

STAFF HANDBOOK

2022-2023



SHERIDAN
SCHOOL DISTRICT

Sheridan School District 48J
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Sheridan School District Staff Handbook

WELCOME

Welcome to Sheridan School District! We're glad you've joined our team. Please read through your staff handbook before you start work.

PREFACE

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 Material contained herein may therefore be superseded by such Board policy or changes in state or federal law.

PUBLIC RELATIONS

Cordial relationships with the community are essential if we are to accomplish our objective of providing the best possible service. Each of us has an obligation to contribute prompt, friendly, courteous service; from that we will gain the public's confidence, respect and goodwill. Good public relations are an essential part of the service each one of us gives to the District. No matter what the position, people will judge the school system by the conduct and attitude of its employees. Confidence and goodwill are generated when employees are considerate, helpful, friendly and understanding.

EQUAL OPPORTUNITY EMPLOYMENT

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, sexual orientation, age, marital status, or disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The Superintendent has 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 and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the District Office for additional information and/or compliance issues.

DISTRICT MISSION STATEMENT

Each student will be engaged today, inspired for the future, ready for the next set of challenges and accountable for their learning.

DISTRICT VISION STATEMENT

Where all students learn, grow, and succeed.

WE BELIEVE....

Every student has the ability to continue to learn and grow as a unique individual.

Students will achieve when high expectations for learning and behavior are clearly communicated. Student learning is impacted by culture, attitude, and learning style.

Students learn best when their basic needs are met and positive relationships are established.

Students learn best when teachers collaborate (best practices) and use research based methodology to improve instruction.

Respect for individuality will help with problem solving and disagreements.

Equal status allows for shared ideas and voices to be heard.

Collaborating together will foster a learning environment that is best for students.

Students and staff can benefit from, inspire and find value in each other.

Positive relationships between all members of our learning community will help us overcome difficult tasks.

In providing competitive salaries, benefit packages and career pathways.

In developing and promoting positive relationships within our learning community.

In providing optimal facilities, reasonable class sizes, vertically aligned curriculum, materials and technology necessary for effective teaching and enhancing learning.

In utilizing strategic professional development, mentors, administrative support, and a learning friendly schedule to provide a positive working environment.

Superintendent, Compliance Officer
District Office
435 S Bridge St
Sheridan, OR 97378
Phone: 971-261-6959
FAX: 503-843-3505

GENERAL INFORMATION

Sheridan School District Office
435 S Bridge Street
Sheridan, OR 97378
Phone: 971-261-6959
Fax: (503) 843-3505

Faulconer-Chapman School
332 SW Cornwall Street
Sheridan, OR 97378
Phone: 971-261-6960
Fax: (503) 843-3738

Sheridan High School
433 S. Bridge Street
Sheridan, OR 97378
Phone: 971-261-6970
Fax: (503)843-3466

DISTRICT SPONSORED CHARTER SCHOOLS

Sheridan AllPrep
339 NW Sherman St, Office #2
PO Box 583
Sheridan, OR 97378
Phone: (503) 843-9330
Fax: (503) 843-9334

Sheridan Japanese School
430 SW Monroe Street
Sheridan, OR 97378
Phone: (503)843-3400
Fax: (503)843-7438

ASSOCIATIONS

The STA Association represents the bargaining unit for all licensed staff.
Association officer: Tim Hart

The OSEA Association represents the bargaining unit for all classified staff.
Association officer: Tiffany Wertz

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:

Position #1 -	Michael Griffith	June 30, 2021
Position #2 -	Larry Deibel	June 30, 2021
Position #3 -	Samantha Bagby	June 30, 2023
Position #4 -	Judy Breeden	June 30, 2023
Position #5 -	Scott Burke	June 30, 2021

BOARD MEETINGS/COMMUNICATIONS – Policy BD/BDA

Regular Board Meetings are held on the third Wednesday of each month. The meetings begin at 6:00 p.m. in the school district board room. All regular and special meetings of the Board are open to the public unless 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 administrators to the Superintendent in accordance with established lines of authority as approved by the Board. This does not restrict protected labor relations communication of bargaining unit members.

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

COMMUNITY USE OF BUILDING – Policy KG

The Board supports the community education concept, which encourages the usage of district facilities by community members. The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs. A **Use of Facilities** form must be submitted by the person or group to the school office in coordination with administrators of the involved facility.

As classrooms may be scheduled outside regular building hours, all staff members 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.

DISTRICT OFFICE HOURS

The district office is open between the hours of 8:00 AM – 4:00 PM during the school year, weekdays.

During summer months when the schools are not in session, the office is open between the hours of 8:00 AM – 3:00 PM, Monday through Thursday.

STAFF OPERATIONS

ABSENCES (ATTENDANCE AND PUNCTUALITY) - Policy GCBD/GDBD; GCEA; GCBDC/GDBDC

All staff members are expected to maintain regular attendance and to report to work on time. Staff members unable to report to work for any reason must notify the Frontline system at 1-800-942-3767 or online at

<https://www.frontlineeducation.com/solutions/absence-time/absence-substitute-management/>, to report any absence, regardless of whether or not a substitute is needed, as soon as possible to ensure that appropriate arrangement may be made. Frontline Education is an automated system that keeps track of leave for all District employees and obtains a substitute for an absent employee, if needed. This service will be available 24 hours a day, 7 days a week and can be accessed via internet and phone. If you have any questions please call us at the subdesk [\(503\) 614-1273](tel:5036141273).

Basic Video -

http://help1.frontlinek12.com/customer/portal/articles/1529151-employee-web-basic-training-video-?b_id=3397

Advanced Video - http://help1.frontlinek12.com/customer/portal/articles/1529163?b_id=3397

How to interact with Frontline Education?

Access Aesop on the internet at

<https://www.frontlineeducation.com/solutions/absence-time/absence-substitute-management/>. Here, you can enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.

You can also call Frontline Education toll free at [1-800-942-3767](tel:18009423767). Simply follow the voice menu to enter and manage absences and access other features. It is recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

Absences should be recorded on your monthly **Employee Timesheet**. Certain absences must be pre-approved by the building principal/District Office: Approved Leave [Classified only], Emergency Leave, Extreme Illness, Leave without pay, and Professional Leave. Staff members should fill out an **Absence Requiring Pre-Approval** form, available in the school building office. 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) – Policy GCBDA/GDBDA**

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 for adoption or foster care or for bonding with a newly placed child when the child is under 18 years of age (eligibility expires 12 months after placement), or when a child older than 18 if incapable of self-care because of mental or physical disability;
3. Care of a family member with a serious health condition;
4. The staff member's own serious health condition;
5. Eligible employees may take FMLA leave for qualifying exigency while the employee's spouse, son, daughter or parent is on covered active duty or called to covered active duty status during the deployment with Armed Forces to a foreign country (29 C.F.R § 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917);
6. Injured Service Member Leave, allows an employee leave to care for a covered service member who is the employee's spouse, son, daughter, parent or next of kin who has been injured in the line of duty as a member of the Armed Forces;
7. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments (OFLA only);
8. State law allows employees to take leave for the death of a family member to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member or to grieve the death of a family member (OFLA only);
9. Military Family Leave, allows leave for a spouse partner of a military personnel per each deployment of the spouse partner when the spouse 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 only).

Additionally an employee eligible for OFLA leave is entitled to such leave for the care of a sick or injured child who requires home care but who is not suffering from a serious health condition. An additional 12

workweek leave within any one-year period is available for an illness, injury or condition related to pregnancy or childbirth that disables the employee from performing his/her work duties. An employee who takes 12 full work weeks of parental leave is then entitled to 12 additional work weeks of sick child leave under OFLA.

