

Siuslaw Valley Charter School

Table of Contents

Section A/B: Board Governance and Operations

Nondiscrimination and Civil Rights	AC
Discrimination Complaint Procedure	AC-AR(1)
Discrimination Complaint Form	AC-AR(2)
Americans with Disabilities Act.....	ACA
ADA Grievance Procedure.....	ACA-AR
Every Student Belongs	ACB
Bias Incident Complaint Procedure.....	ACB-AR
Board Powers and Duties	BBA
Individual Board Member's Authority and Responsibilities.....	BBAA
Board Member Standards of Conduct	BBF
Board Member Ethics and Nepotism	BBFB
Board Meetings	BD/BDA
Executive Sessions	BDC
Board Meeting Procedures	BDD
Board Meeting Agenda.....	BDDC
Minutes of Board Meetings	BDDG
Public Comment at Board Meetings.....	BDDH
Public Comment at Board Meetings.....	BDDH-AR
Adoption and Revision of Policies and Administrative Regulations	BFC
New Board Member Orientation	BH/BHA
Board Member Training	BHB
Board Member Compensation and Expense Reimbursement	BHD
Board Member Liability Insurance	BHE

The following symbol is used on some policies:

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

Siuslaw Valley Charter School

Code: AC
Adopted:

Nondiscrimination and Civil Rights

The public charter school does not discriminate on any basis listed below and prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, 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.

The public charter school may not limit student enrollment based on ethnicity, national origin, race, religion, disability, sex, sexual orientation, gender identity, income level, proficiency in English language, the terms of an individualized education program (IEP), or athletic ability, except as authorized under Oregon law. The school may limit admission to students within a given grade level. The school must select students through an equitable lottery selection process if the number of student applicants exceeds the capacity of a program, class, grade level or building. The school may implement a weighted lottery that favors historically underserved students in accordance with ORS 338.125. The school may give priority for admission to students in accordance with ORS 338.125.

The public charter school 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 public charter school prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing, and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under state and federal law.

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

The head of school/superintendent shall appoint individuals at the public charter school to contact on issues concerning the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments Act, and other civil rights or

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001.

discrimination issues, and notify students, parents, and employees with their names, office addresses, and phone numbers.

The Board will adopt and the public charter school will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees, and the public, and such procedures will be available at the school's administrative office during business hours and published on the home page of the school's website.

Any complaint alleging discrimination may be made to any civil rights coordinator and will be processed in accordance with administrative regulation AC-AR - Discrimination or Civil Rights Complaint Procedure. Depending on the nature of the complaint, additional requirements may apply.

The public charter school will document and track:

1. All reports of discrimination received by the public charter school and all responses to those reports issued by the school, including any investigations completed and remedies provided; and
2. The training completed by each civil rights coordinator.

Civil Rights Coordinator

The head of school/superintendent is the public charter school's civil rights coordinator.

The civil rights coordinator(s) will:

1. Be knowledgeable of the requirements in OARs 581-021-0038, 581-021-0045, 581-021-0046, and 581-021-0660;
2. Have the independence and authority necessary to carry out the provisions of OAR 581-021-0660;
3. Monitor, coordinate, and oversee public charter school compliance with state and federal laws prohibiting discrimination in education, including ensuring the availability of, and providing to students and staff:
 - a. The notice of nondiscrimination² required by OAR 581-021-0045; and
 - b. The public charter school written complaint process for making reports of discrimination.
4. Oversee and ensure the resolution of public charter school investigations of complaints alleging and substantiating discrimination, including the provision of remedies designed to restore or preserve equal access to an education program or activity;
5. Provide guidance to school staff on civil rights issues in the public charter school;
6. Respond to questions and concerns about civil rights in the public charter school;
7. Coordinate efforts to prevent civil rights violations from occurring in the public charter school; and

² The notice of nondiscrimination will include the name or title, work address, email address, and phone number of each civil rights coordinator.

