

# **Amity School District 4-J**



# **Staff Handbook**

## **2017-2018**

# Table of Contents

<b>Preface</b> .....	1
<b>Staff Organization</b>	
Board Members .....	2
Board Committees .....	2
Staff .....	2
Administration/District Office .....	2
District Wide Personnel.....	2
Amity Elementary School.....	3
Amity Middle School .....	4
Amity High School.....	5
<b>General Information</b>	
Associations.....	6
Amity School District 4-J Mission Statement.....	6
Important Dates .....	7
Pay Schedule.....	7
Board Meeting Schedule.....	7
Board Meetings/Communication .....	8
Community Use of Building.....	8
Conference Affiliation.....	8
<b>Staff Operations</b>	
Absences .....	7
Federal Family and Medical Leave Act/Oregon Family Leave Act.....	9
Military Family Leave ACT (MFLA)/Oregon Family Leave Act (OFLA) .....	9
Admission to District ExtraCurricular Activites .....	12
Animals in District Facilities .....	12
Breaks.....	12
Care/use of District Property .....	12
Cash in District Buildings .....	13
Child Abuse Reporting .....	13
Classroom Security.....	14
Communicable Disease/Bloodborne Pathogens/Infection Control Procedure.....	14
Complaints.....	16
Computer Use.....	17
Conferences .....	18
Contracts and Compensations.....	18
Copyright .....	19
Criminal Records Checks/Fingerprinting.....	24
Curriculum .....	26
Drug-Free Workplace.....	27
Emergency Closures.....	27
Emergency Procedures and Disaster Plans .....	28
Evaluations of Staff .....	28
Fair Labor Standards Act .....	28
Fund Raising.....	29
Gifts and Solicitations .....	29

Guest speakers/Controversial Speakers.....	30
Hazing/Harassment/Intimidation/Bullying/ Menacing/Cyberbullying/ Teen Dating Violence/Domestic Violence .....	30
Health Insurance Portability and Accountability Act (HIPAA) .....	31
Injury/Illness/Accident Reports.....	31
Employee Responsibilities Regarding On-the-Job Injury/Accident .....	31
Job Sharing.....	32
Keys.....	32
Lesson Plans .....	32
License Requirements .....	33
Mail and Delivery .....	33
Materials Distribution .....	33
Media Releases .....	33
Meetings .....	34
Mother Friendly Workplace .....	34
Parental Rights/Surveys .....	34
Participation in Political Activities .....	35
Personal Electronic Devices and Social Media .....	35
Personal Property .....	36
Personal References for Employment .....	36
Personnel Records .....	36
Phones.....	37
Prohibited Use, Possession, Distribution or Sale of Tobacco Products And Inhalant Delivery Systems .....	38
Purchase Orders.....	38
Purchasing Procedures.....	38
Release of General Staff Information.....	39
Resignation of Staff.....	39
Retirement .....	40
Safety Committee .....	40
Sexual Conduct (Reporting Requirements) .....	40
Sexual Harassment.....	41
Sick Time .....	43
Site Council.....	43
Special Interest Materials.....	43
Staff Conduct .....	44
Staff Development .....	45
Staff Dress and Grooming .....	46
Staff Ethics.....	46
Staff Health and Safety .....	47
Staff Involvement in Community Activities .....	48
Staff Involvement in Decision Making .....	48
Staff/ Parent Relations .....	48
Staff Room.....	49
Supervision of Students .....	49
Tutoring.....	49
Unmanned Aircraft System (UAS) a.k.a Drone.....	50
Use of Private Vehicles for District Business .....	51
Volunteers.....	51
Weapons.....	51
Whistleblower.....	52

<b>Student Operational Procedures</b>	
Administering Medicines to Students .....	52
Assemblies .....	53
Class Interruptions .....	54
Communicable Diseases/Students with HIV, AIDS.....	54
Contests for Students .....	54
Corporal Punishment .....	54
Use of Restraint and Seclusion.....	55
Dismissal of Classes.....	55
Drug, Alcohol and Tobacco Prevention, Health Education .....	55
Emergency Drills and Instruction .....	56
Feature Films/Videos .....	57
Field Trips .....	57
Flag Salute.....	57
Media Access to Students .....	57
Moving Class/Holding Classes Outdoors.....	58
Non-school sponsored Student and Athletic Tours/Trips/Competitions .....	58
Program Exemptions .....	58
Student Activity Funds .....	58
Student Conduct .....	59
Student Detention .....	59
Student Discipline .....	59
Students Dismissal Precautions.....	60
Student/Parent Handbook.....	60
Student Performances .....	60
Student Transportation in Private Vehicles .....	60
Student Withdrawal from School.....	61
Visitors .....	61
 <b>Special Programs</b>	
Alternative Education Programs.....	61
Assessment Programs.....	62
Bilingual Education—England Language Learners.....	63
Meal Programs.....	63
Counseling and Guidance Program .....	63
Early Childhood Education.....	64
Library/Media Support Services .....	64
Multicultural Education.....	64
Pregnant/Parenting Student Programs .....	64
Psychological Testing Services.....	65
Special Education Services .....	65
Talented and Gifted Programs .....	65
Title I Programs.....	66

## PREFACE

The material covered within the staff handbook (available on the District Website—[www.amity.k12.or.us](http://www.amity.k12.or.us) and on the District data server) is intended as a method of communicating to employees general District information, rules and regulations and is not intended to either over emphasize or diminish any Board Policy, Administrative Regulation or Collective Bargaining Agreement. Material contained in the handbook may be abbreviated with references to Amity School District's Board Policy. Board Policy is available on the District Website—[www.amity.k12.or.us](http://www.amity.k12.or.us)—and on the District data server. Material contained in the Staff Handbook may therefore be superseded by such Board Policy, Administrative Regulation, Collective Bargaining Agreement or changes in State or Federal Law.

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

No information in the 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, age marital status, pregnancy, familial status, economic status, veteran's 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 policies and procedures 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 (HIPAA) and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the Amity School District Office for additional information and/or Compliance issues.

I ask that you familiarize yourselves with the contents of this handbook. If you have any questions regarding the information contained herein, please contact me. Thanks!