Contact Karen Daniels at the district office 971-261-6968 for additional information regarding length of leave entitlements 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 addition information regarding the Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA).

Intermittent Leave and Alternate Duty

The district may transfer an employee, with the employee's voluntary consent, on intermittent FMLA and/or OFLA leave or a reduced work schedule into an alternate position with the same or different duties to accommodate the leave provided certain criteria are met.

Additionally, the district may transfer an employee recovering from a serious health condition to an alternate position that accommodates the serious health condition provided certain criteria are met.

Calculating the 12-Month Period for Leave

The district will use the same method for calculating the 12-month period in which the 12 workweek FMLA and OFLA 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. The district requires the employee to use any accrued sick leave, vacation or personal leave days (or other paid time established by Board policy(ies) and/or collective bargaining agreement) in the order specified by the district before taking FMLA and/or OFLA leave without pay for the leave period.

The district requires the employee to use any accrued paid leave, including personal and sick leave or accrued vacation leave before taking FMLA and/or OFLA leave without pay for the leave period. The employee may select the order in which the paid leave is used.

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. 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 not later than the subsequent payday.

Application

Staff members requesting FMLA and/or OFLA leave shall submit to the district 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 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 advanced 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, they 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 five (5) working days of employee's request for leave. If the employee provides less than 30 days' notice, the employee 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.

The district may request re-certification of a condition when the minimum duration of a certification expires if the employee still needs leave. If the certification does not indicate a duration or indicates that it is ongoing, the district may request re-certification at least every six months in connection with an absence.

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 certification 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, if an employee requests OFLA leave because of a serious health condition, the district may require a second opinion and designate the health-care provider. The provider may not be employed by the district. 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 the employee to obtain such opinions will be paid for by the district.

If the leave is for the purpose of any 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 employer will pay the cost of the medical certification not covered by insurance or other benefit plans.

Continuation of Health Insurance Benefits

Under FLMA leave, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid if the employee had been continuously employed during the leave period. The district will continue to pay the district's contribution toward the employee's premiums. 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 their former position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment unless otherwise excepted by law. See DeAnn O'Neil for details of this or any other provision of FMLA or OFLA leave.

ABUSE OF A CHILD REPORTING (Mandatory Reporting) - Policy JHFE; JHFE-AR(1); JHFE-AR(2)

Abuse of a child by district employees, contractors, agents, volunteers, or students will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy, JHFE – Reporting of Suspected Abuse of Child, and the accompanying administrative regulation.

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

Any district employee who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she is in contact has abused a child, will immediately notify the Oregon Department of Human Services or the local law enforcement agency. The district employee shall also immediately inform his/her supervisor, principal or superintendent. Reporting obligations are in effect at all times, regardless of whether the information was obtained in an official capacity with the District.

Written documentation of this report must be completed and submitted to the building principal, with a copy sent to the District Office. The district *Child Abuse Reporting Form* is available in the school office.

How to Report:

Call one of the following:

- DHS/Child Welfare: 503-472-4634
- Law Enforcement: 503- 435-7506

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 child abuse 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 good faith making a child abuse 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.

BREAKS - Policy GBAA; GCKA/GDKA

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

Classified employees are expected to adhere to the break schedule established by the building principal. Deviation from the regularly scheduled break period requires prior supervisor approval.

BUILDING DECORATIONS

Teachers are encouraged to decorate their rooms for special occasions, holidays, etc. Teachers should be careful, however, to conform to all safety precautions. Fire Marshall has set a limit of no decorations or materials within 18-inches of the ceiling. Hanging decorations, crepe paper streamer, etc., are required by law to be constructed of fireproof materials. Exits must not be blocked, and lighting fixtures and air vents should not be covered.

All decorations, posters, etc. must be promptly taken down once the function has been held or there is no longer any reason for the decorations.

CASH IN DISTRICT BUILDINGS - Policy DH; IGDF

Money collected by staff as a result of fund raisers or other school related purposes is to be deposited in the building office before you leave for the day. At no time should money to be kept overnight , held during holidays or for long periods of time in the classrooms.

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

CHECKOUT

Workday Checkout

Teachers may leave the building and district grounds during lunch, as necessary. Departures during preparation periods must be approved by the principal. Departures at other times during the workday must be approved by the employee's immediate supervisor.

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

All employees are required to check out/in with the main office if they leave the building during the work day. This requirement will enable office staff to respond appropriately in the event of message and emergency situations.

Year-end Checkout

All staff will complete the check-out procedures as assigned by their building principal. The principal will

collect all staff keys unless assigned duties requiring continued access.

CLASSROOM SECURITY

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

All staff members is asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home.

The district will not be responsible for the loss of or damage to, personal property due to such causes as fire, theft, accident or vandalism.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCDURES – Policy GBEB; GBEB/JHCC-AR; GBEB; EBBA; EBBAB; EBBAA

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. Reasonable protection is generally attained through immunization and exclusion in accordance with Oregon law, by the local health department, or in the *Communicable Disease Guidance* published by the Oregon Department of Education and the Oregon Health Authority. 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 Health Authority and the county health department.

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

HBV*/Bloodborne Pathogens Training and Immunization

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

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

Additionally, HBV vaccination and vaccination series will be made available after training and within 10 days of initial assignment to all staff that have been identified by the district as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the [building safety officer]. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential post-exposure evaluation and follow-up.

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

Infection Control Procedures

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

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV**, HBV and/or bloodborne pathogens;
2. Whenever possible, students would be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves if care giver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete, and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and water as soon as feasible;
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water, and then rinse with an Environmental Protection Agency (EPA) approved disinfectant*** following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables;
8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated, and eye, nose, or mouth contamination can be reasonably anticipated. Such tasks may

include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood;

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

* HBV – Hepatitis B Virus

** HIV – Human Immunodeficiency Virus

*** 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 - Policy KL; GBM

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 they may submit the matter directly to the principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

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

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

Staff Member 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 causes by the actions of the district should be directed to the building principal or immediate supervisor for informal discussion and resolution. If the staff complaint is against the superintendent the complaint should be referred to the Board Chair.

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

The complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement.

COMPUTER/EMAIL USE – IIBGA-AR; EH; EH-AR

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 Ethics Commission (OGEC) 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. Staff members, who violate Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal.

Personal use of district-owned computers including internet and email access by employees, is prohibited during the employee’s work hours. Additionally, employee use of district-owned computers may be permitted only when such use does not violate the provisions of ORS244.040 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 of 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 is 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.

Staff members designated by building administrators are **required to maintain an email account and check it daily** for building and District information and communication.

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 on district computers and district-owned e-mail systems.

CONFIDENTIALITY

In the course of employment in a school district, employees may learn things of a confidential nature about the business and records of the District, its students and its employees. It is the responsibility of the employee to respect the confidentiality of that information. Employees shall not discuss confidential information with anyone except those who have a right or need to know the information. If in doubt, employees should check with their immediate supervisor.

CONTRACTS AND COMPENSATION

Contracts will be issued for all district employees. In order to be paid for any services, you must have a signed contract; this includes any stipend or hourly extra duty assigned.

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 first year of the contract. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts.

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

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

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

CRIMINAL RECORDS CHECK/FINGERPRINTING - POLICY GCDA/GDDA

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

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

Individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students are required to submit to a criminal records check or fingerprint-based criminal records check

A volunteer allowed by the district into a position that has direct, unsupervised contact with students will undergo an in-state criminal records check.

The district has determined that individuals hired into the following positions may have such contact:

- Educational Assistants;
- Library Assistants;
- School office secretaries;
- Custodians;
- Cooks;
- Bus Drivers;
- District Car Drivers;
- Extracurricular activity staff

Coaches/athletic trainers;

Club, organization or other such extracurricular advisors not requiring licensure.

