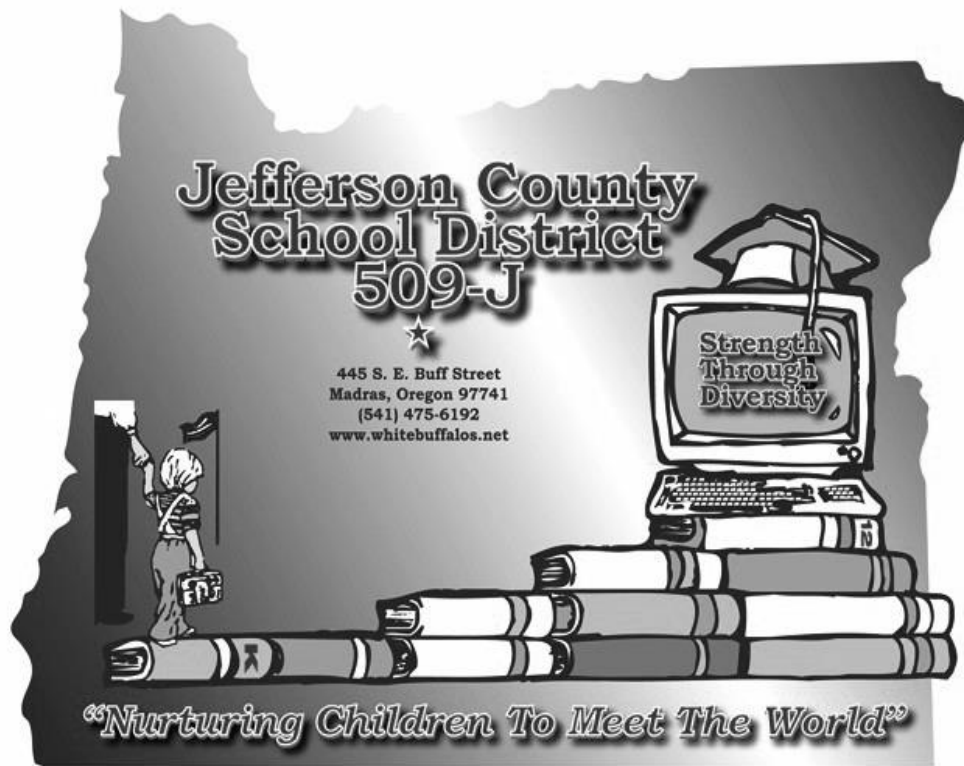


# Staff Handbook



The mission of Jefferson County School District is: Uniting to empower culturally-enhanced learners to shape the world. Our mission powerfully and concisely states the purpose and the reason that our school system exists. It is the starting point for all decisions regarding curriculum, instruction, policies, practices, and all matters of importance.

JEFFERSON COUNTY SCHOOL DISTRICT 509J

**STAFF HANDBOOK**  
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## EQUAL EMPLOYMENT OPPORTUNITY, Policy GBA

*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 Human Resource Director 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, Health Insurance Portability and Accountability Act (HIPAA) and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the district office for additional information and/or compliance issues.*

### GENERAL INFORMATION

#### PREFACE

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law. All staff members are to be familiar with the information contained in this handbook. Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

#### ASSOCIATIONS

The Cascade Bargaining Council is the bargaining unit for all licensed staff. The Madras Chapter 54 of the Oregon School Employees Association is the bargaining unit for all classified staff.

#### 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:

Laurie Danzuka, Vice Chair  
Tom Norton, Jr., Chair

Lyle Rehwinkel  
Courtney Snead

Stan Sullivan

#### **BOARD MEETINGS/COMMUNICATIONS, POLICY BG**

Regular Board meetings are held on the second and fourth Mondays of each month at the Jefferson County School District 509-J office or at a school site. Check the District website at the board/meetings tab for current location and agenda. Meetings begin at 7:00 p.m. All regular and special meetings of the Board are open to the public except as otherwise provided by law. The Board believes that open channels of communication are imperative between itself and the staff. Specific communications or reports to the Board from principals, teachers, or other staff members shall be submitted through the superintendent. However, staff members are welcome to attend Board meetings and address the Board under the Hearing of Delegations agenda items. This procedure shall not replace any communications or complaint procedures established by collective bargaining. The Board will direct communications to the staff through the superintendent.

#### **BOARD POLICIES**

All staff members are responsible for carrying out and complying with Board policy. A complete table of contents for the board policy manuals is included in this handbook. All board policies are located on the District website. Updates, changes or additions to Board policy are reviewed and announced during regular board meetings. All new or amended policies will become effective on the day after adoption by the Board unless a specific date is included in the motion for adoption.

#### **ANIMALS, POLICY ING**

Permission of the principal is required to bring any animal on school grounds. No animal may be transported on a school bus. Service Animals are exceptions to this policy.

#### **BUILDING HOURS, POLICY ECAA**

To maintain safety and security, the Board declares that all buildings will be closed to staff, students, and public between the hours of 10:30 p.m. and 6:30 a.m. each day. Assigned District personnel are authorized to occupy the buildings during the closed period to perform normal and/or emergency duties. Any person or organization requiring use of building during the closed period must have specific approval from the building administrator prior

to the use. The board requires that a written record of all authorized exceptions be maintained in each building. ***This policy will be strictly enforced. Violation will be considered a trespass.***

Students are not to be in the building after school hours unless they are under the direct supervision of a teacher or coach. If the teacher keeps a student at school after regular dismissal time, prior permission must be gained from the parent/guardian.

### **BUILDING CARE & SAFETY**

Jefferson County School District prides itself on having well maintained buildings and classroom, and it takes all of us to ensure that the buildings remain clean and well cared for. The following guidelines are to be used in all classrooms, and school facilities:

1. Use only grounded extension cords. Extension cords should not be used as a permanent power source. Short cord power strips are an exception.
2. Only use tea or coffee pots that have a two-hour automatic shutoff.
3. All electrical appliances and lights must be UL approved.
4. All space heaters must have automatic tip over shut off protection.
5. No objects can be hung from lights or sprinklers.
6. If your building has fire sprinklers, nothing should be stored within 18" of the ceiling.
7. Any cleaners or chemicals in the room must have an MSDS sheet given to the head custodian. (Materials provided by the district already sheeted).
8. Do not paint any classroom areas.
9. Do not cover windows in doors (police request).
10. Do not decorate door (fire exit).
11. District safety manual should be posted near classroom telephone or near door at all times.
12. Emergency escape routes must remain posted by each classroom door.
13. Do not cover more than 20 percent of any wall with combustible material.
14. Please continue to use care and caution when displaying work or projects in or around the building.
15. Do not use staples on any walls (other than tack walls---some walls contain asbestos).
16. Leave classroom in a tidy, orderly manner every evening.

\*To ensure compliance with guidelines, the district maintenance and safety supervisors will conduct routine unscheduled inspections of classrooms and buildings.

If you notice damage or vandalism to the building or grounds, please report it to the custodian or the office as soon as possible.

Classrooms may be scheduled for use by others 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.

### **BULLETINS/ANNOUNCEMENTS**

A daily and/or weekly bulletin may be prepared by office staff and placed in staff mailboxes or electronically sent to all staff members. Bulletins and announcements are for school business and are designed to eliminate excess meetings. Staff members are responsible for reading the information in the bulletins and announcements and passing pertinent information along to students and/or parents. Staff may place an announcement regarding a school related event in the bulletin by following individual building procedures.

### **CARE/USE OF DISTRICT PROPERTY, POLICY KGF**

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the building principal. Certain district-owned equipment may be checked-out by the principal to staff and district patrons. Such equipment may not be used for personal financial gain. An equipment use form must be submitted and approved. Forms and fee schedule are available in the office. In the event of loss or damage, the district, according to the repair or replacement costs, will assess a fee.

### **COMMUNITY USE OF BUILDINGS, Policy KG**

The buildings are open to community groups during the week and weekends for approved use when such use does not interfere with district programs. Classrooms may be scheduled for use by others outside regular building hours.

All staff are encouraged to leave their rooms in order and to secure personal items. The district is not responsible for personal items left on district property.

### **Student/Parent Complaints, Policy KL**

The district recognizes that complaints regarding staff performance, discipline, grades, and 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, a staff member should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor in writing, as appropriate. The complainant will be provided with the necessary formal complaint procedure guidelines in accordance with Board policy KL and bargaining agreement complaint procedures, article XXV. When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up. All staff members should familiarize themselves with Board policy KL and bargaining agreement complaint procedures; article XXV regarding the handling of complaints.

### **Staff Complaints**

Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal or supervisor for informal discussion and resolution. If the complaint is not resolved informally, formal complaint procedures may be initiated by a staff member in accordance with Board policy and administrative regulations. This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement.

### **Instructional Materials Complaint, Policy IIA**

The district recognizes that not all people agree on what is suitable for an instructional materials center and that an occasional objection may arise. The objector has a right to be heard and be treated in a dignified manner and a district committee has been established to hear those complaints. See board policy IIA for a more complete review of this policy.

### **DISTRICT OFFICE HOURS**

The district office is open between 8:00 a.m. and 5:00 p.m. Monday through Friday unless otherwise posted.

### **DRUG-FREE WORKPLACE, POLICY GBEC**

No staff member engaged in work in connection with a direct federal grant or contract of \$100,000 or more shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“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 and work on a federal grant is performed.

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

Each staff member engaged in work related to a direct federal grant or contract of \$100,000 or more must notify their supervisor of their 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 a direct federal grant or contracts of \$100,000 or more must abide by the terms of the district’s drug-free workplace policy.



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

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

1. Take action with regard to the employee determined to be appropriate which may include discipline up to and including dismissal and/or;
1. 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.

#### **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING, POLICIES GBNA & GBNA**

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

#### **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 human resource office.

#### **MAIL AND DELIVERY SERVICES**

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff. Staff are not allowed to use interschool mail or e-mail for the delivery of personal letters, notes and materials to other employees. All staff members should 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 mailing and postage may be used for school district business only.

#### **MOTHER FRIENDLY WORKPLACE, POLICY GBDA**

An adequate location for the expression of milk or breastfeeding will be provided to an employee, including a 30 minute, unpaid rest period to express milk or breastfeed during each four hour work period (if requested).

#### **RELEASE OF GENERAL STAFF INFORMATION, POLICY GBL**

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

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

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

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

### **SEXUAL HARASSMENT, POLICIES GNA & GBN-AR**

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 not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of soliciting sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment/ 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 Human Resource Director, and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented or reported incident.

### **TOBACCO-FREE ENVIRONMENT, POLICY GBK**

Tobacco use is prohibited on all district property, in district-owned 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 products, spit tobacco, aka smokeless, dip, chew, and snuff in any form. Use of electronic cigarettes is also prohibited

## **STAFF EXPECTATIONS**

### **EMPLOYEE ABSENCES AND LEAVES ABSENCES, POLICIES GCBDA/GDBDA AND GB-AR(5)**

The District recognizes an essential function of all employees is to maintain satisfactory attendance. Satisfactory attendance is defined as no more than an average of one day of absences for illness or injury per month, except such cases as major surgery, recovery from a serious or life-threatening accident or illness, or as a result of a documented mental or physical impairment that constitutes a disability. Qualifying leaves as defined under Federal and Oregon Family Medical Leave Act Laws also apply.

Staff members unable to report to work for any reason must **notify the district substitute system** no later than **6:30 a.m.** on the first day of illness to ensure that appropriate substitute arrangements may be made. After 6:30, staff members must call their building principal or supervisor to arrange for a sub.

**1-800-942-3767**  
[www.aesonline.com](http://www.aesonline.com)

Substitutes are assigned on a daily basis unless a longer duration is specified. In order to facilitate continuity during absences, staff members unable to return to their duties the following day should utilize the substitute system by 2:30 pm. When possible, substitutes may be retained during the course of the absence.

Staff members may, at the time of the reported absence, request a particular substitute. Requests that a particular substitute not be called may be made in advance through the building principal only. The district will make final

decisions regarding substitute use or non-use. **Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others either for all day or temporary absences from their duties without prior authorization from their supervisor.**

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification to the building principal or supervisor. All leave must be entered into the AESOP substitute system. District leave forms must be completed and returned to principal's office for all staff absences for professional leave. Forms are available through the office.

## **FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA) OREGