

# DOUGLAS COUNTY SCHOOL DISTRICT #15

## DAYS CREEK CHARTER SCHOOL

### Employee Handbook

First Edition: August 2017



*The strength of the pack is the wolf,  
and the strength of the wolf is the pack*



## PREFACE

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice.

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

Equal employment opportunity and treatment shall be practiced by the district regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation<sup>1</sup>, age, marital status, pregnancy, familial status, economic status, veterans' status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following staff have been designated to coordinate compliance with these legal requirements, including: Title VI, Title VII, Title IX and other civil rights or discrimination issues; the Americans with Disabilities Act; Health Insurance Portability and Accountability Act (HIPPA); Section 504 of the Rehabilitation Act of 1973; and may be contacted at the district office for additional information and/or compliance issues:

Dr. Mark A. Angle, Superintendent/Principal  
Cathy Knapp, Special Education Director  
James Ellis, Title IX Compliance Office

<sup>1</sup>"Sexual orientation" is defined as an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from the traditionally associated with the individual's sex at birth.

As used in this handbook, 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.

## **EDUCATIONAL PHILOSOPHY**

The Douglas County School District #15 Board believes:

1. The cornerstone of a free society is the education of its people;
2. We must live with and respect different cultures of the world;
3. Each person is unique and should be treated with respect and dignity;
4. The community and the family must share the responsibility of education with the schools;
5. The schools should be a safe, warm learning environment;
6. All students can learn if given the opportunity and have the desire to learn;
7. We must promote in our students that:
  - a. We have responsibilities for the global environment;
  - b. Learning is a lifelong process;
  - c. We must develop health and safety habits;
  - d. We must be responsible for our decisions and actions;
  - e. We need to develop an aesthetic appreciation of the world;
  - f. We have citizenship responsibilities in our society.

## **MISSION STATEMENT**

The Days Creek Charter School mission is to provide an outstanding 21st Century education in a small, rural school environment that fosters life-long learners, responsible citizens, and fulfilled potential.

We envision a school characterized by:

- Rigorous academics
- An enriched program of electives
- Practical application of skills through on and off-site learning activities
- Preparation for postsecondary education and/or career development including skills of initiative and independence
- Mentorship of a caring and supportive faculty
- Curriculum options with a focus on natural resources
- Service to the community

## **CORE BELIEFS**

- We believe student learning is the number one priority of schools and is a shared obligation of educators, students, parents, and community.
- We believe student learning needs to be informed by multiple data measures and motivated by co-curricular and extracurricular activities.
- We believe effective educators are intrinsically motivated, relationship focused, data driven individuals, who lead by example and know their students and value their unique stories.
- We believe teacher leadership is goal-oriented with a willingness to serve others and a desire to understand purpose beyond self.
- We believe professional learning must be relevant, timely, ongoing, and focused in order to be meaningful to educators and to improve student learning.

**DOUGLAS COUNTY SCHOOL DISTRICT #15 BOARD OF DIRECTORS**

Dana Stone, Chairman  
Michael Doolittle  
Lance Kruzic  
Laura Stufflebeam  
Travis Fuller, Vice Chairman  
Rex Fuller  
Troy Michaels

**DAYS CREEK CHARTER SCHOOL BOARD OF DIRECTORS**

COMMUNITY MEMBERS

Diane Swingley, President  
Jim Docherty  
Pauline Montgomery-Borg  
Matt Giles, Vice Chairman  
Sandy Kelley

STAFF MEMBERS

Ron Dunn  
Cathy Knapp  
Sarah Hooper

DISTRICT BOARD REPS (non-voting)

Rex Fuller  
Laura Stufflebeam

STUDENT REPS (non-voting)

Cyndal Brown  
Moriah Michaels  
Carlie Dossman

**BOARD MEETING DATES**

The District Board meets on the second Monday of each month at 6:00p in Room 215.

The Charter Board meets on the Wednesday before the second Monday of each month at 6:30p in Room 215.

At least 24 hours prior to each meeting, the meeting agenda is posted on the district website. Following approval of minutes by each board, minutes are posted on the district website.

**ADMINISTRATION**

Dr. Mark A. Angle, Superintendent/Principal  
Cathy Knapp, Student Success Coordinator  
Louis Calvert, Director of Maintenance and Custodians

Lisa Hemphill, Board Secretary/Accounts Payable  
Cheryl Arp, School Secretary/Registrar

**CONTACT INFORMATION**

Physical Address: 11381 Tiller Trail Highway, Days Creek, OR 97429  
Mailing Address: PO Box 10, Days Creek, OR 97429  
Phone: 541.825.3296  
FAX: 541.825.3052  
Website: www.dayscreekschools.com

### STAFF ORGANIZATION

NAME	ASSIGNMENT	ROOM	EXTENSION
Sarah Hooper	K	205	205
Shari Ellis	1/2	202	202
Parma Ferguson	3/4	201	201
Teresa Reed	5/6 ELA, Science/SS 7 English and Science	218	218
David Hunt	5-8 Math 7/8 Social Studies	217	217
Scott Hampton	8-12 Science HS Art	208	208
Becky Harman	9-14 Math; CIS MS Tech/Robotics	212	212
Jesse Jackson	9-12 Social Sciences HS PE	209	209
Mike Keizer	9-12 English Rock 101	210	210
Sandy Smith	K-12 SPED MS Creative Writing	207	207
Rob Bixby	Vo-Ag/Shop FFA Advisor	Shop	220
Luella Cox	Musician-in-Residence	215	215
James Ellis	PE/Health Video Production Co-Athletic Director	213	213
Holly Michaels	English 8 HS Spanish MS Spanish Exploratory	216	216
Leta Abel	Primary Assignment: Mrs. Ferguson		
Jen Caudill	Primary Assignment: Mrs. Hooper		
Rose McDonald	Primary Assignment: Mr. Hunt		
Wanita Negherbon	Primary Assignment: Mrs. Ellis		
Anna Rickards	Primary Assignment: Mrs. Reed		
Ron Dunn	Co-Athletic Director		225
Joe Augsburg	Technology Director		228
Paul Logan	Technology Support	ESD	

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>ROOM</u>	<u>EXTENSION</u>
Mark Angle	Superintendent Principal	Office	223
Cheryl Arp	Secretary Registrar	Office	200
Lisa Hemphill	Administrative Assistant Board Secretary	Office	206
Cathy Knapp	Student Success Coord. Special Education Dir.	Office	204
Sarah Luster	Head Cook		256
Sami D'Apolito	Assistant Cook		224
Louis Calvert	Supervisor of Maintenance and Custodians		214
Mary Moore	Custodian		
Jesse Jandura	Custodian		
Vince Hernandez	Custodian		
Jill Bong	Math Tutor		
TBD	Instructional Specialist	ESD	
Racheal Aiken	Business Manager	ESD	
Ryan Zeedyk	Instructional Technology	ESD	
TBD	First Student Bus Driver		
Vince Hernandez	First Student Bus Driver		
Krystal Ireland	First Student Bus Driver		



**GIVE ME**



1. Attendance
2. Attitude
3. Academics
4. Athletics
5. Activities

*Days Creek Charter School*

## **GENERAL INFORMATION**

### **ASSOCIATIONS**

The Days Creek Education Association represents the bargaining unit for all licensed staff. See Mike Keizer for additional information.

The Days Creek Classified Employees Association represents the bargaining unit for all classified staff. See Mary Moore for additional information.

### **BOARD MEETINGS/COMMUNICATIONS**

All regular, special and emergency meetings of the Board are open to the public unless as otherwise provided by law.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted to the superintendent in accordance with established lines of authority, as approved by the Board. This does not restrict protected labor relations communication of bargaining unit members.

All official Board communications, policies and information of staff interest will be communicated to staff through the superintendent.

### **BOARD MEMBERS**

The Legislature of the state of Oregon delegates to the Board the responsibility for the conduct and governance of the district's schools.

### **BUILDING HOURS**

During the school year, the building is accessible to staff Monday – Thursday (except on holidays and during school breaks), between the hours of 6:00a – 10:30p. Staff members requiring access at other times, including weekends may do so by contacting the superintendent for key checkout procedures.

During the summer, staff must contact the school office to determine if the building is open and which locations are assessable. Maintenance, custodians, and technology personnel have priority access to rooms during the summer.

### **COMMUNITY USE OF BUILDING**

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs.



As classrooms may be scheduled outside regular building hours, all staff are encouraged to leave their rooms in order, and to secure personal items. The district is not responsible for personal items left on district property.

**CONFERENCE AFFILIATION**

Days Creek Charter School is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the Skyline League with schools comprised of comparable enrollments and activity programs.

Conference schools include:

- Camas Valley - Hornets
- Days Creek - Wolves
- Elkton - Elks
- Glendale - Pirates
- Melrose Christian -
- New Hope Christian - Warriors
- North Douglas - Warriors
- Pacific - Pirates
- Powers - Cruisers
- Umpqua Valley Christian - Monarchs
- Yoncalla - Eagles

The high school participates in the following OSAA-recognized activities football, volleyball, wrestling (co-op with Riddle HS), boys’ and girls’ basketball, track, baseball (co-op with Riddle HS), and softball.

**DISTRICT OFFICE HOURS**

The district office is open Monday - Thursday, between the hours of 7:30a – 4:30p during the school year.

During summer months and other times during the school year when school is not in session, the office is open by appointment.

**STAFF OPERATIONS**

**ABSENCES**

Staff members unable to report to work for any reason must log into the Absence Management System (<https://www.aesonline.com/login2.asp>)

as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should contact Cheryl Arp by 2:30p. Whenever possible, and as appropriate, substitutes will be retained during the course of your absence.

Staff members may request a particular substitute through the Absence Management System. Requests that a particular substitute not be called may be made in advance through the superintendent. Final decisions regarding substitute use or nonuse will be made by the district.

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification to the office.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy and federal and state law.

A covered employer is required to give an eligible employee leave, if they are a victim of domestic violence, harassment, sexual assault or stalking, or is a parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault or stalking. The leave may be unpaid.

### **FAMILY MEDICAL LEAVE (FMLA)/(OFLA)**

Employees should contact Holly Hill, HR Director (ESD) or Connie Rosas, Benefits Specialist (ESD) with questions.

OFLA cannot run concurrently with workers' compensatory leave.