Jeff Clark  
Superintendent

# **STAFF ORGANIZATIONS**

## **BOARD MEMBERS**

The Legislature of the State of Oregon delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows:

Chairman Ryan Jones  
Vice Chairman, Matt Foertsch  
Ray Bottenberg  
Tim Haarsma  
Barbara Rowe

## **BOARD COMMITTEES**

Buildings/Grounds—Barbara Rowe and Matt Foertsch  
Transportation—Ray Bottenberg and Ryan Jones  
Financial—Matt Foertsch and Tim Haarsma

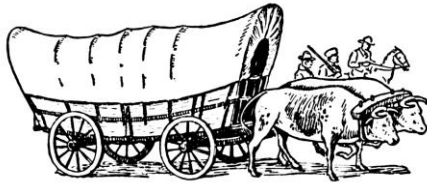
## **STAFF**

### **Administration/District Office**

Superintendent, Jeff Clark  
High School Principal, Chris Daniels  
Middle School Principal, Dave Lund  
Elementary School Principal, Danielle Ludwick  
Deputy Clerk, Ann Adams  
Administrative Secretary, Janell Temple-Rolston  
Student Services Secretary, Diane Aschim

### **District Wide Personnel**

Jeff Buczynski	Custodial Maintenance
Tod Butterfield	Director of Special Education
Jammy Clements	Custodial Maintenance
Jerry Compton	Computer Technician
Andrew Dyer	ELL Program Coordinator
Jack Joubert	Custodial Maintenance
Danielle Ludwick	Title Coordinator
Christina Melton	Food Service Manager
Mathew Melton	Custodial Maintenance
Melinda Moorefield	District Librarian
Steve Park	Custodial Maintenance Supervisor
John Trunde	Custodial Maintenance
Dennis Woods	Custodial Maintenance

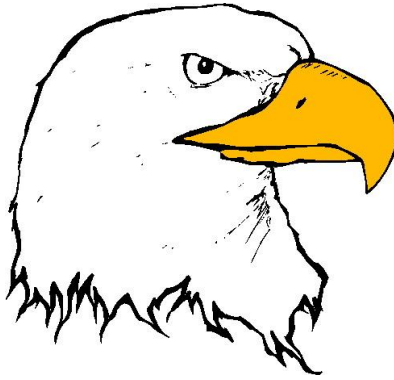


### **Amity Elementary School**

Danielle Ludwick	Principal
Willamette ESD	Speech/Hearing
Lounette Baker	Grade 5
Andrea Bellegue	Grade 2
Brandon Borst	Grade 3
Kristy Dirksen	TOSA Behavioral Support
Andrew Dyer	ELL
Dena Gowey-Lund	Reading/Math Coach
Cindy Greene	Kindergarten
Angela Harland	Kindergarten
Evan Johnson	Grade 5
Ryan McKinney	Grade 4
Kim McMullen	Kindergarten
Melinda Moorefield	Librarian
Katie Myers	Grade 2
Valorie Potter	LRC
Jessica Rojas	Grade 2
Katelyn Rolston	Grade 1
Kendra Sambuceto	Grade 1
Diana Sohn	Grade 5
Zach St Lawrence	Grade 3
Ryan Wells	Grade 1
Jennifer White	Kindergarten
Heather Wilhoit	PE
Jerry Xiong	Grade 4

### **Elementary Classified Personnel**

Jennifer McMullen	Secretary
Garry Angus	Paraprofessional
Tera Brown	Paraprofessional
William Daley	Paraprofessional
Sundie DeMain	Paraprofessional
Taylor Galer	Paraprofessional
Aminata Huber	Dishwasher
Sharon Krotzer	Paraprofessional
Kristin Norwood	Paraprofessional
Becky Poh	Paraprofessional
Anna Roy	Cook's Helper
Kitrina Symolon	Assistant Cook
Christina Worthington	Secretary
Holly Worthington	Paraprofessional / Bridge Coordinator



**Amity Middle School**

Dave Lund	Principal
Willamette ESD	Speech/Hearing
Shannon Allison	Language Arts
Emily Burks	LRC
Andrew Dyer	ELL
Jeff Geissler	Social Studies
Doug Johnson	Science
Jared Larson	Counselor
Julie Louderback	Music
Mike Ludwig	STEM
Mary Matocha	Grade 6
Karl McShane	Physical Education
Melinda Moorefield	Librarian
Ann Safranski	Grade 6
Tim Stuckart	Math
Melinda Wallace	Grade 6

**Middle School Classified Staff**

Katie Stearns	Secretary
Holly Galer	Secretary
Linda Johnson	Paraprofessional
Lita Landry	Cook's Helper
TBD	Paraprofessional





### **Amity High School**

Chris Daniels	Principal
Nieki Ashby	American Sign Language
Derek Barnett	Health/Athletic Director
Cara Benfield	Science
Linda Crafton	Math
Andrew Dyer	Spanish
Michael Hazel	Special Education
Mark Keen	Math
Julie Louderback	Music
Joel Magill	Social Studies
Debra Middleton	Counselor/S.T.W Coordinator
Melinda Moorefield	Librarian
Nancy Ojua	LRC
Taralyn Rogers	Science
Kimberly Romey	Language Arts
Lauren Sawyer	Physical Education
John Stables	Vocational Agriculture/Mechanics
John Stearns	Industrial Tech
Julie Stubblefield	Language Arts
Pilar Swanson	Art/On-Line Education
Alice Thompson	Government
Alec Vandehey	Language Arts

### **High School Classified Staff**

Julie Horn	Secretary
Julie Dodge	Paraprofessional
Alyssa Green	Paraprofessional
Mona Hatch	Secretary
Paula Moore	Paraprofessional
Karla Peterson	Paraprofessional
Shanna Ramos	Paraprofessional
Shannon Vandehey	Student Support Coach
Mundana Vrell	Cook's Helper

## **GENERAL INFORMATION**

### **ASSOCIATIONS**

The Amity Teacher's Association is the bargaining unit for all licensed staff.

The Oregon School Employee's Association is the bargaining unit for all classified staff.

Administrative Personnel.

### **MISSION STATEMENT**

The mission of Amity School District is:

*Provide an educational system that enables each of our community's students to reach their greatest potential for the lifelong benefit of each student and the betterment of our community and our country.*

## IMPORTANT DATES

### 2017-2018 SCHOOL YEAR PAY SCHEDULE

<b>PAY PERIOD BEGINS</b>	<b>PAY PERIOD ENDS</b>	<b>PAY DATE</b>
July 1	July 12**	July 19
July 13	August 10**	August 24
August 11	September 8**	September 25
September 9	October 9**	October 25
October 10	November 9**	November 21
November 10	December 4**	December 14
December 5	January 11**	January 19
January 12	February 8**	February 23
February 9	March 8**	March 22
March 9	April 10**	April 25
April 11	May 10**	May 24
May 11	June 15*** (1)	June 15

(Time Sheets due June 1, 2018)

\*\*Time sheets are due at the District Office on Pay Period End dates (\*\*with the exception of June which are due June 1, 2018). **Any adjustments to your work schedule after June 1 will be made on your next pay check.** (1) **12 month employees and Extra Duty** include all work through June 30, 2018 (time sheets are due June 1, 2018).

Personal Leave will be paid in last salary check on June 30.

### BOARD MEETING SCHEDULE 2017-2018

August 16, 2017	-	6:30 pm
September 20, 2017	-	6:00 pm
October 11, 2017	-	6:00 pm
November 8, 2017	-	6:00 pm
December 13, 2017	-	6:00 pm
January 10, 2018	-	6:00 pm
February 7, 2018	-	6:00 pm
March 7, 2018	-	6:00 pm
April 11, 2018	-	6:30 pm
May 9, 2018	-	6:30 pm
June 20, 2018	-	6:30 pm

## **BOARD MEETINGS/COMMUNICATIONS**

### ***REFERENCE: BOARD POLICY BD/BDA***

Regular Board meetings are listed at the front of this handbook. 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 through building supervisors and administrators to the superintendent in accordance with established lines of authority, as approved by the Board.

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

## **COMMUNITY USE OF BUILDING**

### ***REFERENCE: BOARD POLICY KG***

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs. **Refer to Board Policy KG for fees that may be applicable to building use requests.**

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**

### ***REFERENCE: BOARD POLICY IGD AND IGDJ***

The District's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the West Valley League with schools comprised of comparable enrollments and activity programs.

## **STAFF OPERATIONS**

### **ABSENCES**

#### ***REFERENCE: BOARD POLICY GCBD/GDBD AND GCEA***

All licensed staff members unable to report to work for any reason must notify the Sub-Finder System 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 the school office by 2:30. Whenever possible, and as appropriate, substitutes will be retained during the course of your absence. Final decisions regarding substitute use or non-use will be made by the District. Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others either for all day or temporary absences from their duties.

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

Absence report forms must be completed in the office for all staff absences including absences due to school or district related activities. Paid and unpaid leaves are provided in accordance with negotiated agreements, established Board policy and law.

**Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA)  
Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA)  
Reference: Board Policy GCBDA/GDBDA and GCBDA/GDBDA-AR**

Employees should contact the Business Manager and review policy GCBDA/GDBDA – Family Medical Leave and administrative regulations.

**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; or
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 (CFR 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 of domestic partner of a military personnel per each deployment of the spouse or domestic partner when the spouse or domestic partner 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).

Contact the Business Manager 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 District Office for details.

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

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

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

### **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 Business Manager for information regarding 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 following payday. If the payday is less than one week after the oral notice is given, written notice will be provided 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/shall] 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 district 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 District Office for details of this or any other provision of FMLA or OFLA leave.

## **ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES**

### ***REFERENCE: BOARD POLICY DFEA***

Staff members designated by the building 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.

## **ANIMALS IN DISTRICT FACILITIES**

### ***REFERENCE: BOARD POLICY ING***

Only service animals 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.

Approved animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals.

If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

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

## **BREAKS**

### ***REFERENCE: BOARD POLICY GBAA***

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 four or more consecutive hours are entitled to one 10 minute break. Those working eight hour days are entitled to two 10 minute breaks.

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

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

### ***REFERENCE: BOARD POLICY KGF/EDC AND ECAB***

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

Incidents of theft or willful destruction of district property through vandalism or malicious mischief shall be reported immediately to the building principal.

Certain district-owned equipment may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain. 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**

#### ***REFERENCE: BOARD POLICY DM and IGDF***

Money collected by staff as a result of fundraisers 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.

All cash will be banked at regularly scheduled intervals to prevent the accumulation of cash in the school.

### **CHILD ABUSE REPORTING**

#### ***REFERENCE: BOARD POLICY JHFE***

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, Community Human Services, or local law enforcement agency. The building principal is also to be immediately informed. In the event the designated person is the suspected abuser, the superintendent shall receive the report of abuse.

Written documentation of this report must be completed and submitted to the building principal. Forms are available in the office.

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.

**CLASSROOM SECURITY**  
***REFERENCE: BOARD POLICY ECA***

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.

All staff are 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 items due to such causes as fire, break-in, vandalism, accident or theft.

**COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/  
INFECTION CONTROL PROCEDURES**  
***REFERNECE: BOARD POLICIES GBEB, GBEBAA/JHCCBA/EBBAB,  
GBEBC/JHCCC/EBBAA, and EBBA***

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 who have been identified by the district as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the [building safety officer]. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential postexposure 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 should 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 though 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 leaning. 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. Any such items found must be disposed of in closable puncture resistant, leak-proof containers that are appropriately labeled or color-coded;
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.
- \* HIV – Human Immunodeficiency Virus  
HBV – Hepatitis B Virus
- \*\* Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers. Other disinfectants as recommended by the Center for Disease Control may be used.

## **COMPLAINTS**

***REFERENCE: BOARD POLICY JFH, GBM, and KLD***

### **Student/Parent Complaints**

The district recognizes that complaints regarding staff performance, discipline, grades, student 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 building 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 administrative regulations and negotiated agreements regarding the handling of 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 principal. The complaint procedure will provide an orderly procedure for the consideration and resolution of problems related to the application or interpretation of district personnel policies.

The complaint procedure will not be available to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor will it be used in any instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract nonrenewal or contract nonextension will not be processed under this procedure.

Reasonable efforts will be made to resolve complaints informally.

Regulations will be developed to outline procedural timelines and steps under this policy. The district will use the complaint process in KL Public Complaints to address any alleged violations of this policy.

\*\*The superintendent or designee will develop a complaint procedure which will be available for all employees who wish

## **COMPUTER USE**

### ***REFERENCE: BOARD POLICY IIBGA***

Staff may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission and goals. Personal use of district computers, including Internet and E-mail access is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Standards and Practices Commission (GSPC) guidance (e.g., "occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity). Such use is restricted to the employee's own time. Any personal use, in addition to official district business must be consistent with Board Policy and be consistent with the general use prohibitions/guidelines/etiquette and other applicable provisions set forth in administrative regulation. Personal use of district-owned computers including Internet and E-mail 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 and violations of applicable Teacher Standards and Practices Commission (TSPC) 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 district's 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 E-mail, 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 by district computers and district-owned E-mail system.

## **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 and appear on the District calendar.

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 pre-school time to meet with students as necessary.

## **CONTRACTS AND COMPENSATION**

### ***REFERENCE: BOARD POLICY GCB, GCBA, and GCBC/GDBC***

Contracts will be issued for all licensed employees. Classified staff will be issued Salary Agreements.

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.

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 second year of the teacher's contract not to extend the teacher's contract based on any grounds specified in ORS 342.865. A contract teacher whose contract is not extended may appeal the non-extension to the Fair Dismissal Appeals Board.

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 District Office by October 15 of each year. Placement will be in compliance with the collective bargaining agreement. Notice will be given to staff in compliance with rules of the insurance carrier and the current relevant collective bargaining agreement regarding domestic partner benefits.

