOVA.
2. KNOVA shall allow an eligible employee to access up to 40 hours of paid sick time per year.
3. Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works.
4. The employee may carry up to 40 hours of unused sick time from one year to the subsequent year.
5. An employee is limited to accruing no more than 80 hours of sick time and using no more than 40 hours of sick time in a year.
6. Sick time shall be taken in minimum increments not to exceed four hours and may be used for the employee’s or a family member’s 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.
7. Sick time may be used in the event of a public health emergency.
8. The use of sick time may not lead to, or result in, an adverse employment action against the employee.
9. KNOVA Learning reserves the right, after three 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 KNOVA. An employee refusing to submit to such an examination or to provide other evidence as required by KNOVA, shall be subject to appropriate disciplinary action, up to and including dismissal.
10. When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.

If the reason for sick time is a foreseeable absence, KNOVA 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 KNOVA Learning (e.g., grading deadlines, in-service training, mandatory meetings).

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

KNOVA Learning shall establish a standard process to track the eligibility for sick time of a substitute.

END OF POLICY (Adopted 04-10-2018)

Legal Reference(s):
ORS 342.545  ORS 342.610  ORS 653.601 to -653.661  ORS 659A.150 to -659A.186
Criminal Records Checks/Fingerprinting: Policy GCDA/GDDA

In a continuing effort to further ensure the safety and welfare of students and staff, KNOVA shall require criminal records checks and fingerprinting of all full-time and part-time employees. Others having direct, unsupervised contact with students shall also have criminal records checks and fingerprinting, as required by law.

“Direct, unsupervised contact” means contact with students that provides the person opportunity and probability for personal communication or touch.

In addition to the employees, such checks shall be required of the following:

1. All KNOVA contractors and/or their employees, whether employed part-time or full-time;

2. All contractors and/or their employees who provide early childhood special education or early intervention services in accordance with rules established by the Oregon Department of Education, Child Care Division;

3. Any community college faculty member providing instruction at the site of an early childhood education program or at a school site as part of an early childhood program.

An individual who has failed to disclose the presence of criminal convictions, that would not otherwise prevent his or her employment with KNOVA as provided by law, may be employed or contracted with, by the KNOVA with consent of the Executive Director. KNOVA’s use of criminal history must be relevant to the specific requirements of the position, services or employment.

KNOVA shall begin the employment of an individual or terms of a KNOVA Learning contractor [on a probationary basis pending] [before] the return and disposition of criminal records check and/or fingerprinting. [The service of a volunteer [may] [will not] begin [on a probationary basis pending] [before] the return and disposition of a criminal records check.]

KNOVA Learning administrator shall develop administrative regulations as necessary to meet the requirements of law.

END OF POLICY (Adopted 04-10-2018)

Legal Reference(s):
ORS 181.555  ORS 326.603  ORS 326.607  ORS 336.631  ORS 338.115(h)  ORS 342.127
ORS 342.143  ORS 342.223  OAR 414-061-0010  OAR 581-021-0500  OAR 581-022-1730  OAR 584-036-0062
Criminal Records Checks/Fingerprinting: Administrative Rule GCDA/GDDA-AR

Subject Requirements

1. An individual who is an employee of KNOVA shall be required to undergo a nationwide criminal records check and fingerprinting.
2. Any individual newly hired and not requiring licensure as a teacher, administrator, personnel specialist or school nurse shall be required to undergo a nationwide criminal records check and fingerprinting.
3. Individuals applying for reinstatement of a license that has lapsed for more than three years shall be required to undergo such checks.

Requirements, including applicable fees and the process for the collection and submission of fingerprints, etc., will generally be met by the individual as a part of the licensing process and in accordance with rules established by the Teacher Standards and Practices Commission (TSPC).

4. Any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to undergo a nationwide criminal records check and fingerprinting with TSPC.
5. Any KNOVA contractor, whether part-time or full-time, or an employee of a KNOVA contractor, whether part-time or full-time, hired into a position having direct, unsupervised contact with students shall be required to undergo a nationwide criminal records check and fingerprinting.

The Executive Director will identify contractors subject to such requirements.

6. Any contractor or an employee of the contractor who provides early childhood special education or early intervention services shall be required to undergo a nationwide criminal records check and fingerprinting with the Employment Department.

7. Any community college faculty member providing instruction at the site of an early childhood education program or at a school site as part of an early childhood program shall be required to undergo a nationwide criminal records check and fingerprinting.

8. Any person authorized by KNOVA for volunteer service into a position having direct, unsupervised contact with students is required to undergo an Oregon criminal records check.

An exception will be made to criminal records checks and fingerprinting if KNOVA has on file evidence from a previous employer documenting a successfully completed Oregon and FBI criminal records check. Evidence will be either a copy of the records check or a written statement of verification from a supervisor or officer of the previous employer. Furthermore:

1. The Oregon Department of Education (ODE) or TSPC verification of a previous check shall be acceptable only in the event KNOVA can demonstrate records are not otherwise available;

2. Additional evidence that the employee has not resided outside the state between the two periods of time working in KNOVA Learning shall be maintained.
Notification

1. KNOVA Learning will provide notification to individuals subject to criminal records checks and fingerprinting of the following:
   a. Such checks are required by law and/or Board policy;
   b. Any action resulting from those checks may be appealed as a contested case;
   c. All employment or contract offers are contingent upon the results of such checks;
   d. A refusal to consent to criminal records checks or fingerprinting or falsely stating on KNOVA Learning employment applications, contracts or ODE fingerprint forms as to conviction of a crime shall result in immediate termination from employment or contract status.

2. KNOVA Learning will provide notice through such means as employment applications and contract forms.

Processing/Reporting Procedures

1. Any individual subject to criminal records checks and/or fingerprinting shall, as part of the application process, complete the appropriate forms as provided by ODE.

2. If the individual is subject to fingerprinting, he/she will be required to report within three working days to an authorized fingerprinter for fingerprinting. Fingerprints may be collected by one of the following:
   a. Employing KNOVA Learning staff;
   b. Contracted agent of employing KNOVA Learning;
   c. Local or state law enforcement agency.

   Individuals shall be subject to fingerprinting only after acceptance of an offer of employment or contract.

3. The individual is responsible for obtaining [two] fingerprint card[s] from an Oregon district, KNOVA Learning, education service district, an Oregon-approved teacher education institution, ODE or TSPC.

4. The individual is responsible for submitting to the authorized fingerprinter two fingerprint cards and an 8 1/2" x 11" or larger envelope with postage affixed and addressed to the KNOVA.

5. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, KNOVA will provide the name of the individual to be fingerprinted to the authorized fingerprinter and require that the individual submit a photo ID (driver's license or other) containing the individual's name and picture in order to verify the identity of the individual intended to be fingerprinted.

6. The authorized fingerprinter will return the fingerprint card[s] to KNOVA in the envelope provided. The Fingerprint Criminal History Verification form and fingerprint card[s] will be sent to the ODE. A copy of the form will be kept in the employee’s personnel file.

Fees

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with KNOVA including contractors, their employees and volunteers shall be paid by the individual.

2. Fees are payable prior to within three working days of beginning employment, volunteer service or contract.

3. Individuals may request that the amount of the fee be withheld from the employee’s paycheck, including a periodic payroll deduction rather than a lump sum payment, in accordance with Oregon law. KNOVA may withhold such fees only upon the request of the individual.
Termination of Employment or Withdrawal of Employment/Contract Offer

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from consideration as a KNOVA Learning volunteer and employment or contract status or withdrawal of offer of employment or contract will be made by KNOVA Learning administrator immediately upon:
   a. Refusal to consent to a criminal records check and/or fingerprinting; or
   b. Notification by the Superintendent of Public Instruction or his/her designee or the State Board of Education that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with KNOVA Learning as specified in law.

2. Employment termination shall remove the individual from any KNOVA policies and appeals and the provisions of Accountability for Schools for the 21st Century Law.

Appeals

All appeals regarding a determination which prevents his/her employment or eligibility to contract with KNOVA will be directed to the Superintendent of Public Instruction. Individuals eligible to appeal as a contested case will be so notified in writing by ODE.

END OF ADMINISTRATIVE RULE: (Adopted 04-10-2018)
Evaluation of Staff: Policy GCN GDN

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

Licensed Staff

Evaluation of licensed staff shall be conducted to conform to applicable Oregon Revised Statutes.

Teachers’ evaluations shall be customized based on collaborative efforts and include the core teaching standards adopted by the State Board of Education.

Evaluations must attempt to:

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

Nonlicensed Staff

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

END OF POLICY (Adopted 04-10-2018)

Legal Reference(s):
ORS 243.650  ORS 332.505  ORS 342.815 to -342.934  OAR 581-022-1720
Education Records/Records of Students with Disabilities: Policy IGBAB/JO

Education records are those records maintained by KNOVA that are directly related to a student.

The primary reason for the keeping and maintaining of education records for students is to help the individual student in his/her educational development by providing pertinent information for the student, his/her teachers and his/her parents. These records also serve as an important source of information to assist students in seeking productive employment and/or post-high school education.

KNOVA Learning shall maintain confidential education records of students in a manner that conforms to state and federal laws and regulations.

Information recorded on official education records should be carefully selected, accurate, verifiable and should have a direct and significant bearing upon the student's educational development.

KNOVA Learning annually notifies parents or adult students that it forwards educational records requested by an educational agency or institution in which the student seeks to enroll or receive services, including special education evaluation services.

KNOVA may impose certain restrictions and/or penalties until fees, fines or damages are paid. Records requested by another district or KNOVA to determine a student’s appropriate placement may not be withheld. Students or parents will receive written notice at least 10 days in advance stating the KNOVA’s intent to impose restrictions and/or penalties until the debt is paid. The notice will include the reason the student owes money to KNOVA, an itemization of the fees, fines or damages owed and the right of parents to request a hearing. KNOVA may pursue fees, fines or damages through a private collection agency or other method available to KNOVA. KNOVA may waive fees, fines and charges if the student or parents cannot pay, the payment of the debt could impact the health and safety of the student or if the cost of collection would be more than the total collected or there are mitigating circumstances, as determined by KNOVA administrator.

KNOVA will comply with a request from parents or an adult student to inspect and review records without unnecessary delay. KNOVA provides to parents of a student with a disability or to an adult student with a disability the opportunity at any reasonable time to examine all of the records of KNOVA pertaining to the student’s identification, evaluation, educational placement and free appropriate public education. KNOVA provides parents, on request, a list of the types and locations of education records collected, maintained and used by the school.

KNOVA annually notifies parents of all students, including adult students, currently in attendance that they have to right to:

1. Inspect and review the student’s records;
2. Request the amendment of the student’s educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the student educational record rules authorize disclosure without consent. (See Board policy JOB – Personally Identifiable Information);
4. File with the U.S. Department of Education a complaint concerning alleged failures by KNOVA to comply with the requirements of the Family Educational Rights and Privacy Act; and
5. Obtain a copy of KNOVA’s education records policy.

Regarding records to be released to KNOVA officials within the agency, the school's notice includes criteria for determining legitimate educational interest and the criteria for determining which school officials have legitimate educational interests. School officials may also include a volunteer or contractor who performs an institutional service on behalf of KNOVA.
KNOVA will annually notify parents and adult students of what it considers to be directory information and the disclosure of such. (See Board policy JOA – Directory Information).

KNOVA shall give full rights to education records to either parent, unless the school has been provided legal evidence that specifically revokes these rights. Once the student reaches age 18 those rights transfer to the student.

A copy of this policy and administrative regulation shall be made available upon request to parents and students 18 years of age or older or emancipated and the general public.

END OF POLICY (Adopted 06-16-2018)

Legal Reference(s):
ORS 30.864   ORS 107.154   ORS 326.565   ORS 326.575   ORS 338.115(a)
ORS 339.270   ORS 343.177(3) OAR 166-405-0010 to 166-415-0010  OAR 581-021-0220 to -0430
OAR 581-022-1660  OAR 581-022-1670
Education Records/Records of Students with Disabilities Management: Administrative Rule
IGBAB/JO-AR

1. **Student Education Record**: Student education records are those records that are directly related to a student and maintained by KNOVA Learning, or by a party acting for KNOVA Learning; however, this does not include the following:

   a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
   
   b. Records of the law enforcement unit of KNOVA Learning subject to the provisions of Oregon Administrative Rule (OAR) 581-021-0225;
   
   c. Records relating to an individual who is employed by KNOVA Learning that are made and maintained in the normal course of business, that relate exclusively to the individual in that individual’s capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at KNOVA Learning who is employed as a result of his/her status as a student are education records and are not accepted under this section;
   
   d. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:

      (1) Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his/her professional capacity or assisting in a paraprofessional capacity;
      
      (2) Made, maintained or used only in connection with treatment of the student; and
      
      (3) Disclosed only to individuals providing the treatment. For purposes of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at KNOVA Learning.
   
   e. Records that only contain information relating to activities in which an individual engaged after he/she is no longer a student at KNOVA Learning;

   f. Medical or nursing records which are made or maintained separately and solely by a licensed healthcare professional who is not employed by KNOVA Learning, and which are not used for education purposes or planning.

KNOVA Learning shall keep and maintain a permanent record on each student which includes the:

   a. Name and address of educational agency or institution;
   
   b. Full legal name of the student;
   
   c. Student birth date and place of birth;
   
   d. Name of parents;
   
   e. Date of entry in school;
   
   f. Name of school previously attended;
   
   g. Courses of study and marks received;
   
   h. Data documenting a student’s progress toward achievement of state standards and must include a student’s Oregon State Assessment results;
   
   i. Credits earned;
   
   j. Attendance;
   
   k. Date of withdrawal from school; and
   
   l. Such additional information as KNOVA Learning may prescribe.

KNOVA Learning may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent complies with the request. The request shall
include notification to the eligible student or the student’s parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

KNOVA Learning shall retain permanent records in a minimum one-hour fire-safe place in KNOVA Learning, or keep a duplicate copy of the permanent records in a safe depository in another KNOVA Learning location.

2. Confidentiality of Student Records
   a. KNOVA Learning shall keep confidential any record maintained on a student in accordance with OAR 581-021-0220 through 581-021-0430.
   b. KNOVA Learning shall protect the confidentiality of personally identifiable information at collection, storage, disclosure and destruction stages.
   c. KNOVA Learning shall identify one official to assume responsibility for ensuring the confidentiality of any personally identifiable information.
   d. All persons collecting or using personally identifiable information shall receive training or instruction on state policies and procedures.

3. Rights of Parents and Eligible Students: KNOVA Learning shall annually notify parents and eligible students through KNOVA Learning student/parent handbook or any other means that are reasonably likely to inform the parents or eligible students of their rights. This notification shall state that the parent(s) or eligible student has a right to:
   a. Inspect and review the student’s education records;
   b. Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy or other rights;
   c. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
   d. Pursuant to OAR 581-021-0410, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 C.F.R. § 99.64 concerning alleged failures by KNOVA Learning to comply with the requirements of federal law; and
   e. Obtain a copy of KNOVA Learning policy with regard to student education records.

The notification shall also inform parents or eligible students that KNOVA Learning forwards education records requested under OAR 581-021-0255. The notification shall also indicate where copies of KNOVA Learning policy are located and how copies may be obtained.

If the eligible student or the student’s parent(s) has a primary or home language other than English, or has a disability, KNOVA Learning shall provide effective notice.

These rights shall be given to either parent unless KNOVA Learning has been provided with specific written evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

When a student becomes an eligible student, which is defined as a student who has reached 18 years of age or is attending only an institution of postsecondary education and is not enrolled in a secondary school, the rights accorded to, and the consent required of, the parents transfer from the parents to the student. Nothing prevents KNOVA Learning from giving students rights in addition to those given to parents.
4. **Parent’s or Eligible Student’s Right to Inspect and Review**

KNOVA Learning shall permit an eligible student or student’s parent(s) or a representative of a parent or eligible student, if authorized in writing by the eligible student or student’s parent(s), to inspect and review the education records of the student, unless the education records of a student contain information on more than one student. In that case the eligible student or student’s parent(s) may inspect, review or be informed of only the specific information about the student.

KNOVA Learning shall comply with a request for access to records:

- a. Within a reasonable period of time and without unnecessary delay;
- b. For children with disabilities before any meeting regarding an individualized education program (IEP), or any due process hearing, or any resolution session related to a due process hearing;
- c. In no case more than 45 days after it has received the request.

KNOVA Learning shall respond to reasonable requests for explanations and interpretations of the student's education record.

The parent(s) or eligible student shall comply with the following procedure to inspect and review a student’s education record:

- a. Provide a written, dated request to inspect a student’s education record; and
- b. State the specific reason for requesting the inspection.

The written request will be permanently added to the student's education record. KNOVA Learning shall not destroy any education record if there is an outstanding request to inspect and review the education record.

While KNOVA Learning is not required to give an eligible student or student’s parent(s) access to treatment records under the definition of “education records” in OAR 581-021-0220(6)(b)(D), the eligible student or student’s parent(s) may, at his/her expense, have those records reviewed by a physician or other appropriate professional of his/her choice.

If an eligible student or student’s parent(s) so requests, KNOVA Learning shall give the eligible student or student’s parent(s) a copy of the student’s education record. KNOVA Learning may recover a fee for providing a copy of the record, but only for the actual costs of reproducing the record unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student’s educational records. KNOVA Learning may not charge a fee to search for or to retrieve the education records of a student.

KNOVA Learning shall not provide the eligible student or student’s parent(s) with a copy of test protocols, test questions and answers and other documents described in Oregon Revised Statutes (ORS) 192.501(4) unless authorized by federal law.

KNOVA Learning will maintain a list of the types and locations of education records maintained by KNOVA Learning and the titles and addresses of officials responsible for the records.

Students’ education records will be maintained at KNOVA Learning building at which the student is in attendance except for special education records which may be located at another designated location within KNOVA Learning or the district. The administrator or designee shall be the person responsible for maintaining and releasing the education records.
5. **Release of Personally Identifiable Information**

Personally identifiable information shall not be released without prior written consent of the eligible student or student’s parent(s) except in the following cases:

a. The disclosure is to other school officials, including teachers, within KNOVA Learning or district who have a legitimate educational interest.

As used in this section, “legitimate educational interest” means a KNOVA Learning or district official employed by KNOVA Learning or district as an administrator, supervisor, instructor or staff support member; a person serving on a KNOVA Learning or district board; a person or company with whom KNOVA Learning or district has contracted to perform a special task; or a parent or student serving on a special committee such as a disciplinary or grievance committee, or assisting another KNOVA Learning or district official in performing his or her tasks needed to review an educational record in order to fulfill his or her professional responsibility (definition from FERPA).

KNOVA Learning shall maintain, for public inspection, a listing of the names and positions of individuals within KNOVA Learning or district who have access to personally identifiable information with respect to students with disabilities.

b. The disclosure is to officials of another school within the district;

c. The disclosure is to authorized representatives of:

d. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
   (1) Determine eligibility for the aid;
   (2) Determine the amount of the aid;
   (3) Determine the conditions for the aid; or
   (4) Enforce the terms and condition of the aid.

As used in this section “financial aid” means any payment of funds provided to an individual that is conditioned on the individual’s attendance at an educational agency or institution.

e. The disclosure is to organizations conducting studies for, or on behalf of, the district to:
   (1) Develop, validate or administer predictive tests;
   (2) Administer student aid programs; or
   (3) Improve instruction.

f. KNOVA Learning may disclose information under this section only if disclosure is to an official listed in paragraph (c) above and who enters into a written agreement with the district that:
   (1) Specifies the purpose, scope and duration of the study and the information to be disclosed;
   (2) Limits the organization to using the personally identifiable information only for the purpose of the study;
   (3) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
   (4) The information is destroyed when no longer needed for the purposes for which the study was conducted.

For purposes of this section, the term “organization” includes, but is not limited to, federal, state and local agencies and independent organizations.
The district may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or compliance with federal or state legal requirements and who enters into a written agreement with the district that:

(1) Designates the individual or entity as an authorized representative;
(2) Specifies the personally identifiable information being disclosed;
(3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state supported education programs;
(4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception, this must include a description of how the personally identifiable information will be used;
(5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
(6) Identifies the time period in which the personally identifiable information must be destroyed; and
(7) Establishes policies and procedures which are consistent with Family Education Rights and Privacy Act (FERPA) and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.

g. The disclosure is to accrediting organizations to carry out their accrediting functions;
h. The disclosure is to comply with a judicial order or lawfully issued subpoena. KNOVA Learning may disclose information under this section only if KNOVA Learning makes a reasonable effort to notify the eligible student or student’s parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
i. The disclosure is to comply with a judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
j. The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
k. The disclosure is in connection with a health or safety emergency. KNOVA Learning shall disclose personally identifiable information from an education record to law enforcement, child protective services and health-care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

As used in this section a “health or safety emergency” includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnap, abduction or custodial interference and law enforcement or child protective services efforts to respond to a report of abuse of a child or neglect pursuant to applicable state law.

l. The disclosure is information the district has designated as “directory information” (See Board policy JOA – Directory Information);
m. The disclosure is to the parent(s) of a student who is not an eligible student or to an eligible student;
n. The disclosure is to officials of another school, school system, institution of postsecondary education, an education service district (ESD), state regional program or other educational agency that has requested the records and in which the student seeks or intends to enroll or is enrolled or in which the student receives services. The term “receives services” includes, but is not limited to, an evaluation or reevaluation for purposes of determining whether a student has a disability;
o. The disclosure is to the Board during an executive session pursuant to ORS 332.061.
KNOVA Learning will use reasonable methods to identify and authenticate the identity of the parents, students, school officials and any other parties to whom KNOVA Learning discloses personally identifiable information from educational records;

p. The disclosure is to a caseworker or other representative, who has the right to access the student’s case plan, of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student, provided the personally identifiable information will not be disclosed unless allowed by law.

6. **Record-Keeping Requirements**

KNOVA Learning shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. Exceptions to the record keeping requirements shall include the parent, eligible student, school official or his/her designee responsible for custody of the records and parties authorized by state and federal law for auditing purposes. KNOVA Learning shall maintain the record with the education records of the student as long as the records are maintained. For each request or disclosure the record must include:

- a. The party or parties who have requested or received personally identifiable information from the education records; and
- b. The legitimate interests the parties had in requesting or obtaining the information.

The following parties may inspect the record of request for access and disclosure to a student’s personally identifiable information:

- a. The parent(s) or eligible student;
- b. The school official or his/her designee who are responsible for the custody of the records;
- c. Those parties authorized by state or federal law for purposes of auditing the record keeping procedures of KNOVA Learning.

7. **Request for Amendment of Student’s Education Record**

If an eligible student or student’s parent(s) believes the education records relating to the student contain information that is inaccurate, misleading or in violation of the student’s rights of privacy or other rights, he/she may ask the administrator where the record is maintained to amend the record.

The administrator shall decide, after consulting with the necessary staff, whether to amend the record as requested within a reasonable time after the request to amend has been made.

The request to amend the student’s education record shall become a permanent part of the student’s education record.

If the administrator decides not to amend the record as requested, the eligible student or the student’s parent(s) shall be informed of the decision and of his/her right to appeal the decision by requesting a hearing.

8. **Hearing Rights of Parents or Eligible Students**

If the administrator decides not to amend the education record of a student as requested by the eligible student or the student’s parent(s), the eligible student or student’s parent(s) may request a formal hearing for the purpose of challenging information in the education record as inaccurate, misleading or in violation of the privacy or other rights of the student. KNOVA Learning shall appoint a hearings officer to conduct the formal hearing requested by the eligible student or student’s parent. The hearing may be conducted by any individual, including an official of KNOVA.
Learning, who does not have a direct interest in the outcome of the hearing. The hearings officer will establish a date, time and location for the hearing, and give the student’s parent or eligible student notice of date, time and location reasonably in advance of the hearing. The hearing will be held within 10 working days of receiving the written or verbal request for the hearing.

The hearings officer will convene and preside over a hearing panel consisting of:

a. The administrator or his/her designee;

b. A member chosen by the eligible student or student’s parent(s); and

c. A disinterested, qualified third party appointed by the administrator.

The parent or eligible student may, at his/her own expense, be assisted or represented by one or more individuals of his/her own choice, including an attorney. The hearing shall be private. Persons other than the student, parent, witnesses and counsel shall not be admitted. The hearings officer shall preside over the panel. The panel will hear evidence from KNOVA Learning staff and the eligible student or student’s parent(s) to determine the point(s) of disagreement concerning the records. Confidential conversations between a licensed employee or KNOVA Learning or district counselor and a student shall not be part of the records hearing procedure. The eligible student or student’s parent(s) has the right to insert written comments or explanations into the record regarding the disputed material. Such inserts shall remain in the education record as long as the education record or contested portion is maintained and exists. The panel shall make a determination after hearing the evidence and make its recommendation in writing within 10 working days following the close of the hearing. The panel will make a determination based solely on the evidence presented at the hearing and will include a summary of the evidence and the reason for the decision. The findings of the panel shall be rendered in writing not more than 10 working days following the close of the hearing and submitted to all parties.

If, as a result of the hearing, the panel decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the eligible student or the student’s parent(s) of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of the panel. If a statement is placed in an education record, KNOVA Learning will ensure that the statement:

a. Is maintained as part of the student’s records as long as the record or contested portion is maintained by KNOVA Learning or the district; and

b. Is disclosed by KNOVA Learning to any party to whom the student’s records or the contested portion are disclosed.

If, as a result of the hearing, the panel decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall:

a. Amend the record accordingly; and

b. Inform the eligible student or the student’s parent(s) of the amendment in writing.

9. **Duties and Responsibilities When Requesting Education Records**

KNOVA Learning shall, within 10 days of a student seeking initial enrollment in or services from KNOVA Learning, notify the public or private school, ESD, institution, agency or detention facility or youth care center in which the student was formerly enrolled and shall request the student’s education records.

10. **Duties and Responsibilities When Transferring Education Records**

KNOVA Learning shall transfer originals of all requested student education records, including any ESD records, relating to the particular student to the new educational agency when a request to transfer the education records is
made to KNOVA Learning. [The transfer shall be made no later than 10 days after receipt of the request. ] For students in substitute care programs, the transfer must take place within five days of a request. Readable copies of the following documents shall be retained:

- a. The student’s permanent records, for one year;
- b. Such special education records as are necessary to document compliance with state and federal audits, for five years after the end of the school year in which the original was created. In the case of records documenting speech pathology and physical therapy services, until the student reaches age 21 or 5 years after last seen, whichever is longer.

Note: Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student.

**Disclosure Statement**

Required for use in collecting personally identifiable information related to social security numbers.

On any form that requests the social security number (SSN), the following statement shall appear just above the space for the SSN:

“Providing your social security number (SSN) is voluntary. If you provide it, KNOVA Learning will use your SSN for record keeping, research, and reporting purposes only. KNOVA Learning will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please read the statement on the back of this form that describes how your SSN will be used. Providing your SSN means that you consent to the use of your SSN in the manner described.”

KNOVA Learning, sponsoring district and Oregon Department of Education may also match your SSN with records from other agencies as follows:

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training and job market trends. The information is also used for planning, research and program improvement.

State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success.

Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

_End of Administrative Rule_ (Adopted 06-16-2018)
Identification - Talented and Gifted Students: Policy IGBBA

In order to serve academically talented and intellectually gifted students in grades K-12, The KNOVA Board of Directors directs the administration (after due consideration of the input of staff, parents and the community) to establish a written identification process.

This process of identification shall include as a minimum:

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged.

2. Behavioral, learning and/or performance information.

3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students.

4. A nationally standardized academic achievement test of reading or mathematics the Smarter Balanced Assessment for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted may be identified.

If a parent is dissatisfied with the identification process or placement of their student, they may appeal the decision through Board policy KL - Public Complaints OR the accompanying administrative regulation, IGBBA-AR. After exhausting the school’s appeal procedure and receiving a final decision, a parent may appeal the decision to the State Superintendent of Public Instruction.

END OF POLICY  (Adopted 06-16-2018)

Legal Reference(s):

ORS 343.395
ORS 343.407
ORS 343.411
OAR 581-021-0030
OAR 581-022-1310 to -1330
OAR 581-022-1940
OAR 581-022-1941
Appeal Procedure for Talented and Gifted Student Identification and Placement: Administrative Rule IGBBA-AR

The Board has established an appeal process for a parent to utilize if they are dissatisfied with the identification process and/or placement of their student in KNOVA program for talented and gifted (TAG) students, and wish to request reconsideration. KNOVA’s desire and intent is to reach satisfactory solutions during the informal process:

Informal Process
1. A parent will contact the teacher to request reconsideration.
2. The teacher will confer with the parent and may include any additional appropriate persons (e.g., administrator/principal, interventionist, teacher, etc.). At this time, information pertinent to the selection or placement will be shared.
3. If an agreement cannot be reached, the parent may initiate the Formal Process.

Formal Process
1. A parent shall submit a written request for reconsideration of the identification and/or placement to the Principal.
2. The Principal shall acknowledge in writing the receipt of the request within five working days.
3. The Principal, and other appropriate staff member shall review the student’s file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision.
4. The parent may be provided an opportunity to present additional evidence.
5. If deemed necessary, a formal hearing will be conducted by the KNOVA Executive Director, utilizing the appropriate procedures.
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent shall be notified of the decision in writing and the decision shall be forwarded to the administrator.
7. The decision may be appealed to the Board.
8. If the parent is still dissatisfied, an appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR) may be used. KNOVA shall provide a copy of the appropriate OAR upon request.