#### **Eligibility**

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave. Staff members employed by the district at least 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave under OFLA.

## Length/Purpose of Leave

Employees eligible for FMLA leave under federal law and/or OFLA leave under state law are entitled to take 12 work weeks of leave within a 12-month period for the:

1. Birth of the employee's child and for bonding with a newborn (eligibility expires 12 months after the birth);
2. Placement of a child with the employee for adoption or foster care or for bonding with a newly placed child when the child is under 18 years of age (eligibility expires 12 months after placement), or when a child older than 18 if incapable of self-care because of mental or physical disability;
3. Care of a family member with a serious health condition;
4. The staff member's own serious health condition;
5. Eligible employees may take FMLA leave for qualifying exigency while the employee's spouse, son, daughter or parent is on covered active duty or called to covered active duty status during the deployment with Armed Forces to a foreign country (C.F.R. sections 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917);
6. Injured Service Member Leave, allows an employee leave to care for a covered service member who is the employee's spouse, son, daughter, parent or next of kin who has been injured in the line of duty as a member of the Armed Forces;
7. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments (OFLA only);
8. State law allows employees to take leave for the death of a family member to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member or to grieve the death of a family member (OFLA only);
9. Military Family Leave, allows leave for a spouse partner of a military personnel per each deployment of the spouse partner when the spouse has either been notified of an impending call to active duty, has been ordered to active duty or has been deployed or on leave from deployment (OFLA only).

Contact Holly Hill or Connie Rosas in the Human Resources Office at the ESD for additional information regarding length of leave, intermittent leave and alternative duty under state and federal law and provisions governing two family members eligible for FMLA or OFLA leave.

A serious health condition is defined differently under federal and state law. Contact the HR Office at the ESD for details.

Contact the HR Office at the ESD for additional information regarding the Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA).

Oregon Military Family Leave Act under FMLA and/or OFLA covered employees, provides up to 14 days of protected unpaid leave to spouses of service members who are being deployed or on leave from active duty during a period of military conflict.

#### Calculating the 12-Month Period for Leave

The district will use the same method for calculating the 12-month period in which the 12 workweek FMLA and OFLA leave entitlement occurs for all employees.

Leaves to care for covered service members has its own 12-month year beginning on the first day of leave regardless of the district's method of calculating the 12-month period for leave.

#### Paid/Unpaid Leave

Family leave under federal law is generally unpaid. Under state law, employees are entitled to access any accrued paid leave including paid sick leave for any OFLA qualifying event. Contact the HR Director at the ESD for information regarding accessing any accrued paid leave for a qualifying event.

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that accrued paid leave shall be used during the leave period. In the event the district is aware of an OFLA qualifying exigency, the district shall notify the employee of the intent to designate the leave as such regardless of whether a request has been made by the employee. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.

When the district does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, the district will provide the required notice promptly when the information is available but no later than two working days after the district has received the

information. Oral notices will be confirmed in writing no later than the subsequent payday.

#### Application

Staff members requesting FMLA and/or OFLA leave shall submit to the district a written request at least 30 days prior to the anticipated leave date if the leave is foreseeable based on planned medical treatment. The notice shall include the anticipated starting and ending dates of the requested leave and an explanation of the need for the leave. Staff members are expected to schedule treatment, including intermittent leave and reduced hours, so as to not unduly disrupt the operation of the district.

If advance notice of FMLA leave, under federal law, is not possible, for example due to a change in circumstances or medical emergency, notice must be given as soon as practicable. "As soon as practicable" means at least oral notification within one or two business days of when the leave becomes known to the employee.

Failure to provide the required notice for FMLA leave may result in the district delaying the staff member's leave for up to 30 days after the notice is ultimately given.

If advance notice of OFLA leave is not possible due to unanticipated or emergency leave situation, oral or written notice is required within 24 hours. The district realizes that there may be circumstances when it is not possible to provide a 24-hour notice. Therefore, the staff member may designate a family member or friend to notify the district during that period of time.

In either case, proper documentation must be submitted within three working days of the employee's return to work.

Failure to provide the required notice for OFLA leave may result in the district deducting up to three weeks from the staff member's leave period.

#### Medical Certification

If the staff member provides 30 or more days' notice when applying for FMLA and/or OFLA leave, he/she may be required to provide medical documentation when appropriate to support the request for leave. The district will provide written notification to employees of this requirement within three working days of the staff member's request for leave. If the staff member provides less than 30 days' notice, he/she is required to submit such medical certification no

later than 15 calendar days after receipt of the district's notification that medical certification is required.

Under federal law, a second medical opinion at the district's expense may be required whenever the district has reason to doubt the validity of the initial medical opinion. The health care provider may be selected by the district. The health care provider shall not be an individual employed by the district on a regular basis. Should the first and second medical certifications differ, a third opinion may be required. The district and the employee will mutually agree on the selection of the health care provider for a third medical certification. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinions will be paid for by the district.

Under state law, the district may require a second opinion and designate the health care provider. Should the two opinions conflict, the district may require a third opinion and that the two providers designate the third health care provider. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinion will be paid for by the district.

If the leave is for the purpose of an employee's own serious health condition, he/she may also be required to provide a fitness-for-duty medical release from the health care provider before returning to work.

The district may require a staff member using OFLA leave to care for a sick child to provide medical certification after the use of more than three days of such leave in a one-year period. The will pay the cost of the medical certification not covered by insurance or other benefit plans.

#### Continuation of Health Insurance Benefits

Under federal and state law, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid in the absence of the leave. The district will continue to pay the district's contribution toward the employee's premium. The employee will continue to pay the employee's share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. The district's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The district will provide written notice that the premium payment is more than 30 calendar days late.

Such notice will be provided within 15 calendar days before coverage is to cease.

#### Return to Work

Following an FMLA or OFLA leave, a staff member is generally entitled to be returned to his/her former position or to an equivalent job with equivalent benefits, pay and other terms and conditions of employment, with certain exceptions. See the HR Office at the ESD for details of this or any other provision of FMLA or OFLA leave.

#### **ABUSE OF A CHILD REPORTING**

All staff will be required to participate in annual training in the prevention and identification of abuse of a child and the obligations of reporting.

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom the employee has come in contact has suffered abuse or neglect, by any adult or by a student with whom the employee is in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services or local law enforcement agency. The Student Success Coordinator is also to be immediately informed. In the event the designated person is the suspected abuser, the superintendent shall receive the report of abuse.

Oregon law recognizes these types of abuse:

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse or sexual exploitation.

Failure to report a suspected abuse of a child or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good faith making of an abuse of a child report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law. A substantiated report of abuse by an employee shall be documented in the employee's personnel file.

Intentionally making a false report of abuse of a child is a Class A violation.

### **ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES**

Staff members designated by the principal with responsibility at extracurricular activities are admitted free of charge. All other staff members attending district extracurricular activities are assessed the uniform district admission rate, as established by the Board.

Districts are advised that employees and Board members must have a specific duty at a district event in order for the district to offer free admission. All others must be charged on the same basis as the general public is charged. Additional guidance is available through the Oregon Government Ethics Commission (OGEC), ORS Chapter 244.

### **ANIMALS IN DISTRICT FACILITIES**

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or cocurricular activity are allowed in district facilities.

Animals, except those service animals serving persons with disabilities, may not be transported on a school bus.

### **BREAKS**

Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work 4 or more consecutive hours are entitled to one 10 minute break. Those working 8 hour days are entitled to two 10 minute breaks.

Nonexempt (e.g., includes some confidential) employees are expected to adhere to the break schedule established by the superintendent. Deviation from the regularly scheduled break period requires prior supervisor approval.

### **CARE/USE OF DISTRICT PROPERTY**

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage.



Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the Director of Maintenance and Custodians.

Certain district-owned equipment, including, but not limited to, computers, cell devices or iPads, may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain or avoidance of personal financial loss. An equipment use form must be submitted and approved. Forms are available in the office.

In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

### **CASH IN DISTRICT BUILDINGS**

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the office, whenever the sum accumulated in any one day by a class, staff member or others exceeds \$25. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials.

### **CHECKOUT**

Workday Checkout

Teachers may leave the building and district grounds during lunch, as necessary. Departures during preparation periods must be approved by the Superintendent or Student Success Coordinator.

Classified staff is permitted to leave the building and district grounds during their lunch break.

All staff is required to check out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

## Year-end Checkout

The Director of Maintenance and Custodians will collect all staff keys unless assigned duties required continued access.

All staff will complete the following checkout procedures:

### Checkout List for Staff

The following items are to signed off by the Registrar:

1. Student grades completed, including attendance and citizenship marks for all students;
2. Copies of all finals, test/finals key and grading scales turned into the Student Success Coordinator for students who need to make up final tests.

The following item is to be signed off by Teresa Reed:

1. Library/Media equipment/materials checked in:

The following items are to be signed off by the athletic director:

1. All activities/athletic materials/equipment, including all team equipment and uniforms checked in.
2. All year-end reports turned in including inventory, list of participants and award winners, records/competition results, etc.

The following items are to be signed off by the Student Success Coordinator:

1. Inventory of all classroom furniture, equipment and textbooks/instructional materials stored in classroom. Retain one copy for classroom files and one copy to office;
2. Furniture and equipment in need of repair has been labeled and list submitted to office;
3. Room check completed. Desks, lab, professional technical equipment cleaned, whiteboards cleaned, personal property removed and all

district equipment and textbooks/instructional materials properly stored. Bulletin board materials and other materials posted on doors and walls have been removed;

4. Daily class record completed including:

- a. Teacher name, date and subject/class clearly marked;
- b. First and second quarter grades and final quarter test grades for first semester clearly marked;
- c. Third and fourth quarter grades and final quarter test grades for second semester clearly marked;
- d. First and second semester grades and final semester test grades clearly marked;
- e. Students not receiving a final grade and enrolled in class at any time are clearly marked as a drop or withdrawal, as appropriate. Include grade earned to last date of enrollment in class;
- f. Grading scale, curve, etc. that indicates how grade was determined clearly marked for all classes/subjects;
- g. Total number of absences for each quarter and total cumulative absences for each semester clearly marked;
- h. Common curriculum goals/essential learning skills assessed clearly marked.

5. Purchase orders for supplies, instructional materials and textbooks needed for start of next school year, completed and turned in to office.