## **COPYRIGHT**

### ***REFERENCE: BOARD POLICY EGAAA***

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**

#### **I. 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 disks 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.

## II. 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 a 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, disk 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 (A.1.) in emergencies;
4. Copy to substitute for purchase of music except as noted above (A. 1., 2. and 3.);
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.

## III. Television Off-the-Air Taping

### 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 Taping form to the library/media supervisor for each program videotaped. The library/media supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.

2. Retain videotapes 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. Tape 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 problem 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.

#### IV. Rental, Purchase and Use of Videotapes

##### A. Permissible uses — district employees may:

1. Use purchased or rented videotapes 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 videotapes;
3. Arrange for the local school to transmit videotapes over their closed circuit television for direct instruction;
4. Use off-air videotapes 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 videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;
2. Use rented or purchased videotapes such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

#### V. 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 provided 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.

#### VI. 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 stolen; 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.

#### VII. Performances

A. Permissible uses – district employees must:

1. Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed.
2. This is particularly important if admission is to be charged or recordings of the performance are to be sold.

#### VIII. 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**  
***REFERENCE: BOARD POLICY GCDA/GDDA***

**Subject Requirements**

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

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

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

The superintendent will identify district contractors subject to such requirements.

5. Any contractor or an employee of the contractor who provides early childhood special education or early intervention services shall be required to undergo a nationwide criminal records check and fingerprinting with the Oregon Department of Education (ODE), Child Care Division.
6. Any community college faculty member providing instruction at the site of an early childhood education program or at a school site as part of an early education program shall be required to undergo a nationwide criminal records check and fingerprinting.
7. An individual who is an employee of a public charter school shall be required to undergo a nationwide criminal records check and fingerprinting.
8. Any person authorized by the district for volunteer service into a position having direct, unsupervised contact with students will be required to undergo an Oregon criminal history check.

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

1. The ODE or TSPC verification of a previous check shall be acceptable only in the event the district can demonstrate records are not otherwise available;
2. Additional evidence that the employee has not resided outside the state between the two periods of time working in the district shall be maintained.

**Notification**

1. A list of those positions subject to criminal records checks and fingerprinting will be maintained in the district office and available to the public upon request.

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

### **Processing/Reporting Procedures**

1. Any individual subject to criminal records checks and/or fingerprinting shall, as part of the application process, complete the appropriate forms as provided by ODE.
2. Following acceptance of an offer of employment, the Criminal Verification of Applicants form for those not subject to fingerprinting will be sent to the ODE for processing. A copy will be kept on file by the district in the individual's personnel file.
3. 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.

4. The individual is responsible for obtaining two fingerprint cards from an Oregon school district, education service district, an Oregon Approved Teacher Education Institution, ODE or TSPC.
5. The individual is responsible for submitting to the authorized fingerprinter two fingerprint cards and an 8 1/2" x 11" or larger envelope with postage affixed and addressed to the district office.
6. To ensure the integrity of the fingerprinting 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.
7. 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 the ODE. A copy of the form will be kept in the employee's personnel file

### **Fees**

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district including contractors and their employees shall be paid by the individual.
2. Fees are payable within the first two pay periods of beginning employment, unsupervised volunteer service or contract.
3. Individuals may request that the amount of the fee be withheld from the employee's paycheck, including a periodic payroll deduction rather than a lump sum payment, in accordance with Oregon law. The district may withhold such fees only upon the request of the individual.

### **Termination of Employment or Withdrawal of Employment/Contract Offer**

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from consideration as a district volunteer and employment or contract status or withdrawal of offer of employment or contract will be made by the superintendent immediately upon:
  - a. Refusal to consent to a criminal records check and/or fingerprinting; or
  - b. Notification by the Superintendent of Public Instruction or his/her designee or the State Board of Education that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with 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 21<sup>st</sup> 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 the ODE.

## **CURRICULUM**

### ***REFERENCE: BOARD POLICY IFE***

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure for 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 not permitted without the building principal's approval. Teachers with questions should contact their building principal.

Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction.

**DRUG-FREE WORKPLACE**  
***REFERENCE: BOARD POLICY GBEC***

No staff member engaged in work in connection with a direct federal grant of \$100,000 or more 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 CFR 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 engaged in work related to a direct federal grant or contract of \$100,000 or more 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 engaged in work related to direct federal grant or contracts of \$100,000 or more 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 a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

**EMERGENCY CLOSURES**  
***REFERENCE: BOARD POLICY EBCD***

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

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, the major radio and television stations regularly report delayed openings and school closures.

You may also check these two websites for information: FlashAlert.net or amity.k12.or.us.

Staff members should refer to their collective bargaining agreements if there are questions about whether they are required to report to work on school closure days.

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

#### ***REFERENCE: BOARD POLICY EBC/EBCA***

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

### **EVALUATION OF STAFF**

#### ***REFERENCE: BOARD POLICY GCN/GDN***

The purpose of the district's evaluation program 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 decisions about promotion, demotion, contract extension or non-extension, contract renewal or non-renewal, 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**

#### ***REFERENCE: BOARD POLICY GBAA***

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

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

Staff funded by federal moneys are required to complete a federal time sheet. Employees funded by more than one federal program will be required to fill out a time sheet for each program worked.



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:

- What constitutes nonexempt working hours;
- What constitutes normal working hours;
- That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- 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.

### **FUND RAISING**

#### ***REFERENCE: BOARD POLICY IGDF and DM***

No individual or school or school-related group is authorized to conduct any type of promotion, sales, or solicitation of funds unless that specific activity has been expressly approved and authorized by the building administrator and is under the direct supervision of the appropriate advisers.

Where funds are to be raised through an outside agency or contracted activity, the activity must receive prior approval by the principal and superintendent. Activities that include fund raising for charitable or other causes not relating to school activities, must obtain prior approval from the principal and the superintendent.

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

### **GIFTS AND SOLICITATIONS**

#### ***REFERENCE: BOARD POLICY GBI and KI/KJ***

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 \$100 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 building principal approval.

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

**GUEST SPEAKERS / CONTROVERSIAL SPEAKERS**  
***REFERENCE: BOARD POLICY IICB, INC, INC-AR, and KGC***

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 co-curricular activity in which the participating students are involved. Teachers are expected to inform the building principal of the date, time and nature of the presentation whenever such use is planned.

Prior building principal 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 prohibited.
4. Any curriculum guidelines which address controversial subject matter (e.g. religion, sexuality education, evolution).

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.

Recommended that buildings request photo ID of guest speakers.

**HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/  
CYBERBULLYING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE**  
***REFERENCE: BOARD POLICY GBNA/JFCF***

Hazing, harassment, intimidation, bullying, cyberbullying or menacing 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.

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.