END OF ADMINISTRATIVE RULE  (Adopted 06-16-2018)
Student Fund-Raising Activities: Policy IGDF

All fund raising must be approved by the Executive Director and supervised by the appropriate staff.

Fund-raising projects involving the sale of products must be approved before the activity is initiated. Solicitation of funds is expressly prohibited without the administration’s consent.

If fund raising consists of selling food and beverage items to students during the regular or extended school day, the food and beverage items must comply with state and federal nutrition standards, rules and laws. This does not apply to food and beverage items sold at school-related or nonschool-related events for which parents and other adults are a significant part of the audience.

END OF POLICY (Adopted 06-16-2018)

Legal Reference(s):

ORS 336.423
ORS 339.880
OAR 137-025-0020 to -0530
OAR 581-022-1660(2)
Student Fund-Raising Activity Request and Verification: Administrative Rule IGDF-AR

Please fill out all sections and return to the administrator or designee 30 days prior to initiating the fund-raising activity.

Date:

<table>
<thead>
<tr>
<th>Name of individual, group or activity making this fund-raising activity request:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for the fund raiser (please be specific):</td>
</tr>
<tr>
<td>Description of fund raiser (i.e., what is the product, when will it be sold, where will it be sold, who will it be sold to, etc.):</td>
</tr>
<tr>
<td>Start and end dates for the fund raiser:</td>
</tr>
</tbody>
</table>

If this is a joint fund raiser, write down the name(s) of the partner(s):

Signature of Individual

Signature - Representative of Organization

☐ Approved – Date: ______________________

☐ Not Approved – Date: ________________

Reason for Denial: ____________________________________________________________

Signature of [Principal] or Designee

Date

Signature of [Administrator]

Date
Student Fund-Raising Activity Verification Form

Date: ______________________

To Whom it May Concern:

The [Name of School] does hereby authorize:

__________________________________________
(Name of Individual or Group Receiving Authorization)

To sell ________________________________
(Name of Product/Item for Sale)

For the purpose of raising funds for ________________________________
(Funds to be Used for)

From (dates) ________________ to ________________.

__________________________________________  Date
Signature of Person Authorizing Sales

__________________________________________  Date
Signature of Fund-Raising Coordinator

Any questions regarding this fund-raising activity should be directed to the person authorizing sales.
Electronic Communications System: Policy IIBGA

The KNOVA board is committed to the development and establishment of a quality, equitable and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching.

The school’s system will be used to provide statewide, national and global communications opportunities for staff and students.

The KNOVA Administration will establish administrative regulations for the use of the school’s system including compliance with the following provisions of the Children’s Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
5. Ensuring the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
6. Prohibiting unauthorized access, including so-called “hacking” and other unlawful activities by minors online;
7. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors;
8. Installing measures designed to restrict minors’ access to materials harmful to minors.

The administrator will establish administrative regulations for use of the KNOVA’s system by staff using their own personal electronic devices to download and store KNOVA proprietary information including personally recognizable information about the school students or staff. Regulations shall insure compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

The administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Oregon Government Ethics Commission and will include a complaint procedure for reporting violations.

The school administration will also establish administrative regulations for use of KNOVA’s electronic communications system to comply with copyright law.
Failure to abide by KNOVA’s policy and administrative regulations governing use of the public school’s system may result in the suspension and/or revocation of system access. Additionally, student violations will result in discipline up to and including expulsion.
Staff violations will also result in discipline up to and including dismissal. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

END OF POLICY (Adopted 06-16-2018)

Legal Reference(s):
ORS 30.765  ORS 133.739  ORS 163.435  ORS 164.345  ORS 164.365  ORS 167.060  ORS 167.0
ORS 167.070  ORS 167.080  ORS 167.087  ORS 167.090  ORS 167.095  ORS Chapter 192  ORS
336.222ORS 338.115(a)ORS 339.250  ORS 339.270  OAR 581-021-0050  OAR 581-021-0055  OAR 584-020-0040  OAR 584-
020-0041

Children’s Internet Protection Act, 47 U.S.C. Sections 254 (h) and (l) (2008); 47 CFR Section 54.520 (2001).
No Child Left Behind Act of 2001, P.L. 107-110, Title II, Section 2441.
Electronic Communications System: IIBGA-AR

Definitions

1. “Technology protection measure,” as defined by the Children’s Internet Protection Act (CIPA), means a specific technology that blocks or filters Internet access to visual depictions that are:
   a. Obscene, as that term is defined in Section 1460 of Title 18, United States Code;
   b. Child pornography, as that term is defined in Section 2256 of Title 18, United States Code; or
   c. Harmful to minors.

2. “Harmful to minors,” as defined by CIPA, means any picture, image, graphic image file or other visual depiction that:
   a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
   b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
   c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.

3. “Sexual act; sexual contact,” as defined by CIPA, have the meanings given such terms in Section 2246 of Title 18, United States Code.

4. “Minor,” as defined by CIPA, means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minor will include all students enrolled in the school.

5. “Inappropriate matter,” as defined by KNOVA, means material that is inconsistent with general public education purposes, the school’s mission and goals.

6. “KNOVA proprietary information” is defined as any information created, produced or collected by school staff for the business or education purposes of the school including but not limited to student information, staff information, parent or patron information, curriculum, forms and like items used to conduct the school’s business.

7. “School software” is defined as any commercial or staff developed software acquired using school resources.

General Public Charter School Responsibilities

KNOVA will:

1. Designate staff as necessary to ensure coordination and maintenance of KNOVA’s electronic communications system which includes all KNOVA computers, e-mail and Internet access;

2. Provide staff training in the appropriate use of KNOVA’s system including copies of KNOVA policy and administrative regulations. Staff will provide similar training to authorized system users;

3. Provide a system for authorizing staff use of personal electronic devices to download or access KNOVA proprietary information, that insures the protections of said information and insures its removal from the device when its use is no longer authorized;
4. Provide a system for obtaining prior written agreement from staff for the recovery of KNOVA proprietary information downloaded to staff personal electronic devices as necessary to accomplish KNOVA purposes, obligations or duties, and when the use on the personal electronic device is no longer authorized, to insure verification that information downloaded has been properly removed from the personal electronic device;

5. Cooperate fully with local, state or federal officials in any investigation relating to misuse of KNOVA’s system;

6. Use only properly licensed software, audio or video media purchased by KNOVA or approved for use by KNOVA. KNOVA will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;

7. Install and use desktop and/or server virus detection and removal software;

8. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. A supervisor or other individual authorized by the principal may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;

9. Prohibit access by minors, as defined by CIPA and this regulation, to inappropriate matter on the Internet and World Wide Web;

10. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including “hacking” and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, social media, chat rooms and other forms of direct electronic communication;

11. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites and in chat rooms;

12. Determine which users and sites accessible as part of KNOVA’s system are most applicable to the curricular needs of KNOVA and may restrict user access, accordingly;

13. Program its computers to display a message reinforcing key elements of KNOVA’s Electronic Communications System policy and regulation when accessed for use;

14. Notify appropriate system users that:

   a. KNOVA retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in KNOVA’s information system are KNOVA’s property and are to be used for authorized purposes only. Use of KNOVA equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use KNOVA’s system are in compliance with Board policy, administrative regulations and law, the school administrators may routinely review user files and communications;

   b. Files and other information, including e-mail, sent or received, generated or stored on KNOVA servers are not private and may be subject to monitoring. By using KNOVA’s system, individuals consent to have that use monitored by authorized KNOVA personnel. KNOVA reserves the right to access and disclose, as appropriate, all information and data contained on KNOVA computers and KNOVA-owned e-mail system;

   c. [KNOVA may establish a retention schedule for the removal of e-mail;]

   d. [E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;]

   e. Information and data entered or stored on KNOVA’s computers and e-mail system may become discoverable evidence if a public records request is made or a lawsuit is filed against KNOVA.
“Deleted” or “purged” data from KNOVA computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by KNOVA;
f. [KNOVA may set quotas for system disk usage. KNOVA may allow system users to increase their quota by submitting a written request to the supervising teacher or system coordinator stating the need for the increase;]
g. Passwords used on KNOVA’s system are the property of KNOVA and must be provided to their supervisor or designated KNOVA personnel, as appropriate. Passwords that have not been provided to KNOVA are prohibited;
h. Transmission of any materials regarding political campaigns is prohibited.

15. Ensure all student, staff and nonschool system users complete and sign an agreement to abide by KNOVA’s electronic communications policy and administrative regulations. All such agreements will be maintained on file in the [school office];

16. Notify users of known copyright infringing activities and deny access to or remove the material.

System Access

1. Access to the KNOVA’s system is authorized to:

   Board members, school employees, students in grades K-6 with parent approval and when under the direct supervision of staff, school volunteers, school contractors or other members of the public as authorized by the system coordinator or school administrators consistent with the school’s policy governing use of school equipment and materials.

2. Students, staff, Board members, volunteers, KNOVA contractors and other members of the public may be permitted to use KNOVA’s system for personal use, in addition to official KNOVA business, consistent with Board policy, general use prohibitions/guidelines/etiquette and other applicable provisions of this administrative regulation. Personal use of KNOVA-owned computers including Internet and e-mail access by employees is prohibited during the employee’s work hours. Additionally, Board member and employee use of KNOVA-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under KNOVA’s policy governing use of KNOVA equipment and materials.

General Use Prohibitions/Guidelines/Etiquette

Operation of KNOVA’s system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of KNOVA’s system.