6. Student portfolios completed and stored in designated area.

7. Mailbox emptied.

8. Computers unplugged, desktop passwords removed, etc.

9. All keys marked and turned in to office.

10. Summer address, phone number and alternate/emergency phone number turned in to office.

11. Return any district-owned electronic devices, i.e., iPads, cell phones, etc.

## **CLASSROOM SECURITY**

When leaving the classroom, locker room or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end.

Staff is asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of, or damage to, personal property due to such causes as fire, theft, accident or vandalism.

## **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES**

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Oregon Department of Human Services, Health Services, and the county health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

### **HBV\*/Bloodborne Pathogens Training and Immunization**

Staff members designated as primary first-aid providers, or who may otherwise incur occupational exposure to blood or other potentially infectious materials in conjunction with their assigned duties as determined by the district, will receive appropriate information and training as follows:

1. At the time of initial assignment to tasks where occupational exposure may take place;
2. At least annually thereafter and within one year of their previous training;
3. When changes such as modification of tasks or procedures or new tasks or procedures affect the staff member's occupational exposure.

Additionally, HBV vaccination and vaccination series will be made available after training and within 10 days of initial assignment to all staff that have been identified by the district as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the superintendent.

Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential post-exposure evaluation and follow-up.

Employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) will annually be provided an opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate.

#### Infection Control Procedures

Appropriate hygienic and sanitation practices have been established by the district as follows:

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV\*\*, HBV and/or bloodborne pathogens;
2. Whenever possible, students would be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves if care giver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;

5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and water as soon as feasible;
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables;
8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or

mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood;

14. If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

\* HBV – Hepatitis B Virus

\*\* HIV – Human Immunodeficiency Virus

## **COMPLAINTS**

### **Staff Complaints**

Any staff member who believes there is evidence of, and wishes to report a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority; or a substantial and specific danger to public health and safety caused by the actions of the district should be directed to the superintendent for informal discussion and resolution. If the staff complaint is against the superintendent the complaint should be referred to the Board chair.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

Disputes and disagreements related to the provisions of any collective bargaining agreement will be resolved as provided in the dispute resolution procedure of the agreement.

### **Student/Parent Complaints**

The district recognizes that complaints regarding staff performance, discipline, grades, student's progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the principal or immediate supervisor, as appropriate. The complainant will be provided with necessary

formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up. If the complaint is against the superintendent, the complaint will be referred to the Board chair.

All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and collective bargaining agreements regarding the handling of complaints.

### **COMPUTER USE**

Staff may be permitted to use the district's electronic communications system for personal use, in addition to official district business, consistent with Board policy, the general use prohibitions/guidelines/etiquette and other applicable provisions set forth in administrative regulations. Personal use of district-owned computers including internet and email access by employees, is prohibited during the employee's work hours. Additionally, employee use of district-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 the district's policy governing use of district equipment and materials.

Staff who violate Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement. Violations of applicable Teacher Standards and Practices Commission (TSPC) and Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

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



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

## **CONFERENCES**

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent/teacher conferences are scheduled each fall and spring. The student may be included if the teacher or parent so desires.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or preschool time to meet with students as necessary.

## **CONTRACTS AND COMPENSATION**

Contracts will be issued for all licensed district employees.

Contract teachers are employed pursuant to two-year employment contracts. "Contract teacher" means any teacher who has been regularly employed by a school district for a probationary period of three successive school years and who has been retained for the next succeeding school year.

The Board may enter into agreements that provide for a shorter probationary period of not less than one year for teachers who have satisfied the three-year probationary period in another Oregon school district.

Upon recommendation of the superintendent, the Board may extend a contract teacher's employment for a new two-year term by providing written notice to the teacher no later than March 15 of the first year of the contract. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts.

If the teacher's contract has not been extended for a new two-year term, the Board upon recommendation of the superintendent, may elect by written notice to the teacher prior to March 15 of the first year of the contract. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of collective bargaining agreements.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the payroll office at the ESD in accordance with timelines established by the district and collective bargaining agreements.

Notice will be given to staff in compliance with rules of the insurance carrier and current relevant collective bargaining agreement regarding domestic partner benefits.

The Board may enter into agreements that provide for a shorter probationary period of not less than one year for teachers who have satisfied the three-year probationary period in another Oregon school district.

## **COPYRIGHT**

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students.

All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

“Fair use” guidelines are as follows:

## Fair Use

### 1. Printed Materials

#### a. Permissible uses – district employees may:

(1) Make a single copy of the following for use in teaching or in preparation to teach a class:

- (a) A chapter from a book;
- (b) An article from a periodical or newspaper;
- (c) A short story, short essay or short poem, whether or not from a collective work;
- (d) A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

(2) Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:

- (a) A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
- (b) A complete article, story or essay of less than 2,500 words;
- (c) Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
- (d) One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
- (e) An excerpt from a children’s book containing up to 10 percent of the words found in the text.

b. All permitted copying must bear an appropriate reference. References should include the author, title, date and other pertinent information.

#### c. Prohibited uses – district employees may not:

(1) Copy more than one work or two excerpts from a single author during one class term;

(2) Copy more than three works from a collective work or periodical volume during one class term;

- (3) Copy more than nine sets of multiple copies for distribution to students in one class term;
- (4) Copy to create or replace or substitute for anthologies or collective works;
- (5) Copy “consumable” works, such as workbooks, exercises, standardized tests and answer sheets;
- (6) Copy the same work from term to term;
- (7) Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.

d. All sound recordings, including phonograph records, audiotapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

## 2. Sheet and Recorded Music

a. Permissible uses – district employees may:

- (1) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;
- (2) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as section, movement or aria, but in no case no more than 10 percent of the whole work;
- (3) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
- (4) Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
- (5) Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
- (6) Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;

(7) Make a single copy of a sound recording, such as a tape, disc or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

b. Prohibited uses – district employees may not:

(1) Copy to create or replace or substitute for anthologies, compilations or collective works;

(2) Copy works intended to be “consumable”, such as workbooks, exercises, standardized tests and answer sheets;

(3) Copy for the purpose of performance, except as noted above (1.a.) in emergencies;

(4) Copy to substitute for purchase of music except as noted above (1.a., b. and c.);

(5) Copy without inclusion of the copyright notice on the copy;

(6) Downloading/file sharing of music from the internet that was originally intended for sale.

3. Television Off-the-Air Recording

a. Permissible uses – district employees may:

(1) Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite transmission and retain the recording for period not to exceed the first 45 consecutive calendar days after the date of the recording.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

Unless authorized by the library/media supervisor, at the conclusion of the retention period, all off-air recordings shall be released or destroyed immediately.

Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the Request for Off-Air Video Recording form to the library/media supervisor for each program video recorded. The library/media supervisor will coordinate requests for permission

to use or retain copyrighted television programs beyond the 45-day retention period.

- (2) Retain video recordings of commercial programs only with written approval of appropriate copyright holders;
- (3) Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive calendar day retention period;
- (4) Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
- (5) Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels;
- (6) Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
- (7) Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.

Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

b. Prohibited uses – district employees may not:

- (1) Record off-air programs in anticipation of an educator’s requests;
- (2) Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
- (3) Use the recording for instruction after 45 consecutive calendar days;
- (4) Hold the recording for weeks or indefinitely because:
  - (a) Units needing the program concepts are not taught within the 45-day use period;
  - (b) An interruption or technical program delayed its use; or
  - (c) Another teacher wishes to use it, or any other supposedly “legitimate” educational reason.

- (5) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
- (6) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
- (7) Exchange program(s) with other schools in the district or other school districts without the approval of the media/library supervisor. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;
- (8) Use the recording for public or commercial viewing;
- (9) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools;
- (10) The downloading of programs originally intended for sale or pay for use from the internet.

“Pay” programs received via satellite dish are also subject to these prohibitions.

#### 4. Rental, Purchase and Use of Video Recordings

##### a. Permissible uses – district employees may:

- (1) Use purchased or rented video recordings such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
- (2) Use only rented lawfully-made video recordings;
- (3) Arrange for the local school to transmit video recordings over their closes circuit television for direct instruction;
- (4) Use off-air video recordings made at home for classroom instruction and only in accordance with television off-air guidelines and district policy.

##### b. Prohibited uses – district employees may not:

- (1) Use rented or purchased video recordings where a written contract specifically prohibits such use in the classroom or direct teaching situation;

(2) Use rented or purchased video recordings such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

5. Computer Software

a. Permissible uses – district employees may:

(1) Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;

(2) Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;

(3) Make a new copy from the archival program in the event that the program in use is damaged or destroyed;

(4) Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provides its use is permitted (not excluded) by the terms of the sales agreement;

(5) Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;

(6) Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;

(7) Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.

b. Prohibited uses – district employees may not:

(1) Load the contents of one disk into multiple computers at the same time in the absence of a license permitting the user to do so;

(2) Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;

(3) Make or use illegal copies of copyrighted programs on district equipment;

(4) Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board;



- (5) Make copies of software provided by a software publisher for preview or approval;
- (6) Make multiple copies of copyrighted software (or a locally-produced adaptation or modification) even for use within the school or district;
- (7) Make replacement copies from an archival or back-up copy;
- (8) Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
- (9) Make multiple copies of the printed documentation that accompanies copyrighted software.

c. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

## 6. Reproduction of Works for Libraries/Media Centers

a. Permissible uses – district employees may:

- (1) Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
- (2) Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical with the last five years prior to the date of the request for the material;
- (3) Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
- (4) Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
- (5) Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
- (6) Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stole; and it has been determined that an unused copy cannot be obtained at a fair price.

b. Prohibited uses – district employees may not:

- (1) Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
- (2) Copy without including a notice of copyright on the reproduced material.

## 7. Performances

Permissible uses – district employees must contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed. This is particularly important if admission is to be charged or recordings of the performance are to be sold.

## 8. Violations

Employees in violation of copyright law may be required to remunerate the district in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

### **CRIMINAL RECORDS CHECKS/FINGERPRINTING**

All newly licensed or registered educators are required to submit to a nationwide criminal records check including fingerprinting in accordance with rules established by the Teacher Standards and Practices Commission (TSPC). This includes any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist who has not submitted to a criminal records check within the previous three years.