An employee who has knowledge of conduct in violation of Board policy JFCF—Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing/Teen Dating Violence/Domestic Violence—Student, shall immediately report his/her concerns to the designated district official.

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

### ***REFERENCE: BOARD POLICY EHA***

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 Deputy Clerk or Superintendent.

## **INJURY/ILLNESS/ACCIDENT REPORTS**

### ***REFERENCE: BOARD POLICY EBBB***

All injuries/illnesses/accidents sustained by the employee 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 building principal immediately.**

Reports will cover property damage as well as personal injury.

A completed accident/injury/illness report form must be submitted to the District Office within 24 hours or the next scheduled district workday, as appropriate.

In the event of a work related accident, injury or illness to an employee resulting in an overnight hospitalization for medical treatment other than first aid, the Safety Committee Chairman will inform the Oregon Occupational Safety and Health Division (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 a 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 an procedure that can be labels 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 an equivalent medical facility.

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

## **EMPLOYEE RESPONSIBILITIES REGARDING**

### **ON-THE-JOB INJURY/ACCIDENT**

1. Report all accidents/incidents, no matter how slight, to your supervisor immediately. Reporting on your next work shift is not an acceptable practice.
2. If you need to see a doctor, complete the "worker" portion of the "Report of Occupational Injury or Disease (Form 801)." Your supervisor will provide assistance in completing this form.

3. The employee will take the form to the District Office for completion of the form.
4. Set up an appointment with Physicians Medical Center, 2695 Tanger Drive, Suite 100, McMinnville, OR 97128, 472-6161.
5. Tell your doctor that modified work may be available to you.
6. Report your physician's findings immediately (within 24 hours) to your supervisor.
7. Immediately (within 24 hours) report to your supervisor your progress or findings after each subsequent physician's visit or other treatment.
8. You must report to your next scheduled shift once the doctor releases you to work (part-time, temporary, modified or regular.)

### **JOB SHARING**

#### ***REFERENCE: COLLECTIVE BARGAIN AGREEMENT SECTION XV***

The district endorses the concept of 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 a 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. Applications and additional guidelines are available in the collective bargaining unit.

### **KEYS**

#### ***REFERENCE: BOARD POLICY ECAA***

Keys are issued to staff by the building principal. 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 building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property.

### **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 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 building 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 building principal and/or student and parent review.

**LICENSE REQUIREMENTS**  
***REFERENCE: BOARD POLICY GCA***

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 District Office. This verification includes all license endorsements. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current and verify all endorsements with the District Office.

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, the district is 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**  
***REFERENCE: BOARD POLICY EGAB***

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.

All staff are to check their mailboxes daily.

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

**MATERIALS DISTRIBUTION**  
***REFERENCE: BOARD POLICY KJA***

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 building principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

**MEDIA RELEASES**

Staff members are responsible for material they release to newspapers and any other media source. Item should be carefully written and ready for publication. All releases must be routed to the building administrator for final approval prior to submission.

## **MEETINGS**

### ***REFERENCE: BOARD POLICY GCKB/GDKB***

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 meetings unless prior arrangements have been made with the building principal. 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 building principal. Attendance of staff members at such meetings is left to the discretion of each employee.

## **MOTHER FRIENDLY WORKPLACE**

### ***REFERENCE: BOARD POLICY GBDA***

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

A 30 minute rest period to express milk during each –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**

### ***REFERENCE: BOARD POLICY KAB***

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:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- 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 non emergency, 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.

### **PARTICIPATION IN POLITICAL ACTIVITIES**

#### ***REFERENCE: BOARD POLICY GBG***

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 their 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**

#### ***REFERENCE: BOARD POLICY GCAB***

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 school 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 capable of electronically communicating, sending, storing, recording and /or displaying information and data.

Personal cellular telephones/pagers and other digital audio and video devices shall be silenced during instructional 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. Cellular telephones 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 principal 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 or off duty, will utilize social network sites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business. Staff members, while on duty or 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 non-school-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 duty 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 [personnel] office prior to responding to any requests (written or phone) for references of/for employment. District letterhead will only be used with written permission from the District Office.

### **PERSONNEL RECORDS**

#### ***REFERENCE: BOARD POLICY GBL***

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, 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 to use and inspection only by the following or as otherwise required by law:



1. The individual employee. An employee or designee may arrange with the district office to inspect the contents of his/her personnel file on any day the district 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 so obtained 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 District 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 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 Teachers Standards and Practices Commission a district shall provide the records of investigations of suspected child abuse 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.

## **PHONES**

### ***REFERENCE: BOARD POLICY GCAB***

Long distance calls for district business purposes may be placed from a telephone with an unrestricted line. Local personal telephone calls made during working hours from district telephones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students.

**Personal long distance calls may not be made on district telephones, even if staff offers to reimburse the district for such charges.** If it becomes necessary to make personal long distance calls while at work, such calls must be made with the staff member's personal cell phones or calling card.

Phones are available in some classrooms. Please use them for school related business, as they tie up the lines. Long distance phone calls may only be accessible on telephones designated by the principal. Classroom instruction is not to be interrupted by incoming/outgoing calls.

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

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

#### ***REFERENCE: BOARD POLICY JFCG/KGC/GBK***

In order 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 vehicles.

Tobacco product is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette or other smoking tobacco and smokeless tobacco 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**

#### ***REFERENCE: BOARD POLICY DJ, DJC, and IGDG***

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 will be authorized unless covered by an approved purchase order. Forms are available in the office.

### **PURCHASING PROCEDURES**

#### **REQUISITION FORMS:**

1. Each employee will order his/her supplies, materials and textbooks on the requisitions forms provided by their school office:  
Elementary School - Pink Forms  
Middle School - Blue Forms  
High School - Goldenrod Forms  
District Office - Green Forms
2. All requisitions must be legible.
3. Each requisition form must be fully completed (budget number, prices, signatures, address, etc. before an order will be placed.)
4. The requisition form must be signed by the employee and the building principal.
5. Any requisition form not accompanied by a signature or budget category number will be rejected.

6. **No one will place an order without going through the proper channels, unless they wish to pay for that order themselves. Do not purchase materials and expect to be reimbursed. (Maximum reimbursement for supplies will be \$100.00 per year unless approved by the Superintendent)**
7. Any special instructions must be noted on the requisition.
8. All requests must contain shipping & handling information and costs.
9. Insure complete requisitions are at the District Office no later than two days prior to the date you need the purchase order. We are on a computerized system that automatically encumbers funds, therefore accuracy is essential.
10. If you "hand-carry" a Purchase Order you must return all receipts that you receive to the District Office. Some companies require payment from the receipt.
11. The following is a list of the people receiving copies of the purchase order:

First Copy:	Company
Second Copy:	District Office
Third Copy:	Building Principal (if they request one)

Purchases are subject to the Board's policy governing Bidding/Quote Requirements, and administrative regulations specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the deputy clerk for details.

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

***REFERENCE: BOARD POLICY GBLA and KBA***

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 is 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; or
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
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.

### **RESIGNATION OF STAFF**

***REFERENCE: BOARD POLICY GCPB/CDPB  
and COLLECTIVE BARGAINING AGREEMENT***

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 wished to resign from his/her position with the District must give written notice at least 60 days prior to the date he/she wished 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 suspend the teacher's license for the remainder of the school year. 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**

#### **REFERENCE: BOARD POLICY GCPC/GDPC**

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.

### **SAFETY COMMITTEE**

#### **REFERENCE: BOARD POLICY EBAC**

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

The building safety committee meets monthly and conducts workplace safety inspections quarterly 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.

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

#### **REFERENCE: BOARD POLICY JHFF**

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/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 and 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.

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 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**  
**REFERENCE: BOARD POLICY GBN/JBA**

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.

Building 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 I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building 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 II 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.

A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III If a complainant is not satisfied with the decision at Step II, 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 II 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 IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III 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**

***REFERENCE: BOARD POLICY GCBDD/GDBDD***

### **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 90th calendar day of employment.
4. Accrues based on actual time worked.
5. Sick time applies to hours worked after January 1, 2016.

## **SITE COUNCIL**

***REFERENCE: BOARD POLICY IFCA***

In an effort to encourage community involvement in shared decision-making and to foster the collaborative efforts of staff, students, parents and community members, a 21st Century Schools Council has been established.

The 21st Century Schools Council responsibilities include the development of plans to improve the professional growth of staff, the improvement of the school's instructional program, the development and coordination of programs under Oregon's Educational Act for the 21st Century at the school site, administration of grants-in-aid for the professional development of teachers and classified employees as provided for in Oregon Revised Statutes and Oregon Administrative Rules, and advising the Board in the development of a plan for school safety and student discipline in accordance with ORS 339.333.

All council decisions are subject to superintendent and Board review. Council decisions may not abrogate any provision of district labor agreements or law.

Meeting times and location will be announced through the office and will follow the notice, meeting and record keeping requirements of the Public Meetings Law.

All staff are invited to attend 21st Century Schools Council meetings.

Membership selection information may be obtained by contacting an association representative or the building principal.

## **SPECIAL INTEREST MATERIALS**

***REFERENCE: BOARD POLICY IIAD***

Supplementary materials from non-school sources require building principal 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**  
**REFERENCE: BOARD POLICY GBC**

All staff are expected to conduct themselves in a manner that conforms with 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 had held a license at any time within five years prior to issuance of the notice 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-Any supervisory educator who holds a valid Oregon administrative license or registration;
2. Competent-Discharging required duties as set forth in these rules;
3. Educator-Any licensed or registered person who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising;
4. Ethical-Conforming to the professional standards of conduct set forth in these rules;
5. Sexual 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; or
  - c. Sexual advances or requests for sexual favors directed towards a student;
  - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect<sup>5</sup> of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive education 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-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-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. Refrain from exploiting professional relationships with any student for personal gain or in support of person 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 supervisory if the educator has reason to believe a student is, or may 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 request for evaluation of colleagues and to deep such information confidential, as appropriate.

### **STAFF DEVELOPMENT - LICENSED** **REFERENCE: BOARD POLICY GCL**

As part of the district continuous improvement plan, the district will establish a short- and long-term professional development plan for licensed staff in order to enhance professional performance and promote achievement of high standards for all students. The plan shall be developed in writing by district administration.

All courses for which a staff member will be seeking reimbursement must be pre-approved by both the building principal and the superintendent and shall be directly tied to subject area taught, instructional strategies or curriculum development. All such courses must also be a 500 level or higher assigned to them by the accredited institution of high education.

Professional development activities may include, but are not limited to, college courses, workshops, curriculum planning, research, travel, supervision of teacher trainees and other activities approved by the supervisor. District professional development offerings may be planned

to help licensed employees meet the requirements of their licenses. The district will provide appropriate, reasonable accommodations to ensure such training, whether provided by the district or through district contracts with third parties, is made available for qualified employees with disabilities.

Requests for release time for attendance at meetings or conferences may be approved by the superintendent as deemed appropriate by the district and with the stipulation that:

1. Requests are to be submitted sufficiently in advance to permit superintendent consideration; and
2. Where release time is granted, a written report will be submitted to the administration after such meeting or conference. Where such meetings or conferences are devoted primarily or exclusively to organizational or business affairs of associations of teachers, political workshops, training sessions for consultation committees and like activities, it is not considered appropriate for the Board to expend district funds.

Meetings or conferences for which district funds are contributed — whether for fees, travel or hiring of substitutes — shall directly relate to improved student learning. Where such meetings or conferences are devoted primarily or exclusively to organizational or business affairs of associations of educators, political workshops, training sessions for consultation committees and like activities, it is not considered appropriate for the Board to expend district funds or to approve the activity.

Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure. Once a licensed employee completes licensure requirements, the employee must submit evidence to the employee's supervisor, who will verify that the licensed employee has successfully completed the professional development requirements to the superintendent, on the Teacher Standards and Practices Commission (TSPC) Professional Educational Experience Report (PEER) form.

### **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. Principals will direct staff within their building on the issue.

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 professional 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**

#### ***REFERENCE: BOARD POLICY GBC, GBCA, UGD, and EDC/KGF***

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 not be used in performing outside work.

**For additional requirements, please review Board policies listed above.**

**STAFF HEALTH AND SAFETY**  
**REFERENCE: BOARD POLICY**

***GBE, GBEBAA/JHCCBA/EBBAB, GBEBBC/JHCCC/EBBAA, and EBBA***

In order to assure the safety of staff and students, information and/or training as necessary is provided 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 the [office and elsewhere in the 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, hangups, 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 of 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 practices 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 COMMUNITY ACTIVITIES**

##### ***REFERENCE: BOARD POLICY GBF***

The district encourages all staff to participate in community activities, which have the improvement of the general welfare of the community, state and nation as their objectives.

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

##### ***REFERENCE: BOARD POLICY GBB***

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved on the school's 21st Century Schools Council and may participate in 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 building principal for additional information regarding possible building and district level committee work that may be available.

#### **STAFF/PARENT RELATIONS**

##### ***REFERENCE: BOARD POLICY GBH/JECAC***

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 non-custodial parent.

A non-custodial 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.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day, nor will a student be released to the noncustodial parent.

In the case of joint custody, it is the responsibility of the parents to provide 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 non-custodial parent rights with respect to particular students should contact the district office.