1. Prohibitions

   The following conduct is strictly prohibited:

   a. Attempts to use KNOVA’s system for:

      (1) Unauthorized solicitation of funds;
      (2) Distribution of chain letters;
      (3) Unauthorized sale or purchase of merchandise and services;
      (4) Collection of signatures;
      (5) Membership drives;
      (6) Transmission of any materials regarding political campaigns.
b. Attempts to upload, download, use, reproduce or distribute information, data, software, or file share music, videos or other materials on KNOVA's system in violation of copyright law or applicable provisions of use or license agreements;

c. Attempts to degrade, disrupt or vandalize KNOVA’s equipment, software, materials or data or those of any other user of KNOVA’s system or any of the agencies or other networks connected to KNOVA's system;

d. Attempts to evade, change or exceed resource quotas or disk usage quotas;

e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:

(1) Harmful to minors;
(2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by KNOVA;
(3) A product or service not permitted to minors by law;
(4) Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
(5) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
(6) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.

f. Attempts to gain unauthorized access to any service via KNOVA’s system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;

g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;

h. Attempts to arrange student meetings with anyone on KNOVA’s system, unless authorized by the system coordinator or teacher and with prior parent approval;

i. Attempts to use KNOVA’s name in external communication forums such as chat rooms without prior KNOVA authorization;

j. Attempts to use another individual’s account name or password, failure to provide KNOVA with individual passwords or to access restricted information, resources or networks to which the user has not been given access.

6. Guidelines/Etiquette

System users will:

a. Adhere to the same standards for communicating online that are expected in the classroom and consistent with Board policy and administrative regulations;

b. Respect other people's time and cyberspace. Use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;

c. Take pride in communications. Check spelling and grammar;

d. Respect the privacy of others. Do not read the mail or files of others without their permission;

e. Cite all quotes, references and sources;

f. Adhere to guidelines for managing and composing effective e-mail messages:

(1) One subject per message - avoid covering various issues in a single e-mail message;
(2) Use a descriptive heading;
(3) Be concise - keep message short and to the point;
(4) Write short sentences;
(5) Use bulleted lists to break up complicated text;
(6) Conclude message with actions required and target dates;
(7) Remove e-mail in accordance with established guidelines;
(8) Remember, there is no expected right to privacy when using e-mail. Others may read or access mail;
(9) Always sign messages;
(10) Always acknowledge receipt of a document or file.

g. Protect password confidentiality. Passwords are the property of KNOVA and are not to be shared with others. Using another user’s account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only. No system user may use a password on KNOVA’s computers, e-mail system or Internet access which is unknown to KNOVA;
h. Communicate only with such users and/or sites as may be authorized by KNOVA;
i. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
j. Report violations of KNOVA’s policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.]

Complaints

Complaints regarding use of KNOVA’s Electronic Communications System may be made to the teacher, principal, employee’s supervisor or system coordinator. KNOVA’s established complaint procedure will be used for complaints concerning violations of KNOVA’s Electronic Communications System policy and/or administrative regulation. See Board policy [KL - Public Complaints and accompanying administrative regulation].

Violations/Consequences

1. Students
   a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of KNOVA system access up to and including permanent loss of privileges.
   b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
   c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established KNOVA procedures.

2. Staff
   a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.
   b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
   c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by OAR 584-020-0041.
   d. Violations of ORS 244.040 will be reported to OGEC.

3. Others
   a. Other guest users who violate general system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
   b. Violations of law will be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.
**Telephone/Membership/Other Charges**

1. KNOVA assumes no responsibility or liability for any membership or phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs incurred by any home usage of KNOVA’s system.

2. Any disputes or problems regarding phone services for home users of KNOVA’s system are strictly between the system user and their local phone company and/or long distance service provider.

**Information Content/Third Party Supplied Information**

7. System users and parents of student system users are advised that use of KNOVA’s system may provide access to materials that may be considered objectionable and inconsistent with KNOVA’s mission and goals. Parents should be aware of the existence of such materials and monitor their student’s home usage of KNOVA’s system accordingly.

8. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not KNOVA.

9. System users may, with supervising teacher or system coordinator approval, order services or merchandise from other individuals and agencies that may be accessed through KNOVA’s system. These individuals and agencies are not affiliated with KNOVA. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the seller and the system user. KNOVA makes no warranties or representation whatsoever with regard to any goods or services provided by the seller. KNOVA staff and administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of sellers.

10. KNOVA does not warrant that the functions or services performed by or that the information or software contained on the system will meet the system user’s requirements or that the system will be uninterrupted or error-free or that defects will be corrected. KNOVA’s system is provided on an “as is, as available” basis. KNOVA does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.
Sample Parent Letter

Dear Parents:

Your student has [requested] [been selected] to participate in KNOVA's electronic communications program and needs your permission to do so. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a system which links networks creating a large and diverse communications network. Internet access allows your student the opportunity to reach out to many other people to share information, learn concepts and research subjects by the sending and receiving of messages using a computer, modem and phone lines.

With this educational opportunity also comes responsibility. It is important that you and your student read the enclosed KNOVA policy, administrative regulation and agreement form and discuss these requirements together. Inappropriate system use will result in discipline up to and including expulsion from school, suspension or revocation of your student’s access to KNOVA’s system and/or referral to law enforcement officials.

Although KNOVA is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as Internet filtering, please be aware that there may still be material or communications on the Internet that KNOVA staff, parents and students may find objectionable. While KNOVA neither encourages nor condones access to such material, it is not possible for us to eliminate that access completely.

Attached to this letter are the following important documents:

1. An agreement for your student to read and sign stating his/her agreement to follow KNOVA’s Electronic Communications System policy and administrative regulation. This agreement requires your signature. It must be signed and renewed each year and will be kept on file at the school;

2. KNOVA’s Electronic Communications System policy and administrative regulation.

Please review these materials carefully with your student and return the attached agreement form to the [school office] indicating your permission or denial of permission for your student to participate in KNOVA’s electronic communications system.

Sincerely,

[System Coordinator/Administrator]
Student Agreement for an Electronic Communications System Account
Academic Year 2017-2019

Student agreement must be renewed each academic year.

**Student Section**

Student Name ___________________________________________ Grade ____________________________

School ____________________________________________

I have read KNOVA’s Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in discipline up to and including expulsion from school and/or suspension or revocation of system access and related privileges and/or referral to law enforcement officials.

Student Signature ___________________________________________ Date ____________________________

**Sponsoring Parent**

I have read KNOVA’s Electronic Communications System policy and administrative regulation. I will monitor my student’s use of the system and his/her potential access to the Internet and will accept responsibility for supervision in that regard if and when my student’s use is not in a school setting. In consideration for the privilege of using KNOVA’s Electronic Communications System and in consideration for having access to the public networks, I hereby release KNOVA, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my student’s use, or inability to use, the system including, without limitation, the type of damages identified in KNOVA’s policy and administrative regulation.

☐ I give my permission to issue an account for my student and certify that the information contained on this form is correct.

☐ I do not give my permission for my student to participate in KNOVA’s communications system.

Signature of Parent ___________________________________________

Home Address ____________________________________________

Date ___________________________ Home Phone Number ____________________________

This space reserved for System Coordinator

Assigned Username: ___________________________ Assigned Password: ___________________________
I have read KNOVA’s Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in suspension or revocation of system access and related privileges and/or referral to law enforcement officials.

In consideration for the privilege of using KNOVA’s Electronic Communications System and in consideration for having access to the public networks, I hereby release KNOVA, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in KNOVA’s policy and administrative regulation.

Signature

Home Address

Date Home Phone Number

This space reserved for System Coordinator

Assigned Username: Assigned Password:
Agreement for an Electronic Communications System Account  
(Staff System User)

I have read KNOVA’s Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in suspension or revocation of system access and related privileges, and may include discipline, up to and including dismissal and/or referral to law enforcement officials.

I understand that I may use my personal electronic device (PED) for education related purposes and that certain KNOVA proprietary information may be downloaded to my PED. I agree that any KNOVA proprietary information downloaded on my PED will only be as necessary to accomplish KNOVA purposes, obligations or duties, and will be properly removed from my PED when the use on my PED is no longer authorized. I insure that the personal electronic device in use is owned by me, and I am in complete control of the device at all times.

In consideration for the privilege of using KNOVA’s Electronic Communications System and in consideration for having access to the public networks, I hereby release KNOVA, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in KNOVA’s policy and administrative regulation.

Signature

Home Address

Date ___________________________ Home Phone Number

This space reserved for System Coordinator

Assigned Username: __________________________ Assigned Password: __________________________
KNOVA’s assessment program shall be designed for the purpose of determining school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Each year the school shall determine each student's progress toward achieving federal, state and local achievement requirements.

Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

The KNOVA Board recognizes that student achievement is the single most important purpose of Public education and that it must not be left to chance. Therefore, the KNOVA Board commits to providing the budget allocations necessary to implement and maintain a rigorous Student Performance Management Plan. Furthermore, the Board directs the administration to design, implement and maintain Student Performance Management Plan which will include the following elements:

1. **Summative Testing Data:** KNOVA administration is directed to administer the NWEA Map Test two times annually (Fall and Spring) to all students in all grades. After each of the completed testing windows, administration will present a report to the Board of Directors at the next regularly scheduled board meeting.

2. **Formative Testing Data:** KNOVA administration is directed to quantify the formative Direct Instruction data each quarter and present a report to the Board of Directors at the next regularly scheduled board meeting.

3. **State Testing Data:** KNOVA students will participate fully in all mandated state testing. KNOVA administration will present a report to the Board of Directors of the state summative student data annually.

The Board understands that “high-stakes tests” are a reality in today’s adult world. The Board recognizes that admission to competitive colleges, advanced placement programs, apprenticeship programs and the armed services all require high-level performance on standardized tests. Therefore the KNOVA Board directs the administration to foster a school-wide culture of test taking by:

1. Actively teaching test taking strategies at all grade levels,
2. Posting test taking strategies in classrooms,
3. Discussing best test-taking practices and strategies at professional development gatherings,
4. Recognizing grades, classroom and individual teacher or students for strong performance on assessments at assemblies, in newsletters and in classroom celebrations.