Additionally, all staff not requiring licensure or registration as a teacher, administrator, personnel specialist or school nurse and newly hired are required to submit to a nationwide criminal records check including fingerprinting as required by Board policy and law.

Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the results of such checks.

Fees for individuals subject to the checks including fingerprinting, including nonlicensed applicants, shall be paid by the individual.

A staff member not requiring licensure or registration may request that the required fees be withheld from his/her paycheck. A staff member may request periodic payroll deductions rather than a lump sum payment.

All newly licensed or registered educators and those applying for reinstatement of a license or registration that has expired for more than three years are required to submit to nationwide criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

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

The following procedures will be used for all newly hired employees subject to criminal records checks including fingerprinting:

Notice required for all new hires as well as subject individuals (contractors).

Districts may also require criminal records checks of its volunteers. Add language as appropriate. Fingerprinting of volunteers is not required.

#### Processing/Reporting

1. The individual shall, as part of the application process, complete either a Criminal History Verification of Applicants form or a Fingerprint-Based Criminal History 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 district staff;
  - b. Contracted agent of employing district;
  - 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 school district, 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 ½" x 11" or larger envelope with postage affixed and addressed to the personnel office at the ESD.
5. To ensure the integrity of the fingerprinter collection and prevent any compromise of the process, the district 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 cards to the district in the envelope provided. The Fingerprint Criminal History Verification form and fingerprint cards will be sent to ODE. A copy of the form will be kept in the personnel office.

#### 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 district volunteer and employment or contract status or withdrawal of offer of employment or contract will be made by the superintendent immediately upon the following:

- 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 the district as specified in law.

2. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

#### Appeals

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

#### **CURRICULUM**

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure to the education of district students.

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles. Deviations from established curriculum, textbooks and instructional materials are permitted with principal approval.

Teachers with questions should contact the principal. Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction.

### **WEEKLY BULLETIN/ANNOUNCEMENTS/EMAIL**

A weekly bulletin is prepared by office staff and placed in staff mailboxes. All staff are asked to provide time at the beginning of class each week to review the daily bulletin with their students to help keep students informed about district and school activities and to help promote the school’s effort to recognize the accomplishments of staff and students.

Staff may place an announcement in the weekly bulletin by responding to the email request from the school secretary.

### **DISCIPLINE AND DISCHARGE**

Discipline and dismissal of staff will follow due process, relevant provisions of collective bargaining agreements and applicable law.

### **DRUG-FREE WORKPLACE**

No staff member, engaged in work for the district shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

No district employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through 12 grade student with whom the employee has had contact as part of the employee's district duties; or knowingly endorse or suggest the use of such substances.

Each staff member must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Each staff member must abide by the terms of the district's drug-free workplace policy.

The district, upon determining that a staff member has engaged in the manufacture, distribution, dispensation, possession or use, on or in the workplace, of a controlled substance or alcohol or upon having reasonable suspicion of a staff member's use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take action with regard to the employee determined to be appropriate. Such action may include transfer, granting of leave with or without pay, suspension with or without pay or dismissal.

Within 30 days of a staff member's criminal drug statute conviction for a violation occurring in the workplace, the district shall:

1. Take action with regard to the employee determined to be appropriate, which may include discipline up to and including dismissal; and/or
2. Require satisfactory participation by the employee in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. Notice required

### **EMERGENCY CLOSURES**

In the event of hazardous or emergency conditions, all district schools or selected grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate.

Delays will be communicated via the automated phone messaging system and the district website and Facebook page. Attempts will be made to contact local

media (television and radio stations), but the district has no control over the timeliness of their reporting of the information.

### **EMERGENCY PROCEDURES AND DISASTER PLANS**

All staff will be provided with a copy of the district’s emergency procedures plan detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, safety threats, illness or injury of a student or staff member and the authorized use of force on school property.

Copies of the emergency procedures plan will be available in the office and other strategic locations throughout the building.

Schools may choose to combine this statement with emergency drill procedures.

ORS 336.071 requires drills and instruction on “safety threats,” lockdown, lockout, shelter in place and evacuation, in addition to the emergency drills schools are required to conduct; at least two safety threat drills are required each school year.

### **EMPLOYEE ASSISTANCE PROGRAM**

Contact Holly Hill or Connie Rosas in the HR Department at the ESD for information.

### **EVALUATION OF STAFF**

The purpose of the district’s evaluation is to aid the teacher in making continuing professional growth and to determine the teacher’s performance of the teaching responsibilities. The district’s program also provides for the assessment of classified employees and current performance of their job assignments.

The district’s program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have peer assistance to aid teachers to better meet the needs of students, as appropriate; to have formal and informal observations to assess the performance of duties and job responsibilities; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make improvement(s) within specific timelines.

The evaluation program also provides a tool for administrators who are responsible for making recommendations about promotion, demotion, contract extension or nonextension, contract renewal or nonrenewal, dismissal and discipline.

Licensed staff evaluations shall be customized based on collaborative effort and include the core teaching standards adopted by the Oregon State Board of Education. Evaluations will be based upon multiple evaluation methods that use multiple measures to evaluate

Classified staff will be formally evaluated at least twice during their first year of employment with the district and annually thereafter.

Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, collective bargaining agreements and Oregon Revised Statutes.

#### **FAIR LABOR STANDARDS ACT**

Regular working hours for all classified staff will be set by the superintendent. Nonexempt staff are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the superintendent.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply may result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations and collective bargaining agreements.

Administrators, directors and/or supervisors shall give written notification to nonexempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations:

1. What constitutes nonexempt working hours;
2. What constitutes normal working hours;
3. That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;



4. That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
5. That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.

If funds are available, overtime will be compensated at not less than one and one-half times the employee's rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed, Compensatory time is capped at 240 hours and is cashed out at the employee's current rate.

### **FUND RAISING**

Fund-raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the superintendent prior to the activity being initiated.

Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fund raising must not interfere with or disrupt school.

Fund-raising request forms are available in the office.

All money raised must be receipted and deposited with the district.

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

### **GIFTS AND SOLICITATIONS**

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as \$50 or more from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without superintendent approval.

The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited without superintendent approval. Any solicitation should be reported at once to the office.

### **GUEST SPEAKERS/CONTROVERSIAL SPEAKERS**

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or cocurricular activity in which the participating students are involved. Teachers are expected to inform the superintendent of the date, time and nature of the presentation whenever such use is planned.

Prior superintendent approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

Guest speakers should represent various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue.

Prior to his/her participation, guest speakers are to be informed of the following regulations:

1. Profanity, vulgarity and lewd comments are prohibited;
2. Use of a tobacco product or inhalant delivery system or other similar device is prohibited;
3. Sexist, racial remarks or derogation of any group or individual is prohibited.

Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff.

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/ CYBERBULLYING**

Hazing, harassment, intimidation or bullying, menacing and cyberbullying of or by students, staff or third parties toward staff is strictly prohibited and shall not be tolerated by the district. Staff who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC). Students will be subject to discipline up to and including expulsion.

An employee who has knowledge of conduct in violation of Board policy JFCF shall immediately report his/her concerns to the designated district official.

Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence of a student to the designated district official may be subject to remedial action, up to and including dismissal.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The district will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

“Protected health information” means individually identifiable health information that is:

1. Transmitted by electronic media;
2. Maintained in electronic media;
3. Transmitted or maintained in any other form or medium.

The electronic exchange of financial and administrative transactions related to an individual’s protected health information will meet the requirements of HIPAA, including national standards for transactions designed to ensure the security of health information created or received by the district.

Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with HIPAA, should contact the personnel office.

## **INJURY/ILLNESS REPORTS**

All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee, occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the office immediately. Reports will cover property damage as well as personal injury. A completed injury/illness report form must be submitted to the superintendent within 24 hours or the next scheduled district workday, as appropriate.

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 superintendent will inform the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A “catastrophe” is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or equivalent medical facility.

All work-related injuries/illnesses will be promptly investigated and corrective measures implemented, as appropriate.

## **JOB SHARING**

The district may consider a request for job sharing. “Job sharing” is defined as the sharing and occupation of a single staff position by two individuals with each assignment being half time.

The district’s overall cost of job share may not exceed that of one full-time equivalency. The amount of fringe benefits as may be afforded in current collective bargaining agreements and normally assigned to one staff employee position is shared in a manner agreeable to both job sharing employees, providing the total dollar amount does not exceed the amount designated for one staff employee in a non-job sharing position.

Job sharing requests are considered on an individual basis and subject to superintendent approval.

## **KEYS**

Keys are issued to staff by the Director of Maintenance and Custodians. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to “run errands,” “unlock/lock” doors, etc.;
4. Lost or stolen keys must be reported to the [principal] within [24 hours] of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) has been issued, in the following amounts:
  - a. Room or other keys – \$10;
  - b. Master key – \$45;
  - c. Maximum charge – \$60.
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the superintendent to keep their keys, as appropriate.

## **LESSON PLANS**

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students.

Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans are to be kept by teachers in a place known and accessible to the

superintendent. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the superintendent.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs should be included in all lesson plan books.

General plans which cover the length of the course of study should also be prepared and readily available for principal and/or student and parent review.

### **LICENSE REQUIREMENTS**

For teachers offered employment, the district must be able to verify the current license before the Board will consider approving their employment. Applicants whose license cannot be verified prior to the beginning of school or the first day of employment will not be employed until such license is verified. This includes all endorsements.

The district requires licensed staff to submit copies of all license endorsements to the superintendent's office. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current and to submit them to the superintendent's office.

Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

In the event the district is required to forfeit any State School Fund moneys as a result of a teacher failure to meet license requirements as set forth by the Teacher Standards and Practices Commission (TSPC), the district entitled to recover one-half of the amount of the forfeiture from the teacher whose unlicensed status caused the forfeiture. Recovery may not exceed one-half of the amount forfeited that is attributable to the particular licensed person.

## **MAIL AND DELIVERY SERVICES**

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff.

Staff are not allowed to use interschool mail for the delivery of personal letters, notes and materials to other employees.

Recognized collective bargaining units may use the service in accordance with the terms of their collective bargaining agreements and Board policy on the use of school facilities and current postal regulations.

All staff are to check their mailbox regularly and remove mail daily. Students should not pick up mail from staff mailboxes.

District mailing and postage may be used for school district business only.