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

Fees as required by the Oregon Department of Education for individuals currently employed by the district and not requiring licensure shall be paid by the individual. Fees for all other individuals subject to such checks and/or fingerprinting, including non-licensed applicants for positions with the district, shall be paid by the individual. Fees as required by the ODE for all individuals considered for use as volunteers for the district shall be paid by the district.

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

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

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

Processing/Reporting

1. The individual shall, as part of the application process, complete either a Criminal History Verification of Applicants form or a Fingerprint-Based Criminal History as provided by ODE.
2. If the individual is subject to fingerprinting, he/she will be required to report within [three] working days to an authorized fingerprinter for fingerprinting. Fingerprints may be collected by one of the following:
 - a. Employing district staff;
 - b. Contracted agent of employing district (Fieldprint);
 - c. Local or state law enforcement agency.

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

3. To ensure the integrity of the fingerprinter collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.
4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify the ODE with the results. The ODE will review and notify the district of said results as well as the identity of any subject individual it believes has knowingly made a false statement as to the conviction of a crime or has a conviction of a crime prohibiting employment, contract, or volunteering.
5. A copy of the form will be kept in the district office.

Termination of Employment or Withdrawal of Employment/Contract Offer

1. Any subject individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent immediately upon the following:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification by the Superintendent of Public Instruction or that the employee has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction, or in Oregon under a different statutory name or number.

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

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

DISCIPLINE AND DISCHARGE – Policy GCPD

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

DRUG-FREE WORKPLACE - Policy GBEC

This policy applies to all employees, including, but not limited to, those exempt, unclassified, management service, classified and temporary employees who are paid directly or indirectly from funds received under a federal grant or contract.

No staff member, engaged in work for the district, shall unlawfully manufacture, distribute, dispense possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of § 202 of the Controlled Substance 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 employee shall knowingly sell, market or distribute steroid or performance enhancing substances to Kindergarten through grade 12 students with whom the employee has contact as part of employee’s District duties; or knowingly endorse or suggest the use of such substances. An employee shall, as a condition of employment, abide by the provisions of this policy.

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 an employee’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 termination; 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 - 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.

Superintendent will consult with the transportation company. The District will post the information on-line using FlashNet.

The Superintendent/designee will contact each building administrator. They, in turn, will activate their facility telephone tree. A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. If available the emergency message system will be utilized to call staff in place of the phone tree system.

Closures:

Condition I: Schools closed. Only Head Custodians report.

Condition II: Schools open two hours late. *Busses on snow routes. No breakfast served. Emergency lunch meal will be served. Staff report two hours after their regularly scheduled start time (i.e., if your start time is normally 7:30 a.m. you will report at 9:30 a.m.)

Condition III: Schools open regular time. *Busses on snow routes.

ALL BUSES COULD HAVE DELAYS ON INCLEMENT WEATHER DAYS

EMERGENCY CLOSURE – CLASSIFIED EMPLOYEES

Article 10 (L) of the OSEA Agreement states: In the event of school closure, only classified employees designated by the Superintendent shall be authorized to report and be compensated at their regular rates of compensation.

Deduction for days missed for inclement weather for classified staff will be done during the month it happens. Time made up during the same month will not be deducted but time made up after the month will be paid in the month in which it is worked. (BOLI Law)

EMERGENCY PROCEDURES AND DISASTER PLANS - Policy EBC/EBCA

A copy of the district's emergency procedures plan detailing staff responsibilities in the event of an emergency is included as an appendix in the staff handbook and is available on the district website.

EVALUATIONS OF STAFF - Policy GCN/GDN

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

The district's program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have peer assistance to aid teachers to better meet the

needs of students, as appropriate; to have formal and informal observations to assess the performance of duties and job responsibilities; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make improvement(s) within specific timelines.

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

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

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

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

FAIR LABOR STANDARDS ACT - Policy GBAA

Regular working hours for all classified staff will be set by the superintendent. Non-exempt 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 must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will 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. ALL OVERTIME MUST HAVE PRIOR WRITTEN APPROVAL.

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

FUND RAISING - Policy IGDF

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.

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

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

Fund-raising request forms are available in the office.

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

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

GIFTS AND SOLICITATIONS - Policy GBI; KI

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

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

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

GRANTS – Policy DD

When applying for a grant, the staff member must submit a District *Intent to File Grant Application* form, with Principal or Supervisor signature, as soon as possible to obtain District clearance to apply. Please note that on the Intent to File form, your contact person will be responsible for reporting and tracking this grant.

Provide drafts to the District Office if you desire feedback and assistance. This helps us to obtain clearance from District departments for you (if necessary) and provides you with helpful hints and guidance for your proposal.

Submit a final draft ready for submission with a District Grant Application Cover Sheet Form, with Principal or Supervisor signature, allowing one week lead time to obtain necessary signatures and Board approval before the submission deadline.

GRIEVANCES

Refer to Bargaining Agreements and Board Policy.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS – Policy INC AR; IICB; JFCG/GBK/KGC

Teachers may use Guest speakers 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 approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial, from the building administrator before inviting a guest speaker to the District.

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 given, in writing, and shall agree to abide by the following regulations:

1. Profanity, vulgarity and lewd comments are prohibited;
2. Tobacco use is prohibited;
3. Sexist, racial remarks or derogation of any group or individual
4. Any curriculum guidelines which address controversial subject matter (e.g., religion, sexuality education, evolution).

The teacher, club sponsor or member of the administration responsible for inviting a particular guest speaker has the right and obligation to interrupt or suspend the presentation if the conduct or content being presented by the speaker is judged to be in poor taste or endangers the health and safety of the students/staff.

Recommend that buildings request photo ID of guest speakers.

HARASSMENT, WORKPLACE - Policy GBEA; GBEA-AR

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the work place or at a work-related event that is off district premises and coordinated by or through the district, or between a district and a district employee off district premises. Elected school board members, volunteers, and interns are subject to Board polity GBEA – Workplace Harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by ORS 659A.30 (i.e., discrimination in employment based on race, color, religion, sex, sexual orientation, national origin, marital status, age or expunged juvenile record), including conduct that constitutes sexual assault or that constitutes conduct prohibited by ORS 659A.082 (i.e., discrimination against person in uniformed service or 659A.112 (i.e., discrimination in employment based on disability).

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR – Workplace Harassment Reporting and Procedure may file a report through the Bureau of Labor and Industries’ (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING - Policy GBNA; GBNA AR; JFCF

The Board is committed to providing a positive and productive learning and working environment. Hazing, Harassment, intimidation, menacing or bullying and acts of cyber bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Staff members who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may

also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC). Students will be subject to discipline up to and including expulsion.

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

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

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

Who Can Help?

The district's Title IX Affirmative Action Officer/Equal Opportunity Officer will provide information or offer assistance in resolving complaints of hazing/harassment/intimidation/bullying/menacing or discrimination. Contact: Dorie Vickery, Superintendent

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) - 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 personnel office.

IDENTIFICATION BADGES

To help ensure the protection of staff and students and reduce the possibilities of theft, vandalism and loss of district property, all district employees shall be issued and wear identification badges when on district property.

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;

4. An identification card lost, stolen or damaged due to circumstances beyond the employee's control will be replaced by the district at no cost to the employee. Other replacement costs will be charged to the employee;
5. The district will not disclose the identification badge or card of an employee without the written consent of the employee if:
 - a. The badge or card contains the photograph of the employee;
 - b. The badge or card was prepared solely for internal use by the district to identify employees.

The district will not disclose a duplicate of the photography used on the badge or card.

INJURY/ILLNESS REPORTS – Policy EBBB

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

A completed injury/illness written report form will be submitted within 24 hours to the district's safety officer. Reports will cover property damage as well as personal injury.

All accidents involving students or the visiting public will be reported immediately to a supervisor.

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

An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or equivalent medical facility.

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

INVENTORY – Policy DID

The district will maintain an inventory of all fixed assets in accordance with governmental accounting standards. The district's inventory will be updated annually to include property newly purchased and disposed.

Fixed assets include all district-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than \$5,000 as defined by the *Program Budget and Accounting Manual*, published by the Oregon Department of Education.

Other district supplies with a value greater than \$200 will be included as part of the district's annual inventory. Current records shall be maintained for the receipt, distribution/disposal and inventory of commodity foods as required by federal law.

JOB SHARING

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

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

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

KEYS AND KEY CARDS

Keys and key cards 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. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours;
6. Charges for lost or stolen keys or key cards will be made to the staff member to whom the key(s) have been issued, in the following amounts:
 - a. Room or other keys - \$10
 - b. Gym Key Card - \$10
 - c. Key Card - \$10
 - d. Master key - \$45
 - e. Maximum charge - \$60
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys or key card as appropriate.

LESSON PLANS

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

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

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 – Policy GCA

For all positions that require licensing, the district must be able to verify the current license before the Board will consider approving their employment. It is the responsibility of each licensed staff member to keep their license and all endorsements current and to submit them to the superintendent’s office. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

LOST AND FOUND

Each work site provides a designated location to which all lost and found items must be delivered. Employees shall not remove from the “Lost and Found” any items which do not belong to them.

MAIL AND DELIVERY SERVICES

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

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

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

All staff are to check their mailboxes before school, noon and after each working day and remove mail daily. Students should not pick up mail from staff mailboxes.

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

MATERIALS DISTRIBUTION - 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.

MEAL REIMBURSEMENT - Policy DLC-AR

Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of overnight trips for district business, with original receipts. Meals include amounts spent for food, non-alcoholic beverage, taxes and related gratuities.

MEDICATION FOR STUDENTS – Policy JHCD; JHCD AR; JHCDA

School employees shall not administer medication, including aspirin-related pain relievers, to students unless they are designated and trained to do so. Surveillance

MOTHER FRIENDLY WORKPLACE – Policy GBDA

An adequate location for the expression of milk will be provided to an employee, including a 30 minute,

unpaid rest period to express milk or breastfeed during each 4-hour work period.

PARENTAL RIGHTS/SURVEYS - Policy KAB; KAB AR

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

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

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

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

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

All surveys must have prior approval by the building administrator before being administered.

PARTICIPATION IN POLITICAL ACTIVITIES - 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, will not be carried on during the performance of district duties, except open discussion during classroom lessons that center on a consideration of all candidates for a particular office or both sides of a particular political or civil issue consistent with district curriculum and assigned duties.

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

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

PAYDAY

Staff members are paid on the 25th of each month, unless the 25th falls on a weekend or holiday. **Draws or advance-in-pay are not permitted.**

TIME SHEETS DUE TO DISTRICT OFFICE TWO DAYS BEFORE CUT OFF DATE

<u>Cut-Off</u>	<u>Pay Date</u>
7/15/22	7/25/22
8/15/22	8/25/22
9/15/22	9/23/22
10/14/22	10/25/22
11/15/22	11/22/22
12/16/22	12/16/22
1/13/23	1/20/23
2/15/23	2/28/23
3/15/23	3/24/23
4/14/23	4/25/23
5/15/23	5/25/23

Classified: 6/14/23 (or last day of work)

Licensed: 6/15/23 (or last day of work)

12-month Employees: 6/23/2023

PAYROLL – EMPLOYEE TIMESHEETS

Licensed employees must turn in an **Employee Timesheet** if they are absent, worked additional hours, or took leave without pay. The timesheet should reflect any exceptions to their employment contract and calendar. Timesheets should run from the day after a cut-off period to the cut-off day of the next period.

Classified employees must turn in an **Employee Timesheet** monthly reflecting daily hours worked and any exceptions to their employment contract. Timesheets should run from the day after a cut-off period to the cut-off day of the next period. All overtime or comp time **must** be authorized, in advance, by the employee’s building principal in **writing** and approved by the District Office.

A staff member may elect to have their monthly paycheck directly deposited into a checking or savings account. In order to set up direct deposit, you must supply the District Office with a voided check or deposit slip.

PAYROLL - APPROVED DEDUCTIONS

Foresters Financial
1-800-423-4026

Kaiser
Kp.org/nw/oebb

Modahealth.com/oebb

OEBB Questions
1-888-469-6322

SECTION 125 PLAN
American Fidelity Securities, Inc.
Anna King
971-221-3430

AFLAC
Deonna Solano
Deonna_solano@us.aflac.com
503-881-9059

PAYROLL - BENEFITS

Health, Vision, Dental: Any changes must be submitted to OEBB by September 15th for the October 1st plan year. Open Enrollment begins on August 15th, 2020.

All forms for registration and changes are on the OEBB website: <https://myoebb.org/oebb/!pbmain>

PAYROLL - SALARY SCHEDULE

The salary and extra-compensation schedules for staff are listed in the Appendix of the negotiated agreements.

PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA - Policy GCAB

Staff possession or use of personal electronic 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 this policy and consistent with any additional school rules as may be established by the superintendent or designee. At no time whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

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

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

The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.

Staff members, while on duty and off duty, will utilize social media websites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business.¹ Staff may not post images of district facilities, staff, students, volunteers or parents without written authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting in order to prevent substantial disruption in school.

Communication with students using personal electronic devices will be appropriate, and professional. Communication with students using personal electronic devices regarding nonschool-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students. Texting a student during work hours is prohibited, unless the staff member has prior written approval by the building administrator to text students for educational purposes. Texting a student while off duty is strongly discouraged.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with superintendent 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 illegal or violates the terms of this policy. Staff actions on social media websites,

¹ Nothing in this policy is intended in any form to limit the right of the employees to engage in protected labor activities via the use of social media.

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

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

PERSONAL REFERENCES FOR EMPLOYMENT – Policy GBL

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 personnel office.

PERSONNEL RECORDS – Policy GBL

An official personnel file will be established for each person employed by the district. Such files will be maintained in a central location.

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

All records containing medical condition information such as workers’ compensation reports and release/permission-to-return-to work forms will be kept confidential, in a separate file from personnel records. All other personnel records are considered confidential and not open to public inspection.

Except as provided below, or required by law, district employees’ personnel records will be available for use and inspection only by the following:

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 personnel 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 their respective duties or as otherwise specifically authorized by the Board. Information obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the district office staff;
6. Administrators and supervisors who currently or prospectively supervise the employee;
7. Attorneys for the district or the district’s designated representative on matters of district business;
8. 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 not the subject of the disciplinary record;

9. 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.

PETTY CASH - DJB

Petty case accounts are not authorized. Student body fund petty case accounts must be authorized by a school administrator.

PRIVATE VEHICLE USE - Policy EEAE

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles.

All staff members and volunteers using their private vehicle must fill out the *Private Vehicle Use* Form and submit a copy of their personal automobile insurance policy page that refers to the valid dates of the policy. No staff member or volunteer may use a private vehicle for district business without permission from the building principal. Staff members or volunteers should always have another adult in attendance when transporting a student.

PROGRESS REPORTS

Teachers are expected to report their students' progress to the students and their parents. Progress reports are issued at any time a students' grade falls one grade level or is a "D" or lower, and at each grading period. Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.