It is the intent of the Board that progress be measured in a manner that clearly enables the student and parents to know whether the student is making progress toward meeting or exceeding academic content standards and Essential Skills. School and individual results shall be reported to the Board, parents and the community, as prescribed by law.

KNOVA shall not discriminate in the methods, practices and materials used for assessment, evaluating and counseling students on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability or marital status. Discrimination complaints shall be processed in accordance with established procedures. Staff will receive in-service education in the use of designated assessments and interpretation of assessment results.
A student may opt-out of the Smarter Balanced and/or alternate Oregon Extended Assessments in English language arts and mathematics as provided in state law. KNOVA shall provide the required notice and necessary forms to the student. KNOVA shall provide supervised study time for students who are excused from participating in the assessment. A student may be excused from the Oregon Statewide Assessment Program for disability or religious reasons. Parents and adult students will be provided the required notices that include a time frame in which statewide assessments will take place, and an adult student’s or parent’s right to request an exemption from taking the statewide summative assessments.

KNOVA shall establish conduct and discipline consequences for student-initiated test impropriety. “Student-initiated test impropriety” means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.

**END OF POLICY** (Adopted: Insert Date)

Legal Reference(s):

ORS 40.245
ORS 326.565
ORS 326.575
ORS 329.485
ORS 336.187
ORS 659.870
ORS 338.115 (2)

OAR 581-021-0030
OAR 581-022-0606
OAR 581-022-0610
OAR 581-022-1140
OAR 581-022-1210
OAR 581-022-1510
OAR 581-022-1670

HB 2655 (2015)


Elementary and Secondary Education Act (ESEA) Flexibility Waiver; July 23, 2015.
KNOVA board recognizes that the key work of school boards is to establish and promote a clear vision of student achievement as the top priority of KNOVA. Student achievement will be defined by KNOVA and include, but not be limited to, assessment results, student attendance and drop-out rates and diploma attainment.

KNOVA’s program will be consistent with Oregon Department of Education requirements and reflected in KNOVA’s annual report.

KNOVA board will, in striving for continuous improvement of student achievement, annually review KNOVA’s data on student achievement, prioritize, allocate and realign resources as necessary.

KNOVA administrator will develop guidelines as needed to implement this policy.

END OF POLICY  (Adopted: Insert Date)

Legal Reference(s):
ORS 329.095
OAR 581-022-1020
OAR 581-022-1030
OAR 581-022-1130
Equal Educational Opportunity: Policy JB

Every KNOVA student will be given equal educational opportunities regardless of age, sex, sexual orientation, race, religion, color, national origin, disability and marital status.

KNOVA may not limit student admission based on ethnicity, national origin, race, religion, disability, gender, income level, proficiency in English language or athletic ability, but may limit admission to students within a given age group or grade level.

Further, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by KNOVA. The school will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance and extracurricular activities.

The administration will designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator will investigate complaints communicated to KNOVA alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided to all students and employees.

The KNOVA Learning board will adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints under Title IX.

END OF POLICY (adopted: Insert Date)

Legal Reference(s):
Section 504 – Students: Policy JBAA

KNOVA recognizes its responsibility to provide a free, appropriate public education to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Accordingly, no otherwise qualified individual with disabilities shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any KNOVA program or activity or those provided by KNOVA through contractual or other arrangements. KNOVA aids, benefits and services will afford qualified students with disabilities equal opportunity to obtain the same result, gain the same benefit or reach the same level of achievement as students without disabilities in the most integrated setting appropriate to the student’s needs. Programs and activities shall be accessible to and usable by individuals with disabilities as prescribed by law.

A qualified individual with disabilities under Section 504 is an individual who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

In compliance with the provisions of Section 504, KNOVA will:

1. Provide written assurance of nondiscrimination in accordance with application procedures whenever KNOVA receives federal money;

2. Designate an employee to coordinate compliance with Section 504;

3. Provide procedures to resolve complaints of discrimination under Section 504;

4. Provide notice to students, parents, employees, including those with vision or hearing impairments, of KNOVA’s policy and compliance with law assuring nondiscrimination in admission or access to, or treatment, in KNOVA programs, activities or employment. Notice will be included in student/parent and staff handbooks and other materials as appropriate;

5. Annually identify and locate all Section 504 qualified students with disabilities in KNOVA who are not receiving a free appropriate, public education;

6. Ensure that tests and other evaluation materials have been validated, are administered by trained personnel, are tailored to assess educational need and are not based on IQ scores, and reflect what the tests purport to measure.

7. Provide nonacademic and extracurricular services and activities in such a manner as to afford students with disabilities an equal opportunity for participation in such services and activities;

8. Annually notify students with disabilities and their parents or guardians of KNOVA’s responsibilities under Section 504, including those with limited proficiency in English and those with vision or hearing impairments;

9. Provide parents or guardians with procedural safeguards, including notification of their right:

   a. To be notified in writing of any decisions made by KNOVA concerning the identification, evaluation or educational placement of their student pursuant to Section 504. KNOVA will request parental consent prior to conducting an evaluation of the student;

   b. To examine, copy and request amendments of the student’s educational records;

   c. To request an impartial hearing, with opportunity for participation by the student’s parents or guardian and representation by counsel regarding KNOVA decisions concerning identification, evaluation or educational placement of their student. A review procedure will be provided.

Students identified as qualified individuals with disabilities under Section 504 shall be placed in the regular educational environment unless it is demonstrated by KNOVA that the education of the student with the use of related aids and services in such a placement cannot be achieved satisfactorily. All placement decisions will be
made by an evaluation team comprised of persons designated by the administrator, knowledgeable about the student, the meaning of the evaluation data and placement options.

Students will be reevaluated periodically, but no less than every three years. Additionally, before implementing discipline that constitutes a significant change in the placement (i.e., expulsion, serial suspensions which exceed 10 school days in a school year, a series of suspensions each of which is 10 or fewer school days in duration but that creates a pattern of exclusion), KNOVA shall conduct a reevaluation of the student to determine whether the misconduct in question is caused by the student’s disability and, if so, whether the student’s current educational placement is appropriate.

If it is determined that the misconduct of the student is caused by the disability, the district’s team, in which KNOVA is located, will continue the evaluation following the requirements of Section 504 and the Americans with Disabilities Act of 1990, and Americans with Disabilities Act Amendments Act of 2008 (ADA) for evaluation and placement to determine whether the student’s current educational placement is appropriate. Due process procedures that meet the requirements of the IDEA may be used to meet the procedural safeguards of law. If it is determined that the misconduct is not caused by the student’s disability, the student may be excluded from school in the same manner as are similarly situated students who do not have disabilities.

A student identified as a qualified individual with disabilities under Section 504, who is also covered by the Individuals with Disabilities Education Act, will be disciplined in accordance with Board policy JGDA/JGEA - Discipline of Students with Disabilities and accompanying administrative regulation.

A reevaluation will also be required before any other significant change in placement (i.e., transferring a student to alternative education, graduation from high school, significantly changing the composition of the student’s class schedule, such as from regular education to the resource room, etc.).

END OF POLICY (Adopted: Insert Date)

Legal Reference(s):
ORS 192.630
ORS 326.051(1)(e)
ORS 338.115(a)
ORS 659.850
ORS 659.865
ORS 659A.103
ORS 659A.109
OAR 581-015-0054
OAR 581-021-0045
OAR 581-021-0046
OAR 581-021-0049
OAR 581-022-1140


Compulsory Attendance: Policy JEA

Except when exempt by Oregon law, all students between ages 6 and 18 who have not completed the 12th grade are required to regularly attend a public full-time school during the entire school term.

All students five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school.
Persons having legal control of a student between ages 6 and 18 who has not completed the 12th grade are required to have the student attend and maintain the child in regular attendance during the school term.

Persons having legal control of a student who is five years of age and has enrolled the child in a public school, are required to have the student attend and maintain the child in regular attendance during the school term.

Under the administrator’s direction and supervision, attendance supervisors shall monitor and report any violation of the compulsory attendance law to the administrator or designee. Failure to send a student and to maintain a student in regular attendance is a Class C violation.

KNOVA will develop procedures for issuing a citation.

A parent who is not supervising his/her student by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577 (1)(c). Failing to supervise a child is a Class A violation.

Exemptions from Compulsory School Attendance

In the following cases, students shall not be required to attend public schools full-time:

1. Students being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.
2. Students proving to the Board’s satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.
3. Students being taught by a private teacher the courses of study usually taught in kindergarten through grade 12 in the public school for a period equivalent to that required of students attending public schools.
4. Students being educated in the home by a parent.
5. Students excluded from attendance as provided by law.
6. An exemption may be granted to the parent of any student 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, a community college or an alternative education program as defined in ORS 336.615.

END OF POLICY (Adopted: Insert Date)

Legal Reference(s):
ORS 153.018  ORS 163.577  ORS 336.615 to -336.665  ORS 338.115(2)  ORS 339.010 to -339.090
ORS 339.095  ORS 339.990  ORS 807.065  ORS 807.066
SB 321 (2015)
Student Absences and Excuses: Policy JED

It is the student’s responsibility to maintain regular attendance in all assigned classes. Absence from school or class will be excused under the following circumstances:

8. Illness of the student;
9. Illness of an immediate family member when the student’s presence at home is necessary;
10. Emergency situations that require the student’s absence;
11. Field trips and school-approved activities;
12. Medical (dental) appointments. Confirmation of appointments may be required.
13. Other reasons deemed appropriate by KNOVA administrator when satisfactory arrangements have been made in advance of the absence.

KNOVA shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

Additionally, the principal will develop procedures whereby those students who are considered truant may be subject to the following penalties: detention, suspension and/or ineligibility to participate in athletics or other activities.

END OF POLICY  (Adopted: Insert Date)

Legal Reference(s):
ORS 109.056  ORS 338.115(2)  ORS 339.030  ORS 339.055ORS 339.065  ORS 339.071
Student Absence and Excuse: Administrative Rule JED-AR

All elementary students returning to school after an absence should be accompanied by a signed excuse from their parent or guardian.