## **MATERIALS DISTRIBUTION**

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the superintendent. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

## **MEETINGS**

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure.

All staff are expected to attend staff meeting unless prior arrangements have been made with the superintendent. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the principal. Attendance of staff members at such meetings is left to the discretion of each employee.

## **MOTHER FRIENDLY WORKPLACE**

A reasonable effort will be made to provide a room or other location in close proximity to an employee's work area, other than a restroom, where an employee can breast-feed her child or express milk in privacy.

A 30 minute, paid rest period to express milk or breast-feed during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period.

## **PARENTAL RIGHTS/SURVEYS**

Staff are advised that parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, phone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification. A student's parents or a student 18 years of age or older will be given an opportunity to inspect any instrument used to collect such information and will be released only with permission.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).



Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

The district will notify the parent, at least annually at the beginning of the school year or at other times during the year when enrolling students for the first time, when the covered activities are scheduled or expected to be scheduled. Districts should also plan to notify parents during the course of the school year in the event of unforeseen activities that rise requiring prior parental notification, opportunity to inspect materials and opt-out their student of activities.

Personal information does not apply to the collection, disclosure or use of personal information collected from students for: the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as college or other postsecondary education recruitment, or military recruitment; book clubs, magazines and programs providing access to low-cost literary products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical aptitude or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; the sale by students of products or services to raise funds for school-related or education-related activities; or student recognition programs.

**PARKING/TRAFFIC CONTROLS**

District vehicles operated by staff shall not be idled for more than 5 consecutive minutes at any one location unless otherwise provided for in policy.

**PARTICIPATION IN POLITICAL ACTIVITIES**

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their

viewpoints as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and assigned duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

### **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

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

A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

Personal cell phones/pagers and other digital audio and video 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 assignments. Cell phones which have the capability to take photographs or video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the superintendent or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.

Staff members, while on duty and off duty, will utilize social network websites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business. Staff members, while on duty and off duty will treat fellow employees, students and the public with respect while posting 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 district email using mailing lists to a group of students rather than individual students. Texting students during work hours is discouraged. Texting students while off duty is strongly discouraged.

Exceptions to the prohibitions set forth may be made for educational, health, safety or emergency reasons with principal or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of policy. Staff actions on social network sites, public websites, blogs and other social media, 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, lewd 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 of obscene, pornographic, lewd or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries. A referral to law enforcement officials may also be made.

## **PERSONAL PROPERTY**

The district is not liable for lost, stolen or damaged personal property on district property.

## **PERSONAL REFERENCES FOR EMPLOYMENT**

Employees are to contact the Human Resources office prior to responding to any requests (written or phone) for references of/for employment.

## **PERSONNEL RECORDS**

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints and written disciplinary actions. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

All records containing medical condition information such as workers' compensation reports and release/permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records. All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the superintendent's office to inspect the contents of his/her personnel file on any day the office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel office;

8. Attorneys for the district or the district's designated representative on matters of district business;
9. The disciplinary records of a district employee convicted of a crime listed in ORS 342.143 are not exempt from the disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is the subject of the disciplinary record;
10. Upon request from a law enforcement agency, the Department of Human Services or the Teacher Standards and Practices Commission, a district shall provide the records of investigations of suspected abuse of a child by a district employee.

The superintendent may permit persons other than those specified above to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access. Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

### **PROGRESS REPORTS**

Teachers are expected to report to parents and students, at least each quarter, their students' progress toward achieving the academic content standards.. Parents will receive reports on their students' absences.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.

No grade of "D" or "F" should be issued without a written progress report having been sent home notifying the student and his/her parents of academic deficiencies.

### **PROHIBITED USE, POSSESSION, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS**

In order to comply with state law and to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, tobacco and inhalant delivery systems use is prohibited on all district property and in district-owned buildings and vehicles and at district-sponsored events.

“Tobacco product” 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 other therapy products used for the purpose of cessation.

“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.

### **PURCHASE ORDERS**

No obligation may be incurred by any staff member unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy.

No purchase, including purchases from student body funds will be authorized unless covered by an approved purchase order. Forms are available in the office.

All building purchase orders will be processed in the order received by the business office and must be completed with the following information:

1. Date;
2. Vendor;
3. Delivery address;
4. Item quantity;
5. Item description;
6. Unit value;
7. Total amount;
8. Budget code;
9. Name of requestor;
10. Signature of individual authorized to sign purchase orders.

Additionally, at least three competitive quotes with the vendor’s business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services less than \$10,000.

All other purchases are subject to the Board's policy governing bidding requirements, administrative regulation specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the business manager for details.

### **RELEASE OF GENERAL STAFF INFORMATION**

A staff member's or volunteer's address, personal electronic mail address, date of birth, social security number and personal phone number contained in personnel records maintained by the district are exempt from public disclosure. Such information will be released by the district only upon written permission of the staff member or volunteer, unless otherwise excepted by law.

Authorized district personnel may disclose information about a former employee's job performance to a prospective employer under the following conditions:

1. Disclosure of information is upon the request of the prospective employer;
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance; or
4. The disclosure is presumed to be in good faith.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the staff member's civil rights.

Oregon law extends this exemption to the district's volunteers.

Exceptions for employees includes requests by a labor representative of the employee's recognized bargaining unit or requests by a party seeking disclosure who is able to show by clear and convincing evidence that the public interest requires disclosure in a particular instance.

Regardless, disclosure should not be made if the staff member provides evidence that disclosure would cause danger to the staff member or to other members of his/her family. The district may consider such evidence as the employee and/or family has been a victim of domestic violence, has contacted law enforcement officials involving domestic violence or other physical abuse,

has obtained a temporary restraining order or other no contact order, or has filed criminal or civil proceedings regarding physical protection.

### **RESEARCH/COPYRIGHTS AND PATENTS**

Staff members engaged in a research project during the work day or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the superintendent.

Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models and other devices prepared by staff members for district use with district time, money and facilities as part of the employee's job responsibilities remain the property of the district.

In the event that a staff member produces items described above partly on his/her own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

### **RESIGNATION OF STAFF**

A resigning staff member is required to deliver a written and signed notice of resignation to the office of the superintendent. If the superintendent decides to accept the resignation, acceptance shall be by letter from the superintendent to the employee. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the superintendent's acceptance letter.

A licensed staff member who wishes to resign from his/her position with the district must give written notice at least 60 days prior to the date he/she wishes to leave district employment. The superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that he/she must continue teaching for part or all of the 60-day period.



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

A classified employee is expected to submit a written and signed notice of resignation at least two weeks prior to the date he/she wishes to leave district employment.

## **RETIREMENT**

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place. If employees who retire and begin receiving benefits from the Public Employees Retirement System (PERS) are permitted to continue district employment, include request procedures, as applicable.

## **SAFETY COMMITTEE**

A building safety committee has been established to help implement the district's safety program and as a part of any ongoing effort to help ensure the safety and health of student, staff and others while on district property.

The building safety committee meets monthly and conducts workplace safety inspections regularly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.

## **SEXUAL CONDUCT (Reporting Requirements)**

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student's educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not

include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.

Any district/school employee who has reasonable cause to believe that another district/school employee or volunteer has engaged in sexual conduct with a student must immediately notify his/her immediate supervisor.

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee or student who is the subject of the report. If the subject of the report is a district employee, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district's decision through the appeal process provided by the district's collective bargaining agreement. A substantiated report is one that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee's personnel file.

If the employee decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee's personnel file. The employee will be notified that this information may be disclosed to a potential employer.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow up on receipt of a report. In the event that the designated person is the suspected perpetrator, the Board chair shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district employee in good faith, the student will not be disciplined by the Board or any district employee.

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to employees at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.370 for all district employees.

### **SEXUAL HARASSMENT**

Sexual harassment of or by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district. "District" includes district facilities, district premises and nondistrict property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students and staff shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of soliciting sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to

view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented or reported incident.

### Step 1

Any sexual harassment information (complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

### Step 2

The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

The date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

### Step 3

If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other

affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

#### Step 4

If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. 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 U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

The initiation of a complaint in good faith about behavior that may violate the district's sexual harassment policy shall not adversely affect any terms or conditions of employment or work environment of the staff complainant.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal.

#### **SICK TIME**

Sick time provisions:

1. Can be used for customary sick time reasons plus expanded reasons similar to FMLA/OFLA.
2. Provides a minimum of 40 hours for full-time employees who work a full year or sick time accrued at 1 hour for every 30 hours worked.
3. Employees are eligible to use sick time on the 91st calendar day of employment.
4. Accrues based on actual time worked.

5. There is a 180-day window of time after the employee last works for an employer to retain eligibility, accrual, and balance of sick time.
6. Shall be used in one-hour increments unless the employer can establish this results in an undue hardship.
7. Must notify workers at least quarterly of their sick time balance.

### **SPECIAL INTEREST MATERIALS**

Supplementary materials from nonschool sources require superintendent approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources.

Generally, materials that are of obvious educational quality, supplement and enrich instructional and reference materials for definite school courses and are timely may be considered for approval.

### **STAFF CONDUCT** (Standards for Competent and Ethical Performance of Oregon Educators)

All staff are expected to conduct themselves in a manner that conforms to applicable job descriptions, Board policy and administrative regulations.

Additionally, all licensed staff are expected to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules.

#### Application of Rules

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon Revised Statutes.
2. Oregon Administrative Rules may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon Revised Statutes.
3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The commission will promptly investigate complaints:
  - a. The commission may, at its discretion, defer action to charge an educator against whom a complaint has been filed under ORS 342.176 when the investigation report indicates that disciplinary action against the educator is

pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;

b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

#### Definitions

The following definitions apply to Oregon Administrative Rules unless otherwise indicated by context:

1. “Administrator” means any supervisory educator who holds a valid Oregon administrative license or registration.

2. “Competent” means discharging required duties as set forth in these rules.

3. “Educator” means any licensed or registered person, who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising.

4. “Ethical” means conforming to the professional standards of conduct set forth in these rules.

5. “Sexual contact” contact includes:

a. The intentional touching of the breast or sexual or other intimate parts of a student;

b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator;

c. Sexual advances or requests for sexual favors directed toward a student;

d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student’s educational performance or creates an intimidating, hostile or offensive educational environment; or

e. Verbal or physical conduct which has the effect of unreasonably interfering with a student’s educational performance or creates an intimidating, hostile or offensive educational environment.

6. “Sexual harassment” means any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;

b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

7. "Teacher" means any person who holds a teacher's license as provided in ORS 342.125.

### The Competent Educator

The teacher demonstrates a commitment to:

1. Recognize the worth and dignity of all persons;
2. Encourage scholarship;
3. Promote democratic citizenship;
4. Raise educational standards;
5. Use professional judgment.

### Curriculum and Instruction

The competent educator measures success by the progress of each student toward realization of personal potential as a worthy and effective citizen. The competent educator stimulates the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of goals as they are appropriate for each individual.

The competent teacher demonstrates:

1. Use of state and district-adopted curriculum and goals;
2. Skill in setting instructional goals and objectives expressed as learning outcomes;
3. Use of current subject matter appropriate to the individual needs of students;
4. Use of students' growth and development patterns to adjust instruction to individual needs consistent with number of students and amount of time available;
5. Skill in the selection and use of teaching techniques conducive to student learning.

### Supervision and Evaluation

The competent educator is a student of human behavior and uses this knowledge to provide a climate that is conducive to learning and that respects the rights of all persons without discrimination. The competent educator



assumes responsibility for the activities planned and conducted through the district's program and assists colleagues to do the same. The competent educator gathers relevant information and uses it in the planning and evaluation of instructional activities.

The competent teacher demonstrates:

1. Ways to assess progress of individual students;
2. Skill in the use of assessment data to assist individual student growth;
3. Procedures for evaluating curriculum and instructional goals and practices;
4. Skill in the supervision of students.

#### Management Skills

The competent educator is a person who understands students and is able to relate to them in constructive ways. The competent educator establishes and maintains good rapport. The competent educator maintains and uses records as required and as needed to assist the growth of students.

The competent teacher demonstrates skills in:

1. Establishing and maintaining classroom management that is conducive to learning;
2. Using and maintaining district property, equipment and materials appropriately;
3. Using and maintaining student records as required by district policies and procedures;
4. Using district lawful and reasonable rules and regulations.

#### Human Relations and Communication

The competent educator works effectively with others – students, staff, parents and patrons. The competent educator is aware of the ways the community identifies with the school, as well as community needs and ways the school program is designed to meet these needs. The competent educator can communicate with knowledge, clarity and judgment about educational matters, the school and the needs of students.

The competent teacher demonstrates:

1. Willingness to be flexible in cooperatively working with others;
2. Skill in communicating with students, staff, parents and other patrons.

#### The Ethical Educator

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing, the ethical educator considers the needs of the students, the district and the profession.

The ethical educator, in fulfilling obligations to the student, will:

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues;
3. Maintain an appropriate professional student-teacher relationship by:
  - a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
  - b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
  - c. Reporting to the educator's supervisor if the educator has reason to believe a student is, or may be, becoming romantically attached to the educator.

The ethical educator, in fulfilling obligations to the district, will:

1. Apply for, accept, offer or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;
2. Conduct professional business, including grievances, through established lawful and reasonable procedures;
3. Strive for continued improvement and professional growth;
4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties;
5. Not use the district's or school's name, property or resources for non-educational benefit without approval of the educator's supervisor or the appointing authority.

The ethical educator, in fulfilling obligations to the profession, will:

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;

2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Respond to requests for evaluation of colleagues and to keep such information confidential, as appropriate.

### **STAFF DEVELOPMENT**

The Board recognizes the importance of continued educational experiences and other professional development activities as a means to improve job performance.

Professional development activities may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities.

All requests for district payment of college course work tuition require prior administrative approval. All requests for release time from regular work duties for attendance at meetings or conferences will be decided bas on such factors as availability of funds, consistency with district and building goals and job assignment. Requests require prior superintendent approval. Forms are available in the office.

Completion of continuing professional development requirements as set forth in OAR Chapter 584, Division 255 by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of associations of educators, political workshops, training sessions for consultation committees and like activities will not be considered as appropriate activities for the expenditure of district funds.

### **STAFF DRESS AND GROOMING**

All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Employees are allowed to wear religious attire while maintaining religious neutrality and refraining from endorsing religion in the educational environment. Please contact your building administrator or supervisor for additional information/guidance.

Teaching as a profession demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

### **STAFF ETHICS**

Staff members are prohibited from engaging in, or having a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees of the district.

This means that:

1. Staff members shall not solicit for financial remuneration from students, parents or other staff;
2. Any device, publication or any other item developed during the staff member's paid time shall be district property;
3. Staff members shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way.

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. District facilities, equipment or materials may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

"Relative," for Oregon Ethics Law purposes, means the spouse (includes domestic partner), 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 include 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 public employment.

### **STAFF HEALTH AND SAFETY**

In order to assure the safety of staff and students, information and/or training as necessary is provide to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage and disposal of such materials.

Safety Data Sheets (SDS), which accompany any hazardous substance used in the school setting, are maintained on file in building, as necessary, and readily available to any staff member who must handle such materials or who may have been exposed to such products.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
  - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory.);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body or a dump truck, etc.) until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device

or practice provided which they are using or which is being used by any other worker;

4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;

5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;

6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;

7. Hazardous conditions or practice observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;

8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;

9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;

10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;

11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;

12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;

13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

### **STAFF INVOLVEMENT IN DECISION MAKING**

Staff members are encouraged to participate in the decision making process whenever practicable. Staff may become involved or serve with the school's 21st Century Schools Council and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning. Contact the superintendent for additional information

regarding possible building and district level committee work that may be available.

### **STAFF/PARENT RELATIONS**

The district encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the noncustodial parent.

A noncustodial parent may receive and inspect the school records pertaining to his/her student and to consult with teachers concerning his/her student's welfare and education.

Noncustodial parents will not be granted visitation or telephone access to their student during the school day, nor will a student be release to the noncustodial parent.

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. Such information will be maintained on file in the office and provided to staff, as appropriate.

Staff members with questions regarding custodial and/or noncustodial parent rights with respect to particular students should contact the district office.

### **STAFF ROOM**

A staff room is provided to staff use during break, lunch and preparation periods, as may be appropriate. All staff are expected to "pitch in" as needed, to help keep this gathering area clean and orderly.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. The district will not be liable for loss or damage to personal items brought to district property and district-sponsored activities.

Students should not be in the staff room unless completing a task asked of an employee or while supervised by an employee.

## **SUPERVISION OF STUDENTS**

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities.

All teachers are expected to be in their classrooms prior to the arrival of students.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

No other staff member may leave his/her assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

During school hours, or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

## **TEACHING ABOUT RELIGION**

Religious education is the responsibility of the home and religious institution. Public schools are obligated to maintain neutrality in all such matters.

As religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

Though teachers may be permitted to expose students to information concerning religious beliefs, a teacher may not advocate, openly, covertly or by subtlety, a particular religion or religious belief.

Holidays which have a religious and secular basis may be observed in the district's schools as follows:

(1) The historical and contemporary values and the origin of religious holidays should be explained in an unbiased and objective manner without sectarian indoctrination;



(2) Music, art, literature and drama having religious themes or bases are permitted and encouraged as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday;

(3) The use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of Native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. These holidays include Christmas, Easter, Passover, Hanukkah and Thanksgiving.

Students and staff members will be excused from participating in practices which are contrary to their religious beliefs without penalty.

### **TUTORING**

No private tutoring for which a staff member receives a fee is permitted in district schools on school time. District facilities, materials or equipment may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

### **UNMANNED AIRCRAFT SYSTEM (UAS) a.k.a. DRONE**

An “unmanned aircraft system” (UAS) means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.

Any employee or representative of the district operating a district unmanned aircraft system shall do so in accordance with Board policy and all applicable Federal Aviation Administration (FAA) regulations.

A UAS operated at Oregon School Activities Association (OSAA) sanctioned events will do so in accordance with OSAA policies. Use of a UAS at other public charter school-sponsored athletics or activities are prohibited.

District staff teaching a class that allows use of a UAS may assist a student in their operation of the UAS, provided the assistance is needed as part of the curriculum and assistance is to a student enrolled in the course. The staff member’s participation must be limited to the student’s operation of the UAS. District employees will work with administrators to ensure that proper insurance, registration and authorization are in place prior to adoption of curriculum that allows operation of a UAS as part of the curriculum.

## **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, and schedule activities or other transportation far enough in advance to avoid any nonemergency use of private vehicles. When using any vehicle while on district business, staff shall use seat belts. Failure to do so is grounds for dismissal.

## **VACANCIES/TRANSFERS**

Announced vacancies for licensed and classified positions are posted in the staff room at least five working days prior to closing the application period. Copies of the posting are also sent to association representatives.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and collective bargaining agreements.

## **VOLUNTEERS**

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff.

Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the office.

## **WEAPONS**

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 the district's weapons policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators 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 the district's weapons policy.

Employees shall promptly report all other conduct prohibited by the district's weapons policy to an administrator.

## **WHISTLEBLOWER**

When an employee has good faith and reasonable belief the employer 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 an employer 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 the employer 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.

## **STUDENT OPERATIONAL PROCEDURES**

### **ASSEMBLIES**

Students are required to attend all assemblies. Those who refuse are to be referred to the office.

All teachers are assigned supervision duties during assemblies and are expected to be in their assigned areas.

Students may be removed from an assembly as deemed necessary by the staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

### **ASSIGNMENT OF STUDENTS TO CLASSES**

The assignment of students and classes to teachers is the responsibility of the superintendent or designee. Parents have the right to discuss student class assignments with school administration.

Any request to change a student's assignment to a particular class by a student, parent or teacher should be referred to the Student Success Coordinator.

Students are to be added or dropped from teacher class rosters only when the student presents an add/drop slip from the office or when otherwise notified by the office.

Any student with the proper add slip, or who has otherwise been added to a particular class by the office, is to be admitted to class. Teachers with questions regarding a student's placement should contact the office.

### **CLASS INTERRUPTIONS**

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from the office. Intercom use is restricted to administrative use or administrative approved use only.

### **COMMUNICABLE DISEASES/STUDENTS**

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in Oregon Revised Statutes and rules of the county health department. A student with certain school restrictable disease is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school. The district will

inform the appropriate staff member to protect against the risk of exposure, as necessary.

### **CONTESTS FOR STUDENTS**

The district cooperates with individuals, community organizations and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added work load on staff. All such contests must be consistent with the purposes and educational aims of the district.

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participant's work.

The school may not be used to promote private or commercial interests. Nor may the school be used for the direct sales promotion of individual competitive goods or services.

Materials or activities initiated by private sources are to be referred to the superintendent for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

### **CORPORAL PUNISHMENT**

The use of corporal punishment in any form is strictly prohibited by the district and will be considered cause for discipline up to and including dismissal. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others or doing harm to district property. Corporal punishment does not include physical pain or discomfort resulting from or caused by:

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;

3. Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;

4. Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individualized education program which has been signed by the parents and is carried out according to district procedures.

### **DISMISSAL OF CLASSES**

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic as students reporting to class late will need to account for their tardiness.

### **DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION**

Students have a right to attend school in an environment conducive to learning. The district will not tolerate the possession, sale or use of unlawful and harmful drugs (illicit drugs, nontherapeutic use of prescribed drugs, misuse of solvents and other dangerous substances and drug paraphernalia), alcohol or tobacco in the schools, on district property, on a school bus or while participating in any school-sponsored activity, whether on district property or at sites off district property.

An age-appropriate drug, alcohol and tobacco prevention curriculum is provided for all students in grades K-12 as a part of the health education curriculum. For students in grades 9-12 not enrolled in health education classes, a program of activities which meets the requirements of the drug, alcohol and tobacco prevention rule has been developed. At least annually, senior high school students will receive age-appropriate instruction.

Each year, a planned staff development and public information program that addresses the needs and responsibilities for the entire staff is developed by the superintendent. The program includes current basic drug, alcohol and tobacco information and an explanation of district drug, alcohol and tobacco policies, procedures and programs. The input of staff in planning and implementing the district's staff development and public information program is encouraged to ensure a drug, alcohol and tobacco program that best meets the needs of district students.

## **EMERGENCY DRILLS AND INSTRUCTION**

All teachers are required to provide instruction on fire, earthquake, safety threats and drills for at least 30 minutes each school month in accordance with the requirements of law.

At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes and two drills for safety threats will be conducted each year.

A map/diagram of the fire escape routes to be followed should be posted near the classroom doorways and reviewed with students. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation and other actions to take when there is a threat to safety.

The warning signal for a fire alarm/drill is a [insert local drill/alarm procedures]. Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the buildings using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way;
2. Close windows, turn off lights and [lock door/leave door unlocked];
3. Take attendance book;
4. Escort class to at least 100 feet from the building and take attendance. Report any accounted students to the Student Success Coordinator;
5. Upon "all clear" signal, announced by the office, not on bell/alarm signal, escort students directly back to class. Check attendance.

The warning signal for an earthquake alarm/drill is an announcement via the public address system. In the event of an earthquake, teachers are required to:

1. Immediately direct all students to "drop, cover and hold on." Students should drop to a crouched position with head bent to knees; hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. Wait until shaking stops;

3. Evacuate building following established evacuation procedures;
4. Take attendance and report any unaccounted students to the administration;
5. Upon “all clear” signal, announced by office, not bell/alarm signal, escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Drop low to the ground and protect head and neck.

### **FEATURE FILMS/VIDEOS**

Superintendent approval is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated G, PG, PG-13 or Not Rated may be authorized for classroom use.

Requests are to be submitted to the superintendent at least five days prior to the proposed showing. Forms are available in the office.

The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating (e.g., G, PG, PG-13).

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent. Parents should be provided the opportunity to preview a feature film/video, whenever possible.

### **FIELD TRIPS AND SPECIAL EVENTS**

Field trips and other student activities involving travel may be authorized by the superintendent when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the superintendent well in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers.



Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgement of the student conduct guidelines to the office prior to departure for the scheduled activity.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Any out-of-state travel must be approved by the Board.

### **FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag at least once a week by reciting The Pledge of Allegiance. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

Each classroom is required to display a United States flag of an appropriate size.

### **GRADING**

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and parents. As a close working relationship between the district and parents is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers are expected to report quarterly, a student's progress toward achieving academic content standards to the student and their parents. Parents will receive reports on their student's absences.

Teachers should use a variety of communication devices, including phone and personal conferences, as well as written grade reports to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Letter grades will be used as follows:

A – Superior

B – Above Average

C – Average

D – Below Average

F – Failing

P – Pass – Credit granted, nongraded course

NP – No pass – Credit denied, nongraded course

I – Incomplete

W – Withdrawal

Grading will be conducted on a nine-week basis.

Grade reduction or credit denial based on a student’s attendance may be permissible only when the student’s attendance is not used as a sole criterion for the grade reduction or credit denial. Prior to a grade reduction or credit denial, teachers are required to provide notice to the student, parents or guardians that includes the following information:

1. Identification of how the attendance and class participation is related to the instructional goals of the subject or course;
2. Parents and students will be informed;
3. Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for nonattendance are considered and the grade is not reduced or credit denied based upon absences due to:
  - a. Religious reasons;
  - b. A student’s disability; or
  - c. An excused absence, as determined by the district’s policy.

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student’s absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student’s disability or an excused absence as determined by district policy. Such notice is to be included in each teacher’s syllabus and distributed to students at the beginning of the grading period

Special education students are to receive grades based on progress toward goals states in the student’s individualized education program (IEP).

## **HOMEWORK**

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the students.

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home.

Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

## **HUMAN SEXUALITY, HIV/AIDS, SEXUALLY-TRANSMITTED DISEASES, HEALTH EDUCATION**

Human sexuality, HIV/AIDS and sexually-transmitted disease prevention curriculum has been cooperatively developed and aligned with the Oregon Health Education Standards and Benchmarks, by parents, teachers, administration, local health department staff and others as an integral part of health education and other subjects. All teachers are expected to teach the age-appropriate curriculum annually for students in grades 6-8 and twice in grades 9-12 in accordance with established curriculum.

Teachers are expected to notify parents of minor students in advance that the material regarding any human sexuality or HIV/AIDS/HBV/HCV will be taught. Any parent may request his/her student be excused from that portion of the instructional program.

\* HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus

## **MAKE-UP WORK**

A student who has an excused absence from class is permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class for the work missed due to absence.

Any student truant from school will be permitted to make up missed work at the discretion of the teacher.

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up school work upon his/her return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty. Students will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension.

### **MEDIA ACCESS TO STUDENTS**

The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

Media representatives are required to report to the [principal] for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

### **MOVING CLASS/HOLDING CLASSES OUTDOORS**

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the superintendent.

From time to time, certain class assignments may be more appropriately conducted outdoors. Prior superintendent approval is required for all such activities.

### **NONPRESCRIPTION/PRESCRIPTION MEDICATIONS**

Students may be permitted to take prescription or nonprescription medication at school, at school-sponsored activities, while under the supervision of school personnel and in transit to or from school or school-sponsored activities.

Training will be provided by a qualified trainer to designated staff authorized to administer nonprescription and prescription medication to students within individual school buildings and while participating at school-sponsored activities, while under the supervision of school personnel, or while in transit to or from school or school-sponsored activities.

Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.

Students in grades K-12 are permitted to self-medicate prescription and nonprescription and nonprescription medication in accordance with the following procedures:

1. A parent or guardian permission form and written instructions have been submitted for all prescription and nonprescription medication. In the case of prescription medications, permission from the physician or other licensed health care provider is also required and shall include information that the student has been instructed in the proper use of the prescribed medication. Such permission may be indicated on the prescription label. Principal permission is also required for all self-medication requests;
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated staff. A permission form and written instructions will be required as provided above;

3. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:

a. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction;

b. Nonprescription medication must have the student's name affixed to the original container.

4. The student may have in his/her possession only the amount of medication needed for that school day except for manufactory's packaging that contains multiple dosage. The student may carry one package;

5. Sharing and/or borrowing of any medication with another student is strictly prohibited.

Permission to self-medicate may be revoked by the [principal] if there are any abuses of these procedures.

All other students will be administered medication only by designated staff after receipt of required parent permission forms and written instructions.

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine be kept at a reasonable, secured location in the student's classroom. A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

An individualized health care plan will be developed for every student with a known life-threatening allergy and for every student for whom the district has been given proper notice of a diagnoses of adrenal insufficiency.

### **NON-SCHOOL-SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS**

The district does not sponsor, endorse or financially contribute to the variety of outside-sponsored study and athletic tours/trips/competitions available to students.

Students who raise funds for their personal participation in such activities may not raise moneys for travel and other activity expenses as a representative of the school. Students may not use school supplies, materials or facilities in conjunction with such trips or their related fund raising.

Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by the district which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students.

**PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district, upon the written request of the parent.

An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors and other district staff in the development of such alternative learning activities, as needed.

**RELEASE TIME FOR RELIGIOUS INSTRUCTION**

Students may be excused from school for religious instruction, not to exceed two hours for grades 1-8 and five hours for grades 9-12 in any school week. Teachers will be notified by the office of any students in their class so excused.

Any student unable to attend classes on a particular day due to religious beliefs is to be excused from attendance requirements for that day.

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon his/her return to school or at such other times as may be deemed appropriate by the teacher.

**RESTRAINT AND SECLUSION**

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student’s behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion

training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee or volunteer as when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint and seclusion under these circumstances is only allowed so long as the students' behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in OAR 581-021-0568.

### **RESUSCITATION DECISIONS/LIFE-SUSTAINING EMERGENCY CARE**

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel.

### **RETENTION OF STUDENTS**

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.

Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with the superintendent.



## **SENIOR TRIPS**

The district does not authorize or endorse senior trips taken for any purpose other than a special part of the Board-approved district curriculum. In-state senior trips require approval by the superintendent. Requests for out-of-state or foreign travel shall be submitted to the Board for approval.

## **STUDENT ACTIVITY FUNDS**

All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the superintendent.

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff advisor. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those students currently in school who have contributed to the accumulation of the funds

## **STUDENT CONDUCT**

All students are to comply with district policies and administrative regulations, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner at school during the school day and during school-sponsored activities.

In addition to adopted Board policies governing student conduct, school rules specifying student conduct expectations have been established. These rules apply to actions which occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities on transportation provided or approved by the district. A student handbook, code of conduct or other document shall be developed and distributed to parents, students and employees. Each school shall publish any additional rules specific to the school and distribute it to students and parents. Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policies, administrative regulations and school rules governing student conduct and

discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and made available to parents.

### **STUDENT DETENTION**

Teachers may detain a student after school hours for disciplinary reasons provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student's transportation home.

Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted.

Students who are detained after school are not to be left unsupervised during their detention.

### **STUDENT DISCIPLINE**

Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions have been divided into two categories, severe violations and minor violations. These are listed in the Student/Parent Handbook. Student discipline will offer corrective counseling and sanctions that are age appropriate, and to the extent possible, are shown through research to be effective.

The following behavior referral process has been established to assist staff in dealing with student misconduct:

#### **Minor Violations**

1. With the first offense, the staff member describes the inappropriate behavior, provides an opportunity for the student to be heard, describes appropriate behavior, if necessary, and informs student that subsequent violations will result in a parent contact by the teacher. Document with student's response and signature.
2. With a second offense, the staff member describes the inappropriate behavior, provides the student with an opportunity to be heard, describes appropriate behavior, if necessary, and informs the student that he/she is now on Step 2. Contact parents with details and inform parents and student that

further violations will result in a referral to the office for disciplinary action. Document with student's response and signature.

3. With a third offense, the staff member confronts the student, describes the inappropriate behavior, provides the student with an opportunity to be heard, and if necessary, document with student's response and signature. Submit form to the office for administrative action.

This three-step process is to be followed throughout the grading period. At the beginning of each new term, students are afforded a clean slate and the process begins anew. Students referred to the office for a third offense may begin anew or be continued with Step 2 or 3 actions, as deemed appropriate by the teacher in consultation with the administration.

### Severe Violations

All students with severe violations are to be referred to the office immediately. A complete student incident referral form must be submitted at the time the student is sent to the office. If a student refuses to report to the office as directed or the teacher deems it necessary for the student to be accompanied to the office, the office should be contacted for administrative assistance.

Each student who is being provided educational services through an Individualized Education Program (IEP) is subject to district discipline regulations unless, as provided by law, specific behavioral concerns are addressed as part of the student's IEP. Teachers are expected to work cooperatively with [special education staff] to resolve any concerns regarding the conduct and discipline of a student with disabilities.]

The expulsion rules contained in ORS 339.250 exclude the use of expulsion to address truancy and require the age of a student and the student's past pattern of behavior must be considered prior to imposing a suspension or expulsion. The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

## **STUDENT DISMISSAL PRECAUTIONS**

No staff member may permit any student to leave class/school prior to the regular hour of dismissal except as may be authorized by the office.

## **STUDENT/PARENT HANDBOOK**

A student/parent handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.

All staff are expected to familiarize themselves with the general information, administrative regulations and procedures pertaining to students as set forth in the student/parent handbook and in Board policy.

## **STUDENT PERFORMANCES**

Teachers are encouraged to arrange for individual student and group public performance when such performance contribute to the educational process and are consistent with district and course goals.

All performances involving students must be approved by the [principal] and may not interfere with other scheduled activities or classes within the school.

The extended use of one particular group of students is generally discouraged. Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities only with prior superintendent approval. The parent, employee or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must contain 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/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 minimum standards and specifications of law. Training in the proper installation and use of child safety systems 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.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle or a district-owned vehicle.

### **STUDENT WITHDRAWAL FROM SCHOOL**

Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment or other district property including replacement costs, if known. Submit the list to the office. In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid.

Additionally, the district may notify the Oregon Department of Transportation of the withdrawal of a student who is at least 15 years of age and under 18 years of age. In certain circumstances, driving privileges may be denied or revoked.

### **VISITORS**

Students are not permitted to bring visitors to school without prior approval of the superintendent.

Staff members are expected to report any unauthorized person on school property to the office.

## **SPECIAL PROGRAMS**

### **ASSESSMENT PROGRAMS**

The district's assessment program has been developed to meet state requirements and local district needs.

Assessment results are used to measure the academic content of 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. Additional services, alternative educational or other public school options are made available to any student who has not met or has exceeded all of the state-required academic content standards and Essential Skills.

The district's assessment program consists of the following:

1. Criterion-reference assessments, including performance-based assessments, content-based assessments and other valid methods as may be required by state and federal requirements;
2. Assessment of Essential Skills;
3. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
4. Assessments by individual teachers;
5. Optional schoolwide and grade level wide assessments as recommended by the superintendent and as approved by the Board.

Dates for district and state assessments will be announced by the [principal], as appropriate.

A student may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student.

### **ENGLISH LANGUAGE LEARNERS**

Students whose primary language is a language other than English are provided appropriate assistance through the district's English Language Learners (ELL) program until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided

with relevant written, verbal or signed communication in a language they can understand.

Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact the office.

### **HEALTH-SERVICES PROGRAMS**

The district has an established health-services program which provides:

1. Pertinent health information on students, as required by Oregon statutes and rules;
2. Health-appraisal services, including screening for possible vision or hearing problems;
3. Health counseling for students and parents, when appropriate;
4. Health care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by the Oregon Department of Human Services, Health Services, and the county health department;
6. Assistance for students in taking medication according to established district policies and procedures;
7. Services for students who are medically fragile or have special health care needs;
8. Integration of school health services with school health education programs.

The ESD's school nurse is available as a resource to teachers in securing appropriate information and materials on health-related topics.

All staff will be informed of their responsibilities in these areas.

Nonemergency invasive physical examinations and screenings not otherwise required or permitted by state law may take place under the Every Student Succeed Act of 2015 only with prior parental notification and the option for parents to excuse their student from the activity.

### **HOMEBOUND INSTRUCTION**

Homebound instruction is provided to any student whose health or impairment causes him/her to be absent from school for at least 10 days. A physician's

statement substantiating such absence is required in order for the district to authorize homebound instruction.

The amount of instructional service provided will be related to each student's educational needs and physical and mental health.

Teachers are expected to cooperate with counselors, students and parents to provide such assignments/homework as may be necessary to help students maintain satisfactory progress during the student's temporary absence from school.

### **HOME TUTORING SERVICES**

Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of 10 consecutive school days.

A physician's statement substantiating such absence is required in order for the district to authorize home tutoring.

The home tutor will work with the student's teacher to provide the necessary instructional support needed to help the student maintain his/her academic progress.

### **LIBRARY/MEDIA SUPPORT SERVICES**

Teachers should contact library/media staff for assistance in obtaining audiovisual materials and equipment, computer software, video recordings, laser discs, sound filmstrips and other instructional media materials maintained by the district.

Additional supplemental materials may also be available through the local education service district and/or state library system.

A professional collection of books and current periodicals is also available for staff use in the library/media center. Materials may be checked out through library/media staff.

Teachers may schedule with staff to bring entire classes to the library/media center for project work, as appropriate. Individual students may be admitted for specific project work during class time with a note from the student's teacher.



## **MEAL PROGRAMS**

The district participates in the National School Lunch, School Breakfast, and Commodity Programs.

Free or reduced-price meals are available for students unable to pay the full price for meals. General information, eligibility criteria and confidential application forms are available through the office.

## **PREGNANT/PARENTING STUDENT PROGRAMS**

The district advocates the right to continued public education for all pregnant and parenting students. A pregnant and parenting student should be encouraged to continue with his/her educational program and to participate in all school-sponsored activities unless physically unable.

Teachers are expected to work cooperatively with counselors, parents and students in the development of individualized educational programs or services, or both, to address the needs of pregnant and parenting students when their educational needs cannot be met by the regular-provided school program.

## **PSYCHOLOGICAL TESTING SERVICES**

Psychological tests, excluding intelligence tests, may be administered to students only by licensed psychologists/ psychometrists employed for this purpose or by interns under their supervision.

Psychological evaluations may be made only with the informed and written consent of parents.

Psychological records of students are confidential. Written parental consent is required prior to the release of any such data.

## **SPECIAL EDUCATION SERVICES**

Student's kindergarten age through age 21 living in the district that have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free appropriate public education (FAPE).

The related services and educational programs provided are designed to meet the needs as specified by the student's Individualized Education Program (IEP).

When appropriate, students with disabilities are educated with students without disabilities. Special placements or separate schooling is provided only when the nature of the disability prevents some educational benefit in the regular classroom or affects the health or safety of the student or others.

Placements are made by the building's IEP team, which consists of the student's parent(s); one regular education teacher, if the student is participating in the regular education program, or, if the student does not have a regular education teacher, a teacher qualified to teach a student the same age; the student's special education teacher or a special education provider; a representative of the district; an individual, who may be another member of the team, who is knowledgeable about the student's disability and who can interpret the instructional implications of the evaluation results; the student, when appropriate, and other individuals who have knowledge or special expertise regarding the student, at the discretion of the parent or district; and other agency representative as provided by law.

Teachers with questions regarding the referral and placement process should contact a special education staff member.

All teachers are expected to work cooperatively with special education staff to modify curriculum, instructional strategies and grading as necessary to meet the needs of a student's IEP.

### **TALENTED AND GIFTED PROGRAM (TAG)**

The district has developed a written plan for the identification of, and provisions for a program and services for, academically talented and/or intellectually gifted students.

Identified students must score at or above the 97th percentile on selected nationally standardized tests. Additionally, talented and gifted students from special populations such as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities may also be identified.

Each teacher will receive a list of identified talented and gifted students assigned to his/her classroom. Teachers are expected to modify curriculum, instructional strategies and grading, as may be necessary, to meet the needs of identified students.

The district has established an appeal process for parents to utilize if they are dissatisfied with the identification process and/or placement of his/her student in the district's program and who wish to request reconsideration. A complaint procedure has also been developed for parents to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students. Staff should refer parents with questions to the principal.

**TITLE I PROGRAMS**

In order to help meet the needs of disadvantaged students, the district participates in Title I federally-funded programs that provide basic skills instructional services for educationally disadvantaged students in grades K-6 and who live in targeted low-income areas. Students identified in need of Title I services are provided instruction on a regular schedule, as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction.

Children with disabilities and Limited English Proficient children are eligible for Title I-A services on the same basis as other children who are selected for services.

Teachers with questions or concerns regarding student placement or scheduling in this program should contact Cathy Knapp.

***“Empower the Positive”***