8. Satisfy the following training requirements:

- a. Upon initial designation, a civil rights coordinator must receive the following training in accordance with a schedule established by the Oregon Department of Education (ODE):
 - (1) The meaning of discrimination under state and federal nondiscrimination law, including ORS 659.850, Title VI of the Civil Rights Act of 1964 Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;
 - (2) The duties of public charter schools under state and federal nondiscrimination law, including ORS 342.700 to 342.708, ORS 659.850 and 659.855, Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American's with Disabilities Act of 1990, those statutes' implementing rules and regulations, and determinations made by the Oregon Department of Education and the United States Department of Education's Office for Civil Rights;
 - (3) The coordinators required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and those coordinators' duties;
 - (4) Identifying discrimination and reports of discrimination;
 - (5) Responding to reports of discrimination;
 - (6) Conducting civil rights investigations, including identifying conflicts of interest, and using strategies to mitigate conflicts of interest;
 - (7) Preventing discrimination in public school programs and activities;
 - (8) Identifying retaliation taken in response to reports of discrimination, responding to reports of such retaliation, and preventing such retaliation in public school programs and activities;
 - (9) Tracking and documenting reports of discrimination.
- b. In years subsequent to being designated a civil rights coordinator, a civil rights coordinator must annually receive the following training in accordance with a schedule established by ODE:
 - (1) The meaning of discrimination under state and federal nondiscrimination law, including ORS 659.850, Title VI of the Civil Rights Act of 1964 Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;
 - (2) The duties of public charter schools under state and federal nondiscrimination law, including ORS 342.700 to 342.708, ORS 659.850 and 659.855, Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American's with Disabilities Act of 1990, those statutes' implementing rules and regulations, and determinations made by the Oregon Department of Education and the United States Department of Education's Office for Civil Rights;
 - (3) The coordinators required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and those coordinators' duties;

- (4) Reporting discrimination, and responding to reports of discrimination, including through complaint processes and investigations.³

END OF POLICY

Legal Reference(s):

ORS 174.100	ORS 659A.003	ORS 659A.409
ORS 192.630	ORS 659A.006	
ORS 326.051(1)(e)	ORS 659A.009	OAR 581-021-0045
ORS 338.115	ORS 659A.029	OAR 581-021-0046
ORS 338.125	ORS 659A.030	OAR 581-021-0047
ORS 408.230	ORS 659A.040	OAR 581-021-0650 - 0665
ORS 659.805	ORS 659A.103 - 659A.145	OAR 581-075-0001 - 075-0005
ORS 659.815	ORS 659A.230 - 659A.233	OAR 581-075-0901
ORS 659.850 - 659.860	ORS 659A.236	OAR 839-003
ORS 659.865	ORS 659A.309	
ORS 659A.001	ORS 659A.321	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R. Part 1626 (2019).

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

Corrected 2/19/25

³ Training must first be completed by June 30, 2025.

Siuslaw Valley Charter School

Code: AC-AR(1)

Revised/Reviewed:

Discrimination Complaint Procedure

Any person, including students, staff, visitors and third parties may file a complaint.

The public charter school may have additional responsibilities addressing reports and complaints, including but not limited to, those found in the following policies and their associated administrative regulations:

1. ACA - Americans with Disabilities Act;
2. ACB - Every Student Belongs;
3. GBEA - Workplace Harassment;
4. GBM - Staff Complaints;
5. GBMA - Whistleblower;
6. GBN/JBA - Sexual Harassment;
7. GBNA - Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbullying – Staff;
8. GBNA/JHFF - Reporting of Suspected Sexual Conduct with Students;
9. GBNAB/JHFE - Suspected Abuse of a Child Reporting Requirements;
10. IIA - Instructional Materials**;
11. JFCF - Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence, or Domestic Violence – Student**; and
12. KL - Public Complaints.

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 may be filed with the head of school/superintendent/(who is also designated the civil rights coordinator). Any staff member that receives a written or oral complaint shall report the complaint to the head of school/superintendent. The head of school/superintendent or civil rights coordinator will oversee the investigation conducted and ensure the investigation is resolved.

The head of school/superintendent shall ensure that any required notices are provided.¹

The head of school/superintendent 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.

Step 2 If the complainant is not satisfied with the decision of the head of school/superintendent, a written appeal may be filed with the Board within five school days of receipt of the head of school/superintendent response in Step 1. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet

¹ See the following for notice requirements:

1. Administrative regulation ACB-AR - Bias Incident Complaint Procedures
2. Board policy GBN/JBA - Sexual Harassment

with the concerned parties and their representative at a Board meeting. The Board's decision will address each allegation in the complaint and contain the reasons for the Board's decision. A copy of the Board's decision shall be sent to the complainant in writing within 30 days of receipt of the appeal by the Board.

If the Board decides not to hear the appeal the head of school/superintendent decision is final.

If the head of school/superintendent is the subject of the complaint the individual may start at Step 2 and file a complaint with the Board President. The Board may refer the investigation to a third party. The Board President may refer to legal counsel.

Complaints against the Board as a whole or against an individual Board member may start at Step 2, should be submitted to the Board President, and may be referred to counsel. Complaints against the Board President may start at Step 2 and should be referred directly to the Board Vice President. The Board Vice President will direct notification to the head of school//superintendent or civil rights coordinator.