Excused absences in excess of five days may be referred to the Multnomah County attendance counselor for investigation and disposition. Referrals may be made at the discretion of the School Principal.

Seven or more unexcused absences may be referred to the Multnomah County attendance department. Continued unexcused absences may result in suspension, expulsion or placement review. After ten excused or unexcused absences, the student may be withdrawn from enrollment at the review and discretion of the School Director, and their space on the class roster given to the next student on the waiting list. The withdrawn student may reapply for enrollment, but will be placed in the next available position on the current waiting list.

Verification by a parent or guardian is required for any absence from school. Those absences not verified will be considered unexcused. An unexcused absence or accumulation of unexcused absences will result in disciplinary action which may include one or more of the following:

1. Referral to the county or district attendance counselor(s).
2. Withdrawal from enrollment
3. Review alternative program options.
4. Expulsion.

RPA Attendance Rules: The purpose of attendance is to facilitate learning and to teach responsible behavior. Attendance rules should not only encourage and motivate students to attend school, but also emphasize the importance of school attendance. All absences affect learning regardless of their reason. Students missing class lose out on the significant amount of learning which occurs within a given classroom.

Regular attendance and punctuality are critical lifelong skills that will be learned and expected of all students. Students must demonstrate the ability to work individually and in groups to define problems, develop and evaluate solutions and apply strategies for solving life problems. Performance in class through collaborative activities is an essential element of student learning and assessment. Students must be present to achieve those outcomes. Therefore, absences must be minimized. Attendance procedures have been developed to maximize learning opportunities.

Absences will be excused by a parent or guardian through the office.

1. Absences - In accordance with the laws of the State of Oregon, school attendance is the responsibility of the student and his/her family. Students are expected to be regular and punctual in their attendance.

2. According to Oregon State Law, the school is charged with the responsibility of excusing student absences with parent permission for the following reasons:

   1. Serious illness of student
   2. Illness of family member
   3. Death in the family or other emergency
   4. Religious holiday or religious instruction
   5. Severe inclement weather when school is not officially closed, but it would not be safe for your family to travel
When students are absent, their parent/guardian must:

1. Absence due to illness or emergency: - Contact RPA by phone, 503.907-1023 before 10:00 a.m. on the day of an absence. If a phone call is not possible, the student or parent must present a note signed by the parent/guardian to the office the day the student returns to school.

2. Other home and family absences: - Other absences must be pre-arranged prior to the absence, by the parent, either by phone or a note to the teacher and/or office. Each absence is an individual case and will be treated according to the circumstances surrounding the request. Examples of such extended absences which are to be handled in this way are funerals, hunting trips, vacations, or any other absence for reasons of personal or emergency.

Excessive absences during each semester will result in the following:

1. After (2) unexcused absences: - The teacher will personally speak with the parent, express concern, and encourage attendance. Teachers can excuse an absence based on parent information by sending a note to the office.

2. After (5) unexcused absences:
   
   A. The teacher will personally speak with the parent, and refer the parent and student to the School Director who may place the family on an attendance contract. Attendance contracts will be given at the discretion of the Director. These contracts will be placed in the student file and will serve as a reminder and motivator for improved attendance.
   
   B. The Director will confer with the student and parent and form a plan for improving attendance.

3. If a student accumulates a significant number of unexcused absences that will affect their opportunity to be promoted to the next grade level: The teacher will write a referral to the appropriate administrator.

Excused Absences

Excused absences may be granted for the student’s illness, illness of some member of the student’s family or for an emergency. Excused absences may also be granted for other reasons where satisfactory arrangements have been made in advance of the absence.

Excused absences do not relieve the student of his or her responsibility to meet the attendance requirements of the school district and State of Oregon for grade advancement and/or graduation requirements. Absence for such reasons as vacations, non-school activities, or other purposes are discouraged our attendance policy. Late night activities that cause a student to be tardy or absent the following day are also discouraged by this policy and the school administration and staff. Please attempt to schedule dentist and doctor appointments so as to avoid absence, late arrival or early dismissal.

Compulsory Attendance

Except when exempt by Oregon law, all students aged 7-18 who have not completed the 12th grade are required to attend school full time on a regular basis at the designated school within the attendance area or a school of parent choice. Persons having legal control of a student, ages 7-18 who has not completed the 12th grade are required to have the student attend school. Under the superintendent's direction and supervision, attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Violation is a Class C violation and is punishable by a citation up to $150.
A parent or student may be referred by RPA to the district for further review. The district will develop procedures for issuing a citation. A parent who is not supervising their student by requiring school attendance may also be in violation of ORS 163.577(1) (c). Failing to supervise a child is a Class A violation and punishable by a fine up to $600.

Exemptions from Compulsory School Attendance

In the following cases, students shall not be required to attend public schools full time:

1. Students being taught in a private or parochial school in courses of study usually taught in grades 1-12 in the public schools and in attendance for a period equivalent to that required of students attending public schools;

2. Students proving to the Board's satisfaction that they have acquired the courses of study taught in grades 1-12 in the public schools;

3. Students being taught by a private teacher the courses of study usually taught in grades 1-12 in the public school for a period equivalent to that required of students attending public schools.

4. Student being educated in the home by a parent:
   A. When a student is taught or is withdrawn from a public school to be taught by a parent or private teacher, the parent or teacher must notify the Multnomah Service District (MESD) in writing within 10 of such occurrence. In addition, when a home-schooled student moves to a new ESD, the parent shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD superintendent shall acknowledge receipt of notification in writing within ten calendar (10) days of receipt of the notification. Notification must be received and acknowledged before a student is withdrawn from school and thereafter before the start of each school year;
   B. Each student being taught by a parent or private teacher shall be examined no later than August 15, following grades 3, 5, 8, and 10:
      1. If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the student withdrew;
      2. If the student never attended the public or private school, the first examination shall be administered prior to the end of grade 3;
      3. Procedures from home-schooled students with disabilities are set out in OAR 581_021-0029.
   C. Examinations testing each student shall be from the list of approved examinations from the State Board of Education;
   D. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Department of Education;
   E. The person administering the examination shall score the examination and report the results to the parent. Upon request of the ESD superintendent, the parent shall submit the results of the examination to the ESD.
   F. All costs for the test instrument, administration and scoring are the responsibility of the parent;
   G. In the event the ESD superintendent finds that the student is not showing satisfactory educational progress, the ESD superintendent shall provide the parent with a written statement of the reasons for the finding, based on the test results and shall follow the guidelines in Oregon Revised Statutes and Oregon

Tardies

Being tardy to school even by a few minutes can severely affect a student’s ability to succeed in school. Time to settle in and socialize with friends and teachers in the morning is a crucial part of a child’s adaptation and level of
comfort with the educational setting. Because of this, we believe at RPA that all students should be on time and ready to learn every day. In order to support this belief, we have adopted the following tardy policy.

1. After 5 tardies, the classroom teacher will contact the parent(s) to discuss the potential impact the late arrivals have for their child.

2. If tardy behavior continues (any more than 4 additional tardies) after this teacher/parent contact, the School Director will schedule a conference with the family including the child to discuss and create a plan of assistance and contract for improvement.

3. All tardies will be considered time lost from learning. Students who are tardy by more than 15 minutes (arriving after 8 a.m.) will make up their learning time during the first available recess. This time will either be spent in the classroom with the teacher or in the office as necessary.

4. Students who are tardy will not be eligible for perfect attendance awards.

END OF RULE (Adopted *****)

Legal Reference(s):

ORS 153.018  ORS 163.577  ORS 336.615 to -336.665  ORS 338.115(2)  ORS 339.010 to -339.090
ORS 339.095  ORS 339.990  ORS 807.065  ORS 807.066  ORS 109.056  ORS 338.115(2)
ORS 339.055ORS 339.065  ORS 339.071  ORS 339.250  ORS 339.42OAR 581-021-0026OAR 581-
021-0029 OAR 581-021-0071 OAR 581-021-0077) OAR 581-021-0046 OAR 581-021-0050 OAR 581-
023-0006(11)

SB 321 (2015)
Truancy: Policy JEDA

Truancy is defined as absence from school without permission.

KNOVA believes irregular attendance is one of the factors associated with student failure and frustration with the school experience. A fundamental purpose for insisting on punctual, regular school attendance is to help each student develop habits of responsibility.

With these beliefs in mind, the public charter school will develop procedures that foster a partnership with parents in the early detection of truancy, related counseling and appropriate consequences.

END OF POLICY (Adopted: Insert Date)

Legal Reference(s):
ORS 338.115(2)
ORS 339.040 to -339.090
ORS 339.240
ORS 339.250

OAR 581-021-0050 to-0075
Student Rights and Responsibilities: Policy JF/JFA

The KNOVA board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with these rights are responsibilities that must be assumed by students. Among these student rights and responsibilities are the following:

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

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

Students’ rights and responsibilities, including standards of conduct, will be made available to students, their parents and employees through information distributed annually.

END OF POLICY (Adopted: Insert Date)

Legal Reference(s):
ORS 332.061  ORS 332.072  ORS 337.150  ORS 338.115(a)  ORS 339.155
ORS 339.240  ORS 339.250  ORS 659.850  ORS 659.865
OAR 581-021-0045  OAR 581-021-0046  OAR 581-021-0050 to -0075  OAR 581-022-1140
Student Conduct: Policy JFC

The KNOVA Learning board expects student conduct to contribute to a productive learning climate. Students shall comply with the school’s written rules, pursue the prescribed course of study, submit to the lawful authority of school staff and conduct themselves in an orderly manner at the school during the school day or during school-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one’s actions and maintain a productive learning environment. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student handbook, code of conduct or other document shall be developed by the KNOVA administration and will be made available and distributed to parents, students and employees outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). In addition, the school shall publish a student/parent handbook detailing additional rules specific to that school. All rules applying to student conduct shall be posted in a prominent place in the school building.