No grade of "D" or "F" should be issued without a written progress report having been sent home notifying the student and their parents of academic deficiencies. These reports shall be sent home every two weeks. A student who drops from an "A" to a "C" shall also have parental notification every two weeks.

PURCHASE ORDERS - Policy DJ; DJC; 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, including purchases from student body funds, will be authorized unless covered by an approved purchase order. Forms are available in the office.

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

1. Purchase Order
 - a. Date
 - b. Vendor, Vendor address, phone and fax numbers
 - c. Stock numbers
 - d. Item Quantity
 - e. Item Description

- f. Cost (Unit Value)
 - g. Budget Code
 - h. Name of requestor
 - i. Shipping (Delivery Address)
 - j. Your signature as requester
2. Submit your purchase requisition form to your building administrator for approval.
 3. If approved by your building administrator, the school Secretary will input your request into the computer.
 4. The District Office then authorizes the requisition and it will become a purchase order.
 5. If the purchase order is denied, your Principal will be informed.
 6. After receiving purchased items, please verify proper shipment, and send accounts payable the packing slip with your written OK TO PAY, signed and dated. If there is no packing slip, please OK TO PAY on the purchase order copy or write a note. Payment on your order can be held up due to non-receipt of your OK to Pay, and late fees will be applied to your budget account if assessed to the District.
 7. After receipt of the vendors invoice and your OK to Pay, the bill will be processed and payment will be mailed to the vendor.

PLEASE REMEMBER:

1. NO PURCHASE IS TO BE MADE WITHOUT AN APPROVED DISTRICT PURCHASE ORDER!
2. NO PHONE ORDERS!!
3. WE CANNOT PAY WITHOUT AN OK TO PAY!
4. OK'S TO PAY THAT ARE FREQUENTLY FORGOTTEN -
 - Subscriptions
 - Attendance of classes or seminars

Additionally, at least three competitive quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services less than \$5000.

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

REIMBURSEMENT- MILEAGE - Policy DLC-AR

If a staff member is required to use his/her own vehicle for District work or to travel somewhere at the request of the administrator, the staff member is entitled to reimbursement at the IRS rate for mileage. To receive the reimbursement, the staff member must complete a **Travel and Expense Reimbursement** form and submit it to the administrator for approval and budget numbers for payment.

RELEASE OF GENERAL STAFF INFORMATION - Policy GBLA; 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, unless otherwise excepted by law.

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

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

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

RESEARCH/COPYRIGHTS AND PATENTS – GCQB; GCQBA

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

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

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

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

RESIGNATION OF LICENSED STAFF – GCPB/GDPB

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

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

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

A classified employee is expected to submit a written and signed notice of resignation at least two (2) weeks prior to the date he/she wishes to leave district employment.

RETIREMENT - 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 – GUIDELINES

Employees are expected to follow the following safety guidelines:

1. Be familiar with and abide by appropriate District safety policies and rules.
2. Learn and use methods which will reduce hazards related to your job, including the appropriate handling of hazardous chemicals.
3. Report defective or unsafe equipment to the building administrator.
4. Do not use defective or unsafe equipment in your work.
5. Use all required safeguards and safety equipment provided for you.

6. Make suggestions which will improve and provide safer work conditions to your building administrator.
7. Report all accidents immediately in compliance with Workers' Compensation requirements. Seek first aid or medical assistance without delay, if needed.
8. Know where emergency equipment is located and how to use it.
9. Know all procedures and duties designed to reduce damage or injury in the case of fire.
10. Participate in safety training and First Aid/CPR programs.
11. Learn about the dangers of HIV and Bloodborne Pathogens.

SAFETY COMMITTEE - Policy EBAC

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

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

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

SECURITY SYSTEM

Some buildings within the school district have operable security and surveillance systems. All staff members will become familiar with the operation of the security system and will have ample training to dismantle the security system when the system has been activated and needs to be shut off.

SEXUAL CONDUCT (Reporting Requirements) – 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 Child Abuse.

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

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses and the district employee who is the subject of the report. 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 an appeal process administered by a neutral third party. A substantiated report is one that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the

educational provider determines is sufficiently serious to be documented in the employee's personnel file.

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

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. When the superintendent takes action on the report, the person who initiated the report must be notified.

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

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide the 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 - Policy GBN/JBA

Sexual harassment 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 non-district 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.

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

1. The conduct or communication has the purpose or effect of demanding 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. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

- 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 98174-1009. 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 term or conditions of employment or work environment of the staff complainant.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

SPECIAL INTEREST MATERIALS – IIAD

Supplementary materials from nonschool sources should have the approval of the superintendent or designee before being used in the schools. 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.

Printed materials from non-school sources should not be displayed or distributed in the schools or on the school grounds without approval of the superintendent or designee. Students may not be used as agents for distributing non-school materials to the homes without the superintendent's approval.

Educational films and all video rentals secured from or through commercial sources will be approved by the principal prior to their use in the schools and must meet the criteria outlined in Board Policy.

All copyright laws regulating the use of such material will be strictly followed.

STAFF CONDUCT - ALL STAFF

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

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

Application of Rules

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon Revised Statutes.
2. Oregon Administrative Rules may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon Revised Statutes.
3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The commission will promptly investigate complaints:
 - a. The commission may at its discretion defer action to charge an educator against whom a complaint has been filed under ORS 342.176 when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;
 - b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

Definitions

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

1. "Administrator" - 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 toward a student;
 - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment; or
 - e. Verbal or physical conduct which has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment.
6. "Sexual harassment" - 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. Encourage scholarship;
3. Promote democratic citizenship;
4. Raise educational standards;
5. Use professional judgment.

Curriculum and Instruction

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

The competent teacher demonstrates:

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

Supervision and Evaluation

The competent educator is a student of human behavior and uses this knowledge to provide a climate that is conducive to learning and that respects the rights of all persons without discrimination. The competent educator assumes responsibility for the activities planned and conducted through the district's program and assists colleagues to do the same. The competent educator gathers relevant information and uses it in the planning and evaluation of instructional activities.

The competent teachers demonstrate:

1. Ways to assess progress of individual students;
2. Skill in the use of assessment data to assist individual student growth;

3. Procedures for evaluating curriculum and instructional goals and practices;
4. Skill in the supervision of students.

Management Skills

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

The competent teacher demonstrates skills in:

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

Human Relations and Communications

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

The competent teacher demonstrates:

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

The Ethical Educator

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

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

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

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

1. Apply for, accept, offer or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;
2. Conduct professional business, including grievances, through established lawful and reasonable procedures;
3. Strive for continued improvement and professional growth;
4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties;

5. Not use the district's or school's name, property or resources for non-educational benefit without approval of the educator's supervisor or the appointing authority.

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

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Respond to requests for evaluation of colleagues and to keep such information confidential, as appropriate.

STAFF/STUDENT BOUNDARIES

Staff members closely involved with students must understand the difference between appropriate and inappropriate interactions. Staff members must engage in appropriate interactions with students at all times and be aware of avoiding interactions which could appear inappropriate. Appropriate interactions are those that create a safe environment which students may grow, learn, seek help in solving problems and conflicts, and develop social skills. Inappropriate interactions cross the boundaries separating student from adult needs and create a relationship that becomes peer-to-peer rather than adult-to-child. Offenders may be judged by students and other to be the "best" staff members, are often popular with students and are frequently recognized for contributions. Staff members who have frequent one-to-one contact with students or who work in co-curricular activities can be more at risk for inappropriate interactions or student allegations of inappropriate interactions.

Appropriate Interactions are those that create a safe environment in which students may grow, learn, seek help in solving problems and conflicts, and develop social skills.