Timelines may be extended by the public charter school for good cause. Any extension will be communicated to the parties and include a reason for the delay in writing.

Appeal Process

A decision reached by this public charter school board for a complaint that alleges a violation of OAR 581-021-0047 (Prohibition against using Native American mascots) may be appealed to Oregon Department of Education (ODE) under OAR 581-075-0001 - 581-075-0045 (the rules are amended by OAR 581-075-0901 until April 30, 2025).

A decision reached by this public charter school board for a complaint that alleges a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or OAR 581-021-0046 (Discrimination), or OAR 581-021-0655 (Duty to Designate a Civil Rights Coordinator) or 581-021-0660 (Duties of and Training Requirements for Civil Rights Coordinator), may be appealed to the board of the Siuslaw School District. The complainant may file such appeal with the superintendent of the Siuslaw School District. A final decision reached by the Board of Siuslaw School District may be appealed to ODE under OAR 581-075-0001 - 581-075-0045 (the rules are amended by OAR 581-075-0901 until April 30, 2025).

Corrected 2/19/25

Siuslaw Valley Charter School

Code: AC-AR(2)

Revised/Reviewed:

Discrimination Complaint Form

Name of Person Filing Complaint Date School or Activity

Student/Parent ☐ Employee ☐ Job applicant ☐ Other ☐ _____

Type of discrimination or harassment:

- | | | |
|--|---|---|
| ☐ Race | ☐ Familial status | ☐ Income level |
| ☐ Color | ☐ Economic status | ☐ Athletic ability |
| ☐ Religion | ☐ Veterans' status | ☐ Proficiency in English language |
| ☐ Sex | ☐ Age | ☐ Discriminatory use of a Native American mascot |
| ☐ National or ethnic origin | ☐ Sexual orientation | |
| ☐ Mental or physical disability | ☐ Gender identity | |
| ☐ Marital status | ☐ Pregnancy | |
| ☐ Other _____ | | |

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

Who should we talk to and what evidence should we consider?

Suggested solution/resolution/outcome:

This complaint form should be mailed or submitted to the head of schools/superintendent.

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.

Siuslaw Valley Charter School

Code: ACA

Adopted:

Americans with Disabilities Act

The public charter school, 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.

The public charter school 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 public charter 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.

Public charter school 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, the public charter school 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 public charter school board. Auxiliary aids and services determinations will be based on availability, effectiveness and financial or administrative burden to the public charter school.

The Board directs the head of school/superintendent to develop and implement an appropriate plan that provides for public charter school 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

Legal Reference(s):

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

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Chevron U.S.A. Inc. v. Echazabal, 536 U.S. 73 (2002).

Americans with Disabilities Act Amendments Act of 2008.

Corrected 2/19/25

Siuslaw Valley Charter School

Code: ACA-AR

Revised/Reviewed:

ADA Grievance Procedure

The head of school/superintendent is responsible for coordinating the public charter school's efforts to comply with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA). The head of school/superintendent shall be a neutral party having had no involvement in the complaint presented.

- Step 1 Any complaint shall be presented in writing to the head of school/superintendent within 180 days from date of alleged discrimination. It must include the following:
- The name and address of the individual or the representative filing the complaint;
 - The description of the alleged discriminatory action in sufficient detail to inform the public charter school of the nature and date of the alleged violation;
 - A signature by the complainant or by someone authorized to do so on their behalf;
 - 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 head of school/superintendent 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 head of school/superintendent 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, an appeal to the Board may be filed within 10 working days after receipt of the Step 2 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.

If the complainant is not satisfied with the decision of the public charter school 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.

Corrected 2/19/25

Siuslaw Valley Charter School

Code: ACB
Adopted:

Every Student Belongs

All students are entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All visitors are entitled to participate in a school or educational environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

“Symbol of hate” means nooses¹, symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The public charter school prohibits the use or display of any symbols of hate on school property² or in an education program³ except where used in teaching curriculum that is aligned with state standards of education for public schools.

In responding to the use of any symbols of hate or bias incidents, the public charter school will use non-disciplinary remedial action whenever appropriate.

The public charter school prohibits retaliation against an individual because that individual has in good faith reported information that the individual believes is evidence of a violation of a state or federal law, rule or regulation.

Nothing in this policy is intended to interfere with the lawful use of public charter school facilities pursuant to a lease or license.

¹ The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under Senate Bill 398 (2021).

² “School property” means any property under the control of the public charter school.

³ “Education program” includes any program, service, school or activity sponsored by the public charter school.