Students in violation of KNOVA board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others. Students may be denied participation in extracurricular activities. Titles and/or privileges available to, or granted to, students may also be denied and/or revoked (e.g., student body, class or club office positions, dances etc.). A referral to law enforcement may also be made.

KNOVA will annually record and report expulsion data for conduct violations to their sponsoring district as required by the Oregon Department of Education.

END OF POLICY  (Adopted: Insert Date)

Legal Reference(s):
ORS 338.115  ORS 339.240  ORS 339.250  ORS 659.850  OAR 581-021-0050 to -0075
Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).
Personal Electronic Devices and Social Media: Policy JFCEB

Student possession or use of personal electronic devices on KNOVA property, in KNOVA facilities during the school day and while the student is in attendance at KNOVA-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal and approved by the Executive Director.

A “personal electronic device (PED)” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

“Independent communication” means communication that does not require assistance or interpretation by an individual who is not part of the communication but that may require the use or assistance of an electronic device.

Personal electronic devices shall be turned off during instructional or class time, during passing times between classes or at any other time where such use of the device would cause a disruption of school activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on KNOVA property or while a student is engaged in school-sponsored activities, unless as expressly authorized in advance by the principal or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities and independent communications. If KNOVA implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices, for curriculum.

A process for responding to a student’s request to use a personal electronic device, including an appeal process if the request is denied, will be provided.

KNOVA will not be liable for personal electronic devices brought to school property and school-sponsored activities.

Students may not access social media websites using KNOVA equipment, while on school property or at school-sponsored activities unless the access is approved by a school representative. The school will not be liable for information or comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior principal or designee approval or when use is provided for in a student’s individualized education program (IEP).

Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of this policy. A referral to law enforcement officials may also be made. Personal electronic devices brought to KNOVA or used in violation of this policy are subject to confiscation and will be released to the student’s parent or property owner, as appropriate.

The administrator shall ensure that the Board’s policy and any subsequent school rules developed by building administrators are reviewed and approved in advance to ensure consistency with this policy and that pertinent provisions of policy and school rules are communicated to staff, students and parents through building handbooks and other means.

END OF POLICY (Adopted: Insert Date)

Legal Reference(s):

Hazing/Harassment/Intimidation/Bullying/[Menacing/Cyberbullying/ Teen Dating Violence/Domestic Violence – Student: Policy JFCF
The KNOVA Board, in its commitment to providing a positive and productive learning environment, will consult with parents/guardians, employees, volunteers, students, administrators and community representatives in developing this policy compliance with applicable Oregon Revised Statutes. Hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying by students, staff and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Students may also be referred to law enforcement officials.

The Principal is responsible for ensuring that this policy is implemented.

Definitions

“KNOVA school” includes school facilities, school premises and non-KNOVA school property if the student is at any public school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in KNOVA business, such as employees of businesses or organizations participating in cooperative work programs with the school and others not directly subject to school control at inter-public school and intra-public school athletic competitions or other school events.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any school-sponsored activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to KNOVA Learning school grounds, at any school-sponsored activity, on school-provided transportation that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status and/or source of income or disability.
“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse by one or more of the following acts between family and household members:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully.

“Retaliation” means harassment, intimidation or bullying, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of harassment, intimidation or bullying and acts of cyberbullying, teen dating violence or retaliation.

“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**

The principal will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation bullying, menacing and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on KNOVA property, at a school-sponsored activity or in a school vehicle or vehicle used for transporting students to a KNOVA activity shall immediately report the incident to the principal. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing or an act of cyberbullying to principal may subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the principal who has overall responsibility for all investigations.

This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate school official.

Complaints against the principal shall be filed with the Executive Director.

Complaints against the Executive Director shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the administrator review the actions taken in the initial investigation, in accordance with administrative regulations.

KNOVA shall incorporate into existing training programs for students and staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying.
KNOVA shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence, domestic violence and acts of cyberbullying.

The Executive Director shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school website, and school and KNOVA office and the development of administrative regulations, including reporting and investigative procedures.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by the ODE.

END OF POLICY  (adopted: insert date)

Legal Reference(s):
ORS 163.190   ORS 166.065   ORS 166.155 to -166.165   ORS 174.100(7)   ORS 332.072   ORS 339.240
ORS 339.250   ORS 339.254   ORS 339.351 to -339.366
OAR 581-021-0045   OAR 581-021-0046   OAR 581-021-0055   OAR 581-022-1140
Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence Complaint Procedures – Student: Administrative Rule JFCF-AR

The Executive Director has responsibility for investigations concerning [hazing,] harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be investigated in accordance with the following procedures:

Step 1 Any [hazing,] harassment, intimidation or bullying, [menacing,] acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the [employee position title]. Complaints against the administrator 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 KNOVA official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The KNOVA official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The KNOVA official(s) conducting the investigation shall notify the complainant 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 complainant is not satisfied with the decision at Step 2, a written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step 2 decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as a part of the student’s education records. [Additionally, a copy of all harassment, intimidation or bullying, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the KNOVA office.

END OF ADMINISTRATIVE RULE (Adopted: Insert Date)
Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems: Policy
JFCG/JFCH/JFCI

Student substance abuse, possession, use, distribution or sale of tobacco products or inhalant delivery systems, alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, on or near any public school grounds, including parking lots, or while participating in public school-sponsored activities is prohibited and will result in disciplinary action. If possession, use, distribution or sale occurred near KNOVA grounds, disciplinary action may include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (e.g., student body, class or club office positions, dances, etc.). If possession, use, distribution or sale occurred on KNOVA school grounds, at school-sponsored activities or otherwise while the student was under the jurisdiction of KNOVA, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed. A student may be referred to law enforcement officials. Parents will be notified of all violations involving their student and subsequent action taken by the school.

A referral to community resources and/or cessation programs designed to help the student overcome tobacco product, inhalant delivery system, alcohol or unlawful drug use may also be made. The cost of such programs are the individual responsibility of the parent and the private health-care system.

Clothing, bags, hats and other personal items used to display, promote or advertise tobacco products, inhalant delivery systems, alcohol or unlawful drugs are prohibited on all public school grounds, including parking lots, at KNOVA-sponsored activities and in KNOVA vehicles.

Any person under age 18 possessing a tobacco or inhalant delivery system product is in violation of state law and is subject to a court-imposed fine.

Any person who distributes, sells or allows to be sold, tobacco products or any substance sold for the purpose of being smoked, vaporized or aerosolized, in any form, a tobacco-burning or inhalant delivery system device, to a person under 18 years of age is in violation of state law and is subject to a court-imposed fine.

An “unlawful drug” is any drug as defined by the Controlled Substances Act including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). As used in this policy, an “unlawful drug” also means possession, use, sale or supply of prescription and nonprescription drugs in violation of Board policy and any accompanying administrative regulation.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of school property is a Class A felony, as provided by ORS 475.904.

END OF POLICY  (Adopted: Insert Date)

Legal Reference(s):
(13)OAR 581-053-0630                   OAR 584-020-0040

Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems: Policy JFCG/KGC/GBK

It is KNOVA’s obligation to protect the health, welfare and safety of students. To be consistent with Oregon law and the school’s curriculum, student possession, use, distribution or sale of tobacco products or inhalant delivery systems in any form on or off school premises, at school-sponsored activities, on all school grounds, including parking lots, in school-owned, rented or leased vehicles or otherwise, or while a student is under the jurisdiction of KNOVA is prohibited.

The use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on public school premises, in any building or facility, on school grounds, including parking lots, in any vehicle owned, rented or chartered by the school and at all school-sponsored activities.

For the purpose of this policy “tobacco products” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew or snuff, in any form. This does not include USFDA-approved tobacco products or therapy products used for the purpose of cessation.

For the purpose of this policy, “inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

Violation of this policy will lead to appropriate disciplinary action up to and including expulsion for students. When considering disciplinary action for a student with disabilities, KNOVA must follow the requirements of Board policy JGDA/JGEA - Discipline of Students with Disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination and an interim alternative educational setting. Community or school service may be required. A referral to law enforcement may be made. Parents will be notified of all violations involving their student and subsequent action taken by KNOVA. Information about cessation support and/or tobacco education programs and how students can access these programs will be provided. At the discretion of KNOVA administrator, attendance and completion of such programs or successful completion of a behavior modification plan, may be allowed as a substitute for, or as part of student discipline.

END OF POLICY  (Adopted: Insert Date)

Legal Reference(s):
Weapons in the School: Policy JFCJ

Students shall not bring, possess, conceal or use a weapon on or at KNOVA Learning property, activities under the jurisdiction of the school or interscholastic activities administered by a voluntary organization.

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

1. A “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. A “deadly weapon” means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. A “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 destructive device;
4. A “destructive device” means any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons, fireworks and pocket knives are also prohibited by KNOVA policy. Exceptions to KNOVA’s replicas prohibition may be granted only with administrator approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to KNOVA Principal, his or her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform the Executive Director.

The Principal shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to the administrator.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The KNOVA Principal may, on a case-by-case basis, modify this expulsion requirement. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA - Discipline of Students with Disabilities, and accompanying administrative regulation.
Weapons under the control of law enforcement personnel or a person who has a valid license under ORS 166.291 and 166.292 are permitted. The KNOVA Principal or Executive Director may authorize other persons to possess weapons for courses, programs and activities approved by the school and conducted on school property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports.

KNOVA may post a notice at any site or premise off school grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the KNOVA as the sponsor, the activity as a KNOVA function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone,” as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

“Gun-Free School Zone” signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise accepted by law or this policy, shall be reported to the appropriate law enforcement agency.

END OF POLICY (adopted: Insert date)

Legal Reference(s):
ORS 161.015 ORS 166.210 - 166.370 ORS 166.382 ORS 338.115(a)(j) ORS 339.115 ORS 339.240
ORS 339.250 ORS 339.315 ORS 339.327 ORS 809.135 ORS 809.260
OAR 581-053-0531(16) OAR 581-053-0630