1. Maintains appropriate personal space.
2. Maintains reasonable eye contact.
3. Appropriate comments regarding academic environment and social activities.
4. Staff/student appropriate communication and understood general population.
5. Conversations with students that support their learning and growth; student's perspective is focus of conversation.
6. Appropriate use of student conferences in a manner consistent with educational purpose.
7. Staff/student relationship centered on academics, school events and activities.
8. Maintains fair and equal treatment of all students with occasional exceptions.
9. Extracurricular and co-curricular activity leaders maintain clear standards around gender issues and harassment.
10. An occasional pat on the back, shoulder or arm.
11. Exercising good judgment on whether to touch students and/or under which circumstances; sensitive to individual preferences and cultural norms.
12. Referring serious student problems to the appropriately trained professional. Notifies administration if suspicion that student has romantic feelings toward staff member.
13. Appropriate use of the Internet in compliance with District policy. Limits electronic Communication with students to that necessary for educational purposes and/or school-sponsored extracurricular activities.

Inappropriate Interaction:

1. Invades personal space; physical proximity that is too close.
2. Maintain intense eye contact.
3. Comments that are personal or physical in nature (e.g., "you have great legs," "you should wear that sweater more often," "what big muscles you have") or may have sexual overtones; condoning inappropriate topics for discussion; condoning verbal

- comments with sexual overtones; flirting.
4. Staff/student communication has implied messages and inside understanding not commonly understood by the general population.
 5. Conversations with students disclose personal and confidential information so that the student becomes the confidant of the adult; staff revealing personal information that could make student uncomfortable; adult becomes focus of conversation.
 6. Spending time alone with student in conferences beyond educational expectations; meets with students off campus.
 7. Staff/student relationship maintained outside school events, manifested by taking a student to lunch off site, gift giving, outside social activities, transporting a child alone and/or in a private vehicle, or receiving/writing personal communication.
 8. Pattern of covering for or providing excuses for particular students, writing passes repeatedly for favored students to cover tardies or absences.
 9. Leaders of extracurricular activities encourage atmosphere of loose and inappropriate boundaries around gender and harassment issues.
 10. Shoulder massage, lingering touches, squeezes, requested affection; hugs, kisses or invitations to “give me a hug,” “give me a kiss,” touches on private parts of the bodies.
 11. Touching students who may misinterpret the touch due to individual circumstances, cultural standards or developmental stage.
 12. Staff members acting as helpers for serious student problems in circumstances where appropriate training in effective advising or counseling is warranted. Fails to notify administration if suspects student has romantic feelings toward staff member.
 13. Frequently converses with students via electronic communication. Discusses personal issues with students via text messaging, social networking sites, emails, etc.

Hints for Staying Within Appropriate Boundaries Of the Staff or Coach/Student Relationship

1. Establish the parameters and nature of the relationship.
2. Be prepared to develop a specific plan for addressing student needs and involve other adults in implementing the plan.
3. Understand your own emotional needs. Staff members should be aware of their own emotional needs and how those needs might affect the staff/student relationship.
4. Understand propriety issues related to helping relationships. Professional and personal boundaries become blurred when staff members take students to lunch off-campus, write and receive personal notes or make physical contact.
5. Understand the emotional and physical development of students. Students who believe no one listens to them often transfer feelings of affection to the staff member. Refer students in these situations to the school counselor or school administrator.

STAFF DEVELOPMENT – GCL/GDL

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

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

All requests for district payment of college course work tuition require prior administrative approval.

Professional growth application forms are available in the school office.

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

Continuing professional development plan requirements as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission for license renewal shall be consistent with the qualified district continuing professional development program.

Meeting and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees and like activities will not be considered as appropriate activities for the expenditure of district funds.

STAFF DRESS AND GROOMING – Policy GBCA; GBCA-AR

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

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

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

STAFF ETHICS/EMPLOYMENT - Policy GBC; GBCA; EDC/KGF AR

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

This means that:

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

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

STAFF HEALTH AND SAFETY - Policy GBE; GBEB; EBBAA; EBBAB/GBEBAA/JHCCBA; EBBA/EBBB

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.

Material Safety Data Sheets (MSDS), 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 rule 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 accomplished its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory.);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body or a dump truck, etc.) until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practice observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control

the hazardous condition;

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

A completed injury/illness report form must be submitted to the building principal within 24 hours or the next scheduled district workday, as appropriate. These report forms may be obtained in the main office of each building or at the District Office.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid and is unable to complete the form within the allotted time, the employee or a member of the employee's family may contact the District Office to report the condition of the employee. The District will inform the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law.

For injuries which require a doctor's attention, staff members must complete an Industrial Accident 801 form which can be obtained from the District Office.

An injured employee may not return to work without authorization and a release from the doctor.

Hazardous Materials: 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.

Material Safety Data Sheets (MSDS): 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.

Safety: 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. It is the duty of all employees to make full use of safeguards provided for their protection.

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;

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

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES - Policy GBF

The Board appreciates staff members participating in the life of the community. The Board encourages all employees to participate fully 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

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved on the school's Site Council and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning. Contact the building principal for additional information regarding possible building and district level committee work that may be available.

STAFF/PARENT RELATIONS - 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 their student and to consult with teachers concerning their student's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. 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 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. **Always be aware of student confidentiality.**

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.

STAFF WORK HOURS

Licensed staff are expected to be on time for all classes and school business. Students assigned to you are under your jurisdiction and you are responsible for their actions after the bell rings whether you are with them or not.

Faulconer-Chapman School:	7:30 – 3:30
Sheridan High School:	7:30 – 3:30

Classified staff are expected to report to work on time and exhibit regular and punctual attendance at work and work activities, and will be timely in meeting deadlines, attending meetings, and following schedules.

SUPERVISION OF STUDENTS

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

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

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

expected to contact the office to arrange for temporary coverage.

No other staff member may leave 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.

TOBACCO-FREE ENVIRONMENT - Policy GBK/JFCG/KGC

All tobacco use is prohibited on all district property and in district-owned buildings and vehicles and at district sponsored events.

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

Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, it tobacco also known as smokeless, dip chew, snuff in any form [nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarette). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation].

VOLUNTEERS - Policy IICC; 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 district approval. Forms are available in the building office.

Every person who volunteers for the District goes through a Criminal History Verification, annually.

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

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates the district's weapons policy.

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

STUDENT OPERATIONAL PROCEDURES

CLASS INTERRUPTIONS

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

Intercom use is restricted to administrative use or administrative approved use only.

COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS - Policy JHCC; JHCCA; JHCCB

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

COMMUNICABLE DISEASE – PEDICULOSIS (HEAD LICE) - Policy JHCCF

The Board recognizes that district programs should be conducted in a manner that protects and enhances student and employee health and is consistent with recognized health practices. Consequently, in order to prevent the spread of pediculosis (head lice) in the school setting, district staff shall institute guidelines for classrooms that will assist in the prevention and spread of head lice. Students with suspected cases of lice shall be referred to the school nurse or designated trained staff or volunteer for assessment. Students found with live lice will be excluded from school attendance. The district recognizes that the Oregon Department of Human Services, Health Services, no longer requires excluding for the presence of nits (lice eggs) and allows discretion to districts to exclude. Students excluded from school will be readmitted after assessment by designated personnel to confirm no lice are present.

Successful treatment of head lice requires a coordinated approach and may involve the use of anti-lice products, combing and implementation of preventative measures recommended by health authorities. The district will provide parents of students found to have contracted head lice with treatment information. It is the district's intent to not only eliminate the current infestation, but also to prevent a repeat episode.