The public charter school will use administrative regulation ACB-AR - Bias Incident Complaint Procedure to process reports or complaints of bias incidents.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)

[ORS 339.347](#)

[ORS 659.850](#)

[ORS 659.852](#)

[OAR 581-002-0005](#)

[OAR 581-022-2312](#)

[OAR 581-022-2370](#)

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

Dariano v. Morgan Hill Unified Sch. Dist., 767 F.3d 764 (9th Cir. 2014).

State v. Robertson, 293 Or. 402 (1982).

Corrected 2/19/25

Siuslaw Valley Charter School

Code: ACB-AR
Adopted:

Bias Incident Complaint Procedure

The terms “bias incident” and “symbols of hate” are defined in policy. Persons impacted by a bias incident or display of a symbol of hate shall be defined broadly to include persons directly targeted by an act, as well as the community of students as a whole who are likely to be impacted by the act.¹

Step 1: When a staff member learns of a potential bias incident or display of a symbol of hate, the staff member will prioritize the safety and well-being of all persons impacted and promptly report the incident to the head of school/superintendent.

Step 2: The head of school/superintendent shall acknowledge receipt of the complaint, reduce the complaint to writing, and investigate any complaint of a bias incident. The head of school/superintendent will recognize the experience of all persons impacted, acknowledge the impact, commit to taking immediate action, and commit to preventing further harm against those persons impacted from taking place. Educational components and redirection procedures, if any, will:

- Address the history and impact of bias and hate;
- Advance the safety and healing of those impacted by bias and hate;
- Promote accountability and transformation for people who cause harm; and
- Promote transformation of the conditions that perpetuated the harm.

The head of school/superintendent must consider whether the behavior implicates other public charter school policies or civil rights laws, and if so, respond accordingly².

The head of school/superintendent will make a decision within 10 days of receiving the complaint.

All persons impacted by the act will be provided with information³ relating to the investigation and outcome of the investigation, including:

- Notice that an investigation has been initiated;
- Notice when an investigation has been completed;
- The findings of the investigation and the final determination based on those findings;
- Actions taken to remedy a person’s behavior and prevent reoccurrence; and

¹ The term “complainant” in this administrative regulation includes persons filing formal complaints and persons reporting bias incidents, regardless of whether the complainant is a victim. Similarly, the term “complaint” includes any report, information or complaint.

² The nature of the behavior or act must determine the process used to respond; what rights and protections are available to the person(s) impacted by the behavior or act; and an individual’s right to appeal to the Oregon Department of Education or the U.S. Department of Education.

³ For additional information regarding required notices, see OAR 581-022-2312(4)(e)(E).

- When applicable, the legal citation of any law prohibiting disclosure of any information described above, and an explanation of how that law applies to the current situation.

Step 3: If the complainant or respondent is not satisfied with the decision of the head of school/superintendent, a written appeal may be filed with the Board within five school days of receipt of the head of school/superintendent's response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may use an executive session if the subject matter qualifies under Oregon law. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at a Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing within 10 days of this meeting.

The Board will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 3, as appropriate.

Complaints against the head of school/superintendent or a Board member(s) can be directed to the Board and will begin at Step 3. If complaints begin later than Step 1, the individuals reviewing the complaint will ensure that all requirements are met.

The complainant, if a person who resides in the district or a parent or guardian of a student who attends school in the public charter school is not satisfied after exhausting local complaint procedures, the public charter school fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal⁴ the public charter school's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-075-0001 – 581-075-0045.

Complaints may also be filed directly with the U.S. Department of Education Office for Civil Rights.⁵

Public charter school administration will develop and implement instructional materials to ensure that all school employees, staff and students are made aware of the policy, this administrative regulation and related practices. The materials will include reporting procedures, educational processes, and possible consequences.

When necessary, timelines may be adjusted by the public charter school by communicating to all parties in writing. This communication must include a new timeline and an explanation of why the timeline must be adjusted.

Corrected 2/19/25

⁴ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

⁵ Complaints must meet criteria as established by law. For more information, visit <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Siuslaw Valley Charter School

Code: BBA
Adopted: 11/21/24
Orig. Code: BBA

Board Powers and Duties

The bylaws delegates to the Board responsibility for the conduct and governance of programs and services in the public charter school. 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 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 the public charter school 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 community members informed about the public charter school.

2. Judicial Authority

As provided by law, policy or contract, the 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 Board will appoint an head of school/superintendent delegated to establish administrative regulations to implement Board policy and goals. The Board will evaluate the head of school/superintendent's performance.

The Board may establish academic and financial goals for the public charter school and evaluate the head of school/superintendent's implementation of those goals.