### **STAFF ROOM**

A staff room is provided for 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. Students are not permitted in the staff room. The district will not be liable for loss or damage to personal items brought to district property and district-sponsored events.

### **SUPERVISION OF STUDENTS**

#### ***REFERENCE: BOARD POLICY JHFA***

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 their 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.

### **TUTORING**

#### ***REFERENCE: BOARD POLICY GCQAB***

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**  
***REFERENCE: BOARD POLICY ECACB***

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

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.

The district recognizes the academic value of student operation of a UAS as one component of curricula pertaining to principles of flight, aerodynamics and airplane design and construction, which can also serve as an academic tool in other areas such as television, film production or the arts in general. Therefore, in compliance with the Federal Aviation Administration Modernization and Reform Act of 2012, Section 336, students may operate a UAS as part of a course requirement, as long as that student does not receive compensation directly or incidentally from such operation. 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 shall 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.

A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)<sup>1</sup> at OSAA sanctioned events. Use of a UAS at other district-sponsored athletics or activities is prohibited.

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

All data gathered by the district as part of a UAS operation will belong to the district. The data gathering by the district will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

The superintendent shall develop procedures for the implementation of this policy.

The district shall post a copy of this policy, associated procedures and a copy of Oregon Revised Statute (ORS) 192.501 on the district’s website.

**Third Party Use**

Third party use of a UAS on district property or at district-sponsored events for any purpose is prohibited, unless granted permission from the superintendent or designee.

If permission is granted by the superintendent or designee, the third party operating a UAS will comply with all FAA regulations and shall provide the following to the district:

3. Proof of insurance that meets the liability limits established by the district;

4. Appropriate registration and authorization issued by the FAA when required; and
5. A signed agreement holding the district harmless from any claims of harm to individuals or damage to property.

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

#### ***REFERENCE: BOARD POLICY EEBB***

The Board discourages the use of private vehicles for district business, including the transportation of students. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation far enough in advance to avoid any nonemergency use of private vehicles.

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

No staff member will use a private vehicle for district business, including the transportation of students, without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle.

A student will not be allowed to perform district business with his/her own vehicle or a staff member's vehicle.

### **VOLUNTEERS**

#### ***REFERENCE: BOARD POLICY IICC and GCDA/GDDA***

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.

The use of volunteers requires prior building principal approval and a criminal history verification form completed and submitted to the District Office.

### **WEAPONS**

#### ***REFERENCE: BOARD POLICY JFCJ***

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 devise 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**

#### ***REFERENCE: BOARD POLICY GBMA***

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.

The district will use the complaint process in KL Public Complaints to address any alleged violations of this policy.

## **STUDENT OPERATIONAL PROCEDURES**

### **ADMINISTERING NONINJECTABLE/INJECTABLE MEDICINES TO STUDENTS**

#### ***REFERENCE: BOARD POLICY JHCD and JHCDA***

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

Training will be provided by a qualified trainer to designated school 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 medication in accordance with the following procedures:

1. A parent (guardian) permission form and written instructions have been submitted for all prescription and nonprescription medications. 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. Building 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 school 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 [building principal] if there are any abuses of these procedures.

All other students will be administered medication only by designated school 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.

## **ASSEMBLIES**

### ***REFERENCE: BOARD POLICY INE***

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

All staff are assigned to specific 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.

**CLASS INTERRUPTIONS**  
***REFERENCE: BOARD POLICY INH***

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**  
***REFERENCES: BOARD POLICIES GBEB,GBEBAA/JHCCBA/EBBAB;  
GFEB/JHCCC/EBBAA, EBBA and ADMINISTRATIVE REGULATIONS***

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 a 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 most 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**  
***REFERENCE: BOARD POLICY IGDH, KI, KJ, and KI/KJ***

The District cooperates with individuals, community organizations and agencies desiring to sponsor contest for student 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 contest must be consistent with the purposes and education 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 building principal for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

**CORPORAL PUNISHMENT**  
***REFERENCE: BOARD POLICY JGA***

The use of corporal punishment in any form is strictly prohibited by the district. 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 individual education program which has been signed by the parents and is carried out according to district procedures.

### **USE OF RESTRAINT AND SECLUSION**

#### ***Reference: Board Policy JGAB***

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 necessary 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/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves. 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 allow staff full view of the student in all areas of the room and be free of potentially hazardous conditions such as unprotected light fixtures and electrical outlets.

### **DISMISSAL OF CLASSES**

Teachers should never dismiss a class before the established dismissal time. Detaining the entire 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**

#### ***REFERENCE: BOARD POLICY IGAEB***

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, non-therapeutic use of prescribed drugs, misuse of solvents and other dangerous substances and drug paraphernalia, alcohol or tobacco 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 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 the health education classes, a program of activities which meets the requirements of the 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 addressed 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 programs that best meets the needs of District students

## **EMERGENCY DRILLS AND INSTRUCTION**

### **REFERENCE: BOARD POLICY EBCB**

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 threat will be conducted each year.

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students. Drills and instructions 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 an audible and visual alarm. 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 leave door unlocked'
3. Take attendance book or class list;
4. Escort class to at least 100 feet from the building and take attendance. Report any unaccounted students to the designated person.
5. Upon "all clear" signal, escort students directly back to class. Check attendance.

The warning signal for an earthquake drill will be the same as for a fire drill. 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 designated person;
5. Upon "all clear" 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**  
***REFERENCE: BOARD POLICY IIABB***

Building principal approval is required prior to showing a feature film/video to students in District Classrooms. Only films/videos rate G, PC, PG13 may be authorized for classroom use.

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

**FIELD TRIPS AND SPECIAL EVENTS**  
***REFERENCE: BOARD POLICY IICA***

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

Requests should be submitted to the building principal 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 Field Trip notification must be provided to all parents before each trip.

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

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

**FLAG SALUTE**  
***REFERENCE: BOARD POLICY IICA***

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 class room is required to display a United States flag of an appropriate size.

**MEDIA ACCESS TO STUDENTS**  
***REFERENCE: BOARD POLICY JOD***

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 building 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 building principal.

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

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

#### ***REFERENCE: BOARD POLICY IGDK***

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.

The counseling center may contain pamphlets which will assist parents who have questions about selection of such activities. 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.

### **PROGRAM EXEMPTIONS**

#### ***REFERENCE: BOARD POLICY IGBHD***

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 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.

### **STUDENT ACTIVITY FUNDS**

#### ***REFERENCE: BOARD POLICY IGDG***

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 office. Club & Class transactions require the signatures of both the advisor and student officer. All student activity fund expenditures must be approved by the building principal.

All expenditures from the general account of student activity funds must also be approved by the school recognized student government organization if such organization exists. Funds derived from the student body as a whole shall be expended to benefit the student body as a whole.