CONTESTS FOR STUDENTS – Policy KI; KJ

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

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

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

Materials or activities initiated by private sources are to be referred to the building principal for approval

and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

CORPORAL PUNISHMENT - Policy JGA

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

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others or doing harm to district property.

Corporal punishment does not include physical pain or discomfort resulting from or caused by:

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;
3. Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;
4. Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individualized education program which has been signed by the parents and is carried out according to district procedures.

DISMISSAL OF CLASSES

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

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION - Policy IGAEB

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

Given the extensive use and the formal and informal promotion of drug, alcohol and tobacco use in society, the school has an obligation to provide drug, alcohol and tobacco education that emphasizes prevention, describes intervention and referral procedures and outlines consequences. No district employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through 12th grade students 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.

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

Funds needed to support activities related to drug, alcohol and tobacco prevention are identified by source, particularly the Safe and Drug-Free Schools and Communities Act moneys or other grants received from federal, state or local sources.

Each year, a planned staff development and public information program that addresses the needs and

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

EMERGENCY DRILLS - Policy EBCB

All teachers are required to provide instruction on fire and earthquake dangers and drills for at least 30 minutes each school month. A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students.

At least one fire drill will be conducted each month for grades K-12.

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

A map/diagram of the fire escape routes to be followed should be posted near the classroom doorways and reviewed with students.

Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the buildings using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way;
2. Close windows, turn off lights and lock door;
3. Take roll book;
4. Escort class to at least 100 feet from the building and take roll. Report any unaccounted students to the principal;
5. Upon "all clear signal, escort students directly back to class. Check roll.

In the event of an earthquake, teachers are required to:

1. Immediately direct all students to "duck, cover and hold." Students should drop to a crouched position with head bend 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 roll and report any unaccounted students to the administration;
5. Upon "all clear" signal, escort student back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Crouch low to the ground and protect head and neck.

FEATURE FILMS/VIDEOS/DVD

Building principal approval is required prior to showing a feature film/video/DVD to students in district classrooms. Only films/videos/DVD rated G, or PG may be authorized for classroom use.

Requests are to be submitted to the building principal at least five days prior to the proposed showing. The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;

4. Proposed date of showing;
5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating (G or PG).

The showing of all feature films/videos/DVD with a G rating requires only prior parent notification from the staff member. Feature films/videos/DVD with a PG rating must have prior parental consent for grades K-8.

Parental notification for the showing of G or PG feature films at the secondary level will be at the discretion of the building administrator. A parent or guardian may have the opportunity to preview a film when practicably possible.

FIELD TRIPS AND SPECIAL EVENTS – 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 parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines to the office prior to departure for the scheduled activity.

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

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

FLAG SALUTE – Policy INDB

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

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

GRADING - Policy IKAD

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

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

Letter grades will be used as follows:

- A – Superior
- B – Above Average
- C – Average
- D – Below Average
- F – Failing
- P – Pass – Credit granted, nongraded course
- NP – No pass – Credit denied, nongraded course
- I – Incomplete
- W – Withdrawal

Grading will be on a Semester basis.

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

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

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

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

HOMEWORK

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

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

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

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily

available in most homes, school libraries or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

HUMAN SEXUALITY, HIV/AIDS, SEXUALLY TRANSMITTED DISEASES, HEALTH EDUCATION - Policy IGAI
Human sexuality, HIV/AIDS and sexually transmitted disease prevention curriculum has been developed cooperatively by parents, teachers, administration, local health department staff and others as an internal part of health education and other subjects. All teachers are expected to teach the age-appropriate curriculum annually and twice in grades 9-12 in accordance with established curriculum.

The purpose of the curriculum is to present current, accurate information to help students learn infection control procedures for preventing the spread of HIV/AIDS/HBV/HCV-causing virus and to assist them in making decisions about protecting their health and the health of others. The value of abstinence must be stressed.

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

*AIDS – Acquired Immune Deficiency Syndrome
HIV – Human Immunodeficiency Virus
HBV – Hepatitis B Virus
HCV – Hepatitis C Virus

MAKE-UP WORK

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

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

MEDIA ACCESS TO STUDENTS

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

Media representatives are required to report to the 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 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 - Policy IGDK

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 monies for travel and other activity expenses as a representative of the school. Students may not use school supplies, materials or facilities in conjunction with such trips or their related fund raising.

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

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

PROGRAM EXEMPTIONS - 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 written request of the parent.

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

RESTRAINT AND SECLUSION - 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 to prevent a student from harming his/herself, students, staff or others or from causing damage to district property. The use of physical restraint/seclusion under these circumstances is only allowed so long as the students behavior poses a threat of imminent, serious physical harm to themselves, others or district property. 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.

RESUSCITATION/LIFE-SUSTAINING EMERGENCY CARE

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

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

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

RETENTION OF STUDENTS – Policy IKE

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

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

Parental decisions are final, but when the parents' decision is not in agreement with the school's recommendation, parents must sign a "release from responsibility" form to be placed in the student's file.

SENIOR TRIPS – Policy KG; KI; KJ; KJA

The district does not authorize or endorse senior trips taken for any purpose other than a special part of the Board-approved district curriculum.

In-state senior trips require approval by the building principal. Requests for out-of-state, overnight, or foreign travel shall be submitted to the Board for approval.

STUDENT ACTIVITY FUNDS - 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 business office. All student activity fund expenditures must be approved by the principal and person in charge of the student activities program.

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.

All student activity funds will be receipted and deposited according to district policy and acceptable accounting procedures. All activity accounts will be audited annually.

STUDENT ATTENDANCE

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

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

STUDENT CONDUCT - Policy JFC

All students are to comply with district policy, 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 or during school-sponsored activities.

In addition to adopted Board policies governing student conduct, administrative regulations specifying student conduct expectations have been established. These regulations 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 principal including particular areas to be emphasized will be provided to all staff.

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.

Classroom rules and consequences are to be submitted to the principal for review and approval.

STUDENT DETENTION - 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 – Policy JG; JGDA/JGEA

Good discipline is more than the maintenance of school and classroom order. It has the ultimate objective as the development of socially approved self-control with due respect for democratically constituted authority. Policies and practices of discipline shall be such as will help achieve this broad objective while at the same time achieving the immediate objective of maintaining the desired degree of order in the school. It is the duty of all teachers to be a model of, and responsible for, good order and protection of property and person wherever he/she may be. To overlook an infraction without taking action is condoning the very act. Consistency is a requirement.

Discipline is based upon a guidance-counseling philosophy designed to produce behavioral change that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments.

The major objectives of the school discipline program are to teach the following fundamental concepts for living with the understanding that limits and bottom-lines are an essential element in any successful society and organization:

1. Understanding and respect for the rights, dignity, and safety of all individuals.
2. Understanding and respect for the law, district policies, procedures, rules, and regulations.
3. Understanding of and respect for public and private property rights.
4. Choice of behavior and subsequent outcomes.

A student whose conduct or condition is seriously detrimental to the best interests of the school may be suspended or expelled in accordance with administrative procedures and rules established by the superintendent. Such rules and procedures will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

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.

Please refer to the building disciplinary plan in place in that building's *Student Handbook*.

STUDENT DISMISSAL PRECAUTIONS - Policy JEDB

No teacher may permit any individual student to leave class/school prior to the regular hour of dismissal except as may be authorized by the building administrator.

A student will not be released to any person without the approval of the custodial parent or guardian.

STUDENT/PARENT HANDBOOK - Policy CHCA

All staff are expected to familiarize themselves with the general information, administrative rules 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.

A copy of the student/parent handbook is available on the school's website.