The Board will oversee the public charter school'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 head of school/superintendent to approve payment on all contracts and business transactions of the public charter school in accordance with board policies and charter agreement on purchasing and budget requirements. The Board will provide for an annual audit of the public charter school's assets (See Board policy DID – Property Inventories).

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

The Board will establish salaries and salary schedules, other terms and conditions of employment, and personnel policies for public charter school employees.

The Board will establish the days of the year and the hours of the day when school will be in session.

END OF POLICY

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 - 339.327](#)

[ORS 339.351 - 339.364](#)

[ORS 339.370 - 339.400](#)

[ORS 339.866 - 339.873](#)

[ORS 339.883 - 339.885](#)

Corrected 2/19/25

Siuslaw Valley Charter School

Code: BBAA
Adopted: 11/21/24
Orig. Code: BBAA

Individual Board Member's Authority and Responsibilities

An individual public charter school board member exercises the authority and responsibility of their position when the public charter school board is in legal session only.

A public charter school 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.

When expressing personal opinions in public, the Board member should clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, supplied by the head of school/superintendent, gained through attendance at public charter school 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 head of school/superintendent. 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

Requests for a legal advice or opinions by a Board member that will incur a cost for the public charter school, must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions prior to the next meeting (e.g., advice regarding an executive session or a decision to invite public charter legal counsel) without a need for Board approval. Legal counsel is responsible to the public charter school 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 head of school/superintendent.

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 head of school/superintendent. No individual Board member may direct the head of school/superintendent to action without Board authorization. Board members will not intervene in the administration of the school.

5. Contracts or Agreements

All contracts of the public charter school must be approved by the Board, or as delegated to the head of school/superintendent, 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

Legal Reference(s):

[ORS 338.115\(2\)](#)

Corrected 2/19/25

Siuslaw Valley Charter School

Code: BBF
Adopted: 11/21/24
Orig. Code: BBF

Board Member Standards of Conduct

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

Board members will treat other Board members, the head of school/superintendent, 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 head of school/superintendent as the chief executive officer to whom the Board has delegated administrative authority to establish regulations and oversee the implementation of Board policy.

When a Board member expresses personal 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 the public charter school.

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

A Board member will not post confidential information or documents about students, staff or school business online, including but not limited to, on social media.

Board members will treat fellow other Board members, staff, students and the public with respect while posting online or to social media and will adhere to Oregon Public Meetings Laws, including when communicating with other Board members via websites or other electronic means.

A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make a report to the Department of Human Services (DHS) or to law enforcement within the county where the person making the report is located at the time of contact. This includes while the Board member is on or off school property.

To report abuse or neglect: Oregon DHS. Call 855-503-SAFE (7233)

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)
[ORS Chapter 244](#)

[ORS 338.115\(2\)](#)
[ORS 419B.005](#)

[ORS 419B.010](#)
[ORS 419B.015](#)

Corrected 2/19/25

Siuslaw Valley Charter School

Code: BBFB
Adopted:

Board Member Ethics and Nepotism

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 the public charter school:

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 Oregon Revised Statute (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 spouse¹, parent, step-parent, child, sibling, step-sibling or child-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling or child-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 benefits² 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

¹ The term spouse includes domestic partner.

² Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

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

Legal Reference(s):

[ORS 244](#).010 - 244.400

[ORS 659A](#).309

[OAR 199-005](#)-0001 - 199-010-0150

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corrected 2/19/25

Siuslaw Valley Charter School

Code: BD/BDA
Adopted: 11/21/24
Orig. Code(s): BD/BDA

Board Meetings

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 convening¹ of a quorum of the Board as the public charter school’s governing body to make a decision² or to deliberate³ 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 Board, i.e. a work session. “Meeting” does not include any on-site inspection of any project or program or the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

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. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. For information how to give or submit public comment it is outlined in Board policy BDDH - Public Comment at Board Meetings⁴ and/or posted on the school’s website.

All Board meetings, including Board retreats and work sessions, will be held within the geographic boundaries over which the Board has jurisdiction except as allowed by law⁵ or in accordance with stated bylaws. The Board may attend training sessions outside these boundaries but cannot deliberate or discuss

¹ “Convening” means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

² “Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

³ “Deliberation” means discussion or communication that is part of a decision-making process.

⁴ When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting, at the designated portion of the agenda, by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.

⁵ ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.

public charter school business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including the news media which have requested notice, 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. The Board will receive notice of all meetings in accordance with the stated bylaws.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the annual organizational meeting and may be changed by the Board with proper notice and in accordance with stated bylaws. The purpose of each regular monthly meeting will be to conduct the regular Board business.

Special meetings may be requested by the President, Vice President, Secretary or any two Board members. At least 5 days' notice of special meetings must be provided to all Board members, and at least 24 hours' notice must be provided to 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 public charter school business. This includes electronic, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Communications outside of a Board meeting may contain:

- a. Communications to, between or among members of a governing body that are:

- (1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);
 - (2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
 - (3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or
- b. 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: 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. Electronic communications on public charter school business are governed by Public Meetings Law.

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 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 state law on public meetings, including notice and minutes. The Board may make official decisions during a work session.

5. Executive Sessions

Executive sessions may be held as an agenda item during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC – Executive Sessions)

Complaints regarding Public Meetings Law can be filed with the Board in accordance with Board policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.⁶

⁶ ORS 192.705 (2) to find requirements for the response.

Mandatory Training

Every member of the Board shall attend or view a training on Public Meetings Law prepared or approved by the Oregon Government Ethics Commission (OGEC) at least once during the Board member's term of office and shall verify attendance in accordance with OGEC procedures.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)

[ORS 338](#).115(2)

[ORS 433](#).835 - 433.875

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

OR. ATTY. GEN. Public Records and Meetings Manual.

Corrected 2/19/25

Siuslaw Valley Charter School

Code: BDC
Adopted:

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student.

An executive session may be included as an agenda item of an existing meeting in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Proper notice is required.

If open session is held prior to the executive session, the presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 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.¹ (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer², 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))

¹ This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure

1. The vacancy has been advertised;
2. Regular hiring procedures have been adopted;
3. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
4. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

² To determine whether the individual involved is considered a public officer, consult with legal counsel.

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(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To discuss matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

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

1. Deliberations with persons designated by the Board to carry on labor negotiations; [and]
2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and
3. 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 records; 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 except as provided by law. Board members and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required by law.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)

[ORS 332.061](#)

[ORS 338.115](#)

OR. ATTY. GEN. Public Records and Meetings Manual.

Oregon Government Ethics Commission, [Staff Advisory Opinion](#) No. 22-106S

Corrected 2/19/25

Siuslaw Valley Charter School

Code: BDD
Adopted:

Board Meeting Procedures

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

The results of all votes shall be recorded, including the vote of each member's vote by name on all votes taken by the Board and will be documented in the minutes. A written ballot, if used, shall identify the individual Board member by name and their vote, and shall be announced during the meeting at which the vote occurred to be documented in the minutes of the meeting. Secret ballots are prohibited.

4. Abstaining from Vote

If a Board member chooses to abstain from voting, the Board member will state the reason for the abstention and such abstention will be recorded. The Board member will state whether it is a potential or actual conflict of interest and the reason for the abstention; such statements and actions of the Board member will be recorded in the meeting minutes.

5. Parliamentary Procedure

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

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. Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

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

END OF POLICY

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)

Siuslaw Valley Charter School

Code: BDDC
Adopted: 11/21/24
Orig. Code(s): BDDC

Board Meeting Agenda

The Board chair, with the assistance of the head of school/superintendent 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 citizen of the public charter school by notifying the head of school/superintendent at least five 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 public charter school office or head of school/superintendent to Board members at least three full working days prior to the meeting.

The agenda will be available to the press and to interested patrons through the head of school/superintendent'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 or other official form of communication on the day of the meeting. Members of the public may request a copy of the agenda through the school/superintendent's office.

The public charter school 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 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 appropriate auxiliary aids and services. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, 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

Legal Reference(s):

[ORS 192.630](#)

[ORS 192.640](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Americans with Disabilities Act Amendments Act of 2008.

Corrected 2/19/25

Siuslaw Valley Charter School

Code: BDDG
Adopted:

Minutes of Board Meetings

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 the public charter school may receive, upon request, copies of minutes from the school office. A copy of the minutes of each regular Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator. A copy of minutes from a special meeting shall be sent to Board members in accordance with Section 6 of the bylaws.

The public charter school will maintain a hard copy¹ 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. 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 a minor student; the issue, including a student's confidential records; the discussion; and each Board member's vote on the issue.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 338.115\(2\)](#)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).

Corrected 2/19/25

¹ Oregon Administrative Rule 166-400-0010(9)

Siuslaw Valley Charter School

Code: BDDH
Adopted: 11/21/24
Orig. Code: BDDH

Public Comment at Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites the school community members to attend Board meetings to become acquainted with the program and operation of the school. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas and opinions with the Board during designated times on the agenda. The Board may conduct a meeting without public comment.

Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings and submit written comments to the Board. Individuals requesting assistance, aids or accommodations are encouraged to notify the public charter school at least 48 hours prior to the Board meeting with the request, consistent with Board policy BD/BDA – Board Meetings.

Procedures for Oral Public Comment

The Board establishes the following procedures for public comment at Board meetings held in open session. The information will be accessible and available to all patrons accessing or attending such a Board meeting.

1. Public comment is limited to its designated place on the agenda and while time allows.
2. A person wishing to provide public comment, if an opportunity is provided by the Board during a meeting open to the public, will do so as directed prior to the Board meeting.¹ A request to give public comment in-person or electronically does not guarantee time will be available.
3. A person speaking during the public comment portion of the meeting may comment on a topic not on the published agenda.
4. A person speaking during the public comment portion of the meeting should state their name, whether they are a resident of the district, and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.
5. A person giving public comment is limited to an established time limit of three minutes. Statements should be brief and concise. The Board President has discretion to waive time limits or extend the overall time allotted for public comment. Additional time will be allocated in a fair and equitable manner. If a person has more comments than time allows or is unable to comment due to time constraints, the person is encouraged to submit additional written comments to the Board through the school office as directed.
6. Inquiries from the public during the designated portion of the agenda will not generally be responded to immediately by the Board President, and may be referred to the head of school/superintendent for

¹ When in-person attendees are allowed to provide oral comment, virtual attendees will be afforded the same opportunity.

reply at a later date. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.

The Board will not hear public comment at Board work sessions.

Topics raised during the public comment portion may be considered for inclusion as agenda items at future Board meetings.

Procedures for Written Comment

Members of the public may submit written comments or materials to the Board at any time at the school office, by mail or by email to: info@siuslawvalleycharterschool.com.

Materials or comments submitted at least 72 hours in advance of a Board meeting will be provided to the Board before the Board meeting, but will not be read at the Board meeting. Written materials or comments submitted may not warrant action by the Board.

Comments Regarding Staff Members

A person speaking during the designated portion of the agenda for public comment may offer objective criticism of public charter school operations and programs. The Board will not hear comments regarding any individual school staff member. The Board President will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. A commendation involving a staff member should be sent to the head of school/superintendent.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.690](#)

[ORS 338.115\(2\)](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).

Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).

Oregon House Bill 2560 (2021).

Corrected 2/19/25

Siuslaw Valley Charter School

Code: BDDH-AR
Revised/Reviewed: 11/21/24
Orig. Code: BDDH-AR

Public Comment at Board Meetings

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

To provide public comment in person, if the opportunity is available on the Board agenda, please do so as directed prior to the meeting. Those attending virtually and want to provide public comment should notify the Board secretary by submitting an email to info@siuslawvalleycharterschool.com prior to the start of the meeting.

A person speaking during the public comment portion of the meeting may comment on a topic not on the published agenda. A person providing public comment will be allowed three minutes. Signing up to provide public comment does not guarantee time will be available.

Any person, who is allowed to speak to the Board during a meeting, should state their name, whether they are a resident of the district and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

Comments about a specific employee or group of employees should comply with Board policy BDDH - Public Comment at Board Meetings:

“A person speaking during the designated portion of the agenda for public comment may offer objective criticism of public charter school operations and programs. The Board will not hear comments regarding any individual public charter school staff member. The Board President will direct the visitor to the procedures in Board policy KL – Public Complaints for consideration of a legitimate complaint involving a staff member. A commendation involving a staff member should be sent to the head of school/superintendent.

SEE FORM ON REVERSE

INTENT TO SPEAK

The Board welcomes input. To provide in-person public comment please submit this completed card to the Board Secretary prior to the start of the meeting.

Name: _____ Phone: _____

Name of organization (if applicable): _____

Address: _____

Email (optional): _____

Topic or comment to be presented (brief description): _____

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure. A hearing conducted by the Board regarding personnel may take place in an executive session.

A topic or comment is limited to three minutes or less.

Corrected 2/19/25

Siuslaw Valley Charter School

Code: BFC
Adopted: 11/21/24
Orig. Code(s): BFC

Adoption and Revision of Policies and Administrative Regulations

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 meetings in which the change is proposed unless by unanimous 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 may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

Effective Date of Policies

All new or amended policies will become effective upon the day after adoption by the Board.

Policy and Administrative Regulation Implementation

The head of school/superintendent and staff will implement board policies. It will be the Board's duty to evaluate the effectiveness of the policy and the effectiveness of the administration's implementation of the policy.

The head of school/superintendent may formulate administrative regulations and procedures to assist policy implementation. 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.