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**

#### ***REFERENCE: BOARD POLICY JFC***

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. Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year. A schedule developed by the building principal including particular areas to be emphasized will be provided to all staff during in-service.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policy, 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**

#### ***REFERENCE: BOARD POLICY JGB***

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**

#### ***REFERENCE: BOARD POLICY JG***

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.

### **STUDENT DISMISSAL PRECAUTIONS**

#### ***REFERENCE: BOARD POLICY JEDB***

No teacher 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**

#### ***REFERENCE: BOARD POLICY CHCA***

A student 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 handbook and in Board policy.

Teachers are expected to review the handbook with students during the days/times designated by the building principal.

### **STUDENT PERFORMANCES**

#### ***REFERENCE: BOARD POLICY IGDD***

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

All performances involving students must be approved by the building 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**

#### ***REFERENCE: BOARD POLICY EEAE***

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.

**ALL** transportation to school activities, optional or mandatory must be cleared through the administration.

**NO** private cars will be used for transporting students, unless this is cleared prior to attending the activity, through the District Office.

**UNDER NO CIRCUMSTANCES** will students drive other students in their private vehicles to school related activities.

Private vehicles driven by a licensed adult driver **MUST** be cleared by the Superintendent.

If parents, employees or other designated adults are permitted to use private vehicles to transport students other than their own on field trip or other school activities, 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 require 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 20 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**  
***REFERENCE: BOARD POLICY JECE, JN, and JHFDA***

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 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, the withdrawing student's driving privileges may be denied or revoked.

**VISITORS**  
***REFERENCE: BOARD POLICY KK***

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

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

**SPECIAL PROGRAMS**

**ALTERNATIVE EDUCATION PROGRAMS**  
***REFERENCE: BOARD POLICIES IGBHA, IGBHB, and IGBHC***

Alternative education programs have been developed and identified to meet the individual needs of students. These programs are made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; who have not met or who have exceeded all of Oregon's academic content standards; when the district determines that the placement serves the student's educational needs and interests and assists the student in achieving district and state academic standards; or when a public or private alternative program is not otherwise readily available or accessible. The involvement of staff, parents and the community in recommending alternative education programs for Board approval is encouraged.

Alternative education programs consist of instruction or instruction combined with counseling and may be public or private. Home schooling is not a permissible alternative educational option.

The district is obligated to pay the actual alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per student net operating expenditure, whichever is less.

If a student is not successful in the alternative education program, there is no obligation to propose or fund a second alternative.

The district provides individual notification to students and parents regarding the availability of alternative programs semi-annually or when new programs become available under the following situations:

1. When two or more severe disciplinary problems occur within a three year period. Severe disciplinary problems are defined in the student/parent handbook;
2. When attendance is so erratic the student is not benefiting from the educational program. Erratic attendance is defined on a case by case basis.
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or an emancipated student applies for exemption from attendance on a semi-annual basis, at age 16 or 17 as provided by law.

Teachers with questions concerning available alternative education programs should contact the building principal.

### **ASSESSMENT PROGRAMS** ***REFERENCE: BOARD POLICY II***

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 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-referenced 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 school-wide 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 Building 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.

### **BILINGUAL EDUCATION—ENGLISH LANGUAGE LEARNERS**

#### ***REFERENCE: BOARD POLICY IGBI***

Students whose primary languages are languages other than English are provided appropriate assistance through the District's English Language Learners (ELL) 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.

### **MEAL PROGRAMS**

#### ***REFERENCE: BOARD POLICY EFAA***

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.

### **COUNSELING AND GUIDANCE PROGRAM**

#### ***REFERENCE: BOARD POLICY IJ***

The district's counseling and guidance program is designed to involve all staff and parents in the educational, personal/social and career development of students.

Counselors may provide such services as academic counseling for students and parents, including assistance and information in the areas of scheduling, forecasting, assessments, alternative educational programs, progress towards meeting local and state graduation requirements, scholarship and college entrance requirements and identification of district, community and state-wide resources for students with academic, personal/social or other needs.

Counselors are also available to assist students with academic, social and personal problems and define and arrive at positive solutions through a variety of conference settings.

Students generally schedule appointments to see a counselor. Prior notice to a teacher that a student will be missing class may not always be possible because of the emergency nature of many of the appointments.

Teachers may refer a student to a counselor by contacting the counselor directly. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the counseling office.

Counselors and teachers with counseling responsibilities are expected to respect fully the right of privacy of those with whom they enter counseling relationships. Confidential matters are not to be discussed over the telephone.

Confidentiality is not to be abridged except:

1. Where there is clear and present danger to the student or others;
2. To consult with other professional persons when this is in the student's interest;
3. When the student waives this privilege in writing.

**EARLY CHILD EDUCATION**  
***REFERENCE: BOARD POLICY IGALA***

The District recognized the necessity to ensure that all children have access to early education opportunities to better develop the skills, attitudes and habits expected of kindergarten and first grade students. To this end, the District has coordinated and/or collaborated with a varied of programs for children birth through age 5.

Additionally, early education opportunities are provided to students between kindergarten and grade three. These include targeted services for “at risk” children; ongoing curriculum and educational practices review and improvements that encourage parent participation and promote consistency with research findings about how children learn and sensitivity to individual differences; interagency agreements among the District and health-care and social-service providers; ongoing review of program goals; and planned transition from pre-kindergarten to kindergarten through grade three.

**LIBRARY/MEDIA SUPPORT SERVICES**  
***REFERENCE: BOARD POLICY IIBD***

Teachers should contact library staff for assistance in obtaining audiovisual materials and equipment, computer software, videotapes, laser disks, 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. Materials may be checked out through library 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.

**MULTICULTURAL EDUCATION**  
***REFERENCE: BOARD POLICY IGAB***

The District is committed to an education system that will prepare students to function effectively and cooperatively in a multicultural society.

**PREGNANT/PARENTING STUDENT PROGRAMS**  
***REFERENCE: BOARD POLICY IGBD***

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 participated 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 regularly-provided school program.

## **PSYCHOLOGICAL TESTING SERVICES**

### ***REFERENCE: BOARD POLICY JHDA***

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**

### ***REFERENCE: BOARD POLICY IGBA and IGBAF***

Students ages kindergarten through 21 living in the district who 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 and appropriate education.

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

Whenever 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 PROGRAMS**

### ***REFERENCE: BOARD POLICY IG BBA***

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 appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their 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 building principal.

### **TITLE I PROGRAMS**

#### ***REFERENCE: BOARD POLICY IGBC***

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-5 and who live in targeted low-income areas.

Students identified in need of Title I services are provided instruction on a schedule as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction.

Teachers with questions or concerns regarding student placement or scheduling in this program should contact the Title I staff.