STUDENT PERFORMANCES

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. Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

STUDENT RECORDS - Policy JO/IGBAB

Student education records are those records that are directly related to a student and maintained by the district, or by a party acting for the district.

Confidentiality of Student Records:

1. The district shall keep confidential any record maintained on a student in accordance with OAR 581-021-0220 through 581-021-0430.
2. Each district shall protect the confidentiality of personally identifiable information at collection, storage, disclosure and destruction stages.
3. Each district shall identify one official to assume responsibility for ensuring the confidentiality of any personally identifiable information.
4. All persons collecting or using personally identifiable information shall receive training or instruction on state policies and procedures.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES - Policy EEAE; EEBB

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

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

1. The school administrator has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the principal or is/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The parents, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district;
4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person who weighs over 40 pounds and who is under four feet nine inches and under eight years of age must be properly secured with a child safety system that elevates the person so that a safety belt or harness properly fits the person. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. Training in the proper installation and use of child safety system may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

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 - Policy JECE; 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 law and strict policy, certain education records may be withheld if fees and fines are not paid. Additionally, the district may notify the Oregon Department of Transportation of the withdrawal of a student who is at least 15 years of age and under 18 years of age. In certain circumstances, driving privileges may be denied or revoked.

TRAVEL SERVICES – Policy KI

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services may be permitted with approval of the Superintendent on district property.

Any district-approved seller of travel must meet the district’s criteria for such vendors.

VISITORS - 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 - Policy IGBHA; IGBHB; 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 education 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 education 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 the student is not successful in the alternative education program, there is no obligation to propose of 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 benefitting from the educational program. Erratic attendance is defined [on a case-by-case basis][in the student/parent handbook];
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.

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

AMERICANS WITH DISABILITIES ACT/504

The Americans with Disabilities Act, often referred to as Section 504, requires the school to make accommodations to meet the needs of individuals with "a physical or mental impairment that substantially limits one or more of the major life activities of such individual." The needs of such an individual can typically be met through modifications and accommodations in the environment and do not require special instruction.

When a student is suspected of having a disability that interferes with receiving an education, a referral should be made to the SAP team. The SAP team makes determination and if needed, a referral is made to school counselor in charge of 504.

ASSESSMENT PROGRAMS - Policy IL

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 to identify students who meet or exceed the performance standards 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.

The district's assessment program consists of the following:

1. Criterion-reference assessments, including performance-based assessments, content-based assessments and other valid methods as may be required by state and federal requirements;
2. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
3. Assessments by individual teachers;
4. 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 [principal], as appropriate.

BILINGUAL EDUCATION - Policy IGBI

Students whose primary language is a language other than English are provided appropriate assistance through the district's English as a Second Language Program (ESL) [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.

The English as a Second Language Program serves children whose primary language is other than English

or who have suffered a loss of language or cultural heritage. Activities are designed to teach English, advance progress in content area learning, maintain primary language facility, and restore awareness of lost cultural heritage.

When a student is suspected of having a language or cultural loss, a referral should be made to the ESL Teacher. ESL teacher conducts assessment and convenes team meeting. The team consists of ESL teacher, classroom teacher, and building administrator.

BREAKFAST/LUNCH PROGRAMS - Policy EFAA

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

Free and 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 and on the Sheridan School District website.

COUNSELING AND GUIDANCE PROGRAM - Policy IJ; IJA

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 education programs, progress toward meeting local and state graduation requirements, scholarship and college entrance requirements and identification of district, community and statewide 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 through the office. 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 to a student to a counselor by contacting the counselor directly or by completing a referral form, available in the office. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the counseling office.

Counselors and teacher with counseling responsibilities are expected to fully respect 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. When there is clear and present danger to the student or others;
2. To consult with other professional persons when this in the student's interest;
3. When the student waives this privilege in writing.

EARLY CHILDHOOD EDUCATION – Readiness to Learn

The district recognizes 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. Programs include early childhood special education, state and federal Head Start programs, Healthy Start and child development.

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 prekindergarten to kindergarten through grade three.

HEALTH SERVICES PROGRAMS – Policy JHC

Although the district’s primary responsibility is to educate students, the students’ health and general welfare is also a major Board concern. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices.

The district shall maintain a prevention oriented health services program which provides:

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

In accordance with the requirements of the No Child Left Behind Act of 2001, the district recognizes its responsibility to notify parents in advance of any nonemergency, invasive physical examination or screening that is required as condition of attendance; administered and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.

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

LIBRARY/MEDIA SUPPORT SERVICES - Policy IIBD

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

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

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

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

from the student's teacher.

MIGRANT EDUCATION

Migrant Education children are defined as children of families who move to work in agriculture or an agriculture related business. These students should be referred to the Migrant Education Home School Consultant. There is a registration process. Messages for this person may be left with the District Special Programs Director. In this program the Home School Consultant is able to make connections with the student's family and assist them in locating and connecting with various social services.

PREGNANT AND PARENTING PROGRAM - Policy JFE

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

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

PSYCHOLOGICAL TESTING SERVICES - 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.

RESPONSE TO INTERVENTION (RTI)

The process of identifying a learning disability using RTI requires that scientifically research-based programs be used for instruction in reading, math and written language. On-going progress monitoring is required to direct instruction and program placement.

If a student is not succeeding in the core program being used in the classroom the student will be placed in an intervention program for a minimum of 8 weeks where on-going progress monitoring will take place. If the student is showing good progress he/she will remain in this program. If the student is not showing progress he/she will be placed in a second intervention program for 8 weeks with on-going progress monitoring. If the student is showing good progress he/she will remain in this program.

If the student is not showing progress after the second intervention the parent will be notified that data collection and assessment will start for possible special education eligibility. Parents are an integral part of the data collection and eligibility decision and will be invited to team meetings regarding their student.

Data collected for a learning disability determination includes attendance, reading, math and language achievement, assessment results, behavior record, report cards, teacher and parent input. The team will then review the data and make the determination to move to eligibility for learning disabilities. Parents may make referrals for special programs. Direct these referrals to District Special Programs Director.

SPECIAL EDUCATION SERVICES - Policy IGBA; 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 Individualized Education Program (IEP).

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

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

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

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

SPEECH AND LANGUAGE PROGRAM

When a student is suspected of qualifying for speech services, a referral should be made to the building principal.

STUDENT ASSISTANCE PROGRAM

The district recognizes that students can experience a number of personal, behavioral or medical problems which can have an adverse effect on their behavior, conduct or academic performance in school.

In order to assist student to resolve problems arising from behavioral/medical problems, including alcohol and other drug abuse, the district has established a Student Assistance Program.

Referral forms and procedures are available through the counseling office.

STUDENT INDEPENDENT STUDY PROGRAM

Must be approved by the building administrator.

STUDENT/WORK STUDY PROGRAM

Must be approved by the building administrator.

TALENTED AND GIFTED PROGRAMS - Policy IGBB; IGABA; IGABA-AR; IGABB; IGABC; IGABC-AR

The district has developed a written plan for the identification of and provision of programs and service for academically talented and/or intellectually gifted students.

Identified students must score at or above the 97th percentile on selected district 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.

TEACHER/STUDENT ADVISOR PROGRAM

Must be approved by the building administrator.

TITLE I PROGRAMS - 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-3 and who live in targeted low-income areas. Students identified in need of Title I services are provided instruction on a daily schedule, as appropriate.

If the teacher suspects a student needs Title I services they should make a referral to the building SAP Team. SAP team makes a determination on Title I testing. Title I staff completes testing and determines eligibility. Teachers with questions or concerns regarding student scheduling in this program should contact the building Title I staff.

Title I staff will meet with individual teachers regarding scheduled instruction.

Students eligible for special education services are not eligible for the Title I program.