Policy Dissemination

The written policies that govern Siuslaw Valley Charter School (SVCS) dba Whitmore Academy will be maintained and updated by SVCS as new policies are developed or existing policies are revised or repealed.

Each Board member will be informed how to access the current board policy manual.

Each school employee will be notified of the existence and availability of personnel policies.

The public charter school shall make a copy of the Board’s policy manual available to the public and school employees. The Board’s policy manual will be considered a public record and will be open for inspection at the school office during regular working hours.

Board Policy Review

To keep written policies and administrative regulations current and relevant, the Board will review and update policies periodically and as needed. The Board may evaluate the implementation and effect of such policies. The head of school/superintendent has continuing responsibility to inform the Board of policies or administrative regulations that may need revision.

END OF POLICY

Legal Reference(s):

[ORS 338.115\(2\)](#)

Corrected 2/19/25

Siuslaw Valley Charter School

Code: BH/BHA
Adopted: 11/21/24
Orig. Code: BH/BHA

New Board Member Orientation

The Board and designated staff will make every effort to assist the new board member to become fully informed about the Board's functions, policies, procedures and issues. In the interim between election and assuming office or following an appointment, the new Board member will be assisted in the following ways:

1. The newly elected or appointed Board member will be given materials related to the role of a Board member;
2. The newly elected or appointed Board member will be invited to attend Board meetings, except for executive sessions, to observe the operation of the Board until they assume office;
3. The newly elected or appointed Board member will be given information on how to access Board policies, Board priorities, any long-range plans and the adopted district budget;
4. The members of the Board will serve as mentors to a newly elected or appointed Board member;
5. The head of school/superintendent will supply material pertinent to meetings and will explain its content;
6. The newly elected or appointed Board member will be invited to meet with the head of school/superintendent and other administrative personnel, by arrangement with the head of school/superintendent, to discuss services they perform for the charter school;
7. The electee will be encouraged to attend board development and leadership training opportunities sponsored by professional organizations; and
8. The newly elected or appointed Board member will receive all materials, reports and communications normally sent to Board members.

END OF POLICY

Legal Reference(s):

[ORS 338.115](#)

Corrected 2/19/25

Siuslaw Valley Charter School

Code: BHB
Adopted: 11/21/24
Orig. Code: BH/BHA

Board Member Training

The complexity of Board membership demands opportunities for development, study and training for Board members. The Board places a high priority on the importance of a planned and continuing program of in-service education for its members.

To develop leadership capabilities, become informed about current issues in education and improve their skills as members of a policy-making body, Board members will participate in opportunities for development that may include, but not limited to, the following:

1. In-service activities planned by the Board and by the administration for staff members, as appropriate;
2. Participation in conferences, workshops and conventions held by state and national board associations and educational organizations; and
3. Subscriptions to publications addressing Board member concerns.

Conference/Convention Workshop Attendance

Recognizing the need for continuing training and development of its members, the Board encourages the participation of all members in education-related conferences, conventions and workshops. To control both the investment of time and funds necessary to implement this policy, the Board established these principles and procedures for its guidance:

1. The head of school/superintendent will inform Board members, in a timely manner, of upcoming conferences, conventions and workshops. The Board will decide which meetings appear to be most likely to produce the greatest benefit to the Board and Siuslaw Valley Charter School;
2. Funds for participation at such meetings will be budgeted. When funds are limited, the Board will designate which members would be most appropriate to participate at a given meeting;
3. If authorized to attend, and reimbursement is approved by majority vote, Board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred; and
4. When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting by means of written or oral reports.

END OF POLICY

Legal Reference(s):

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

[ORS 338.115](#)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corrected 2/19/25
Board Member Training – BHB

Siuslaw Valley Charter School

Code: BHD
Adopted: 11/21/24
Orig. Code(s): BHD

Board Member Compensation and Expense Reimbursement

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

When paid admission is required of the public, Board members may be reimbursed for attending school events and other activities when their attendance is consistent with board responsibilities and of being informed about public charter school operations. The public charter school will establish accounting procedures consistent with this policy.

END OF POLICY

Legal Reference(s):

[ORS 244.020](#)
[ORS 244.040](#)

[ORS 332.018\(3\)](#)
[ORS 338.115\(2\)](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

Corrected 2/19/25

Siuslaw Valley Charter School

Code: BHE
Adopted: 11/21/24
Orig. Code: BHE

Board Member Liability Insurance

The Board will purchase liability insurance and errors-and-omissions insurance to protect its 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

Legal Reference(s):

[ORS 30.260 - 30.300](#)

[ORS 338.115\(2\)](#)

Corrected 2/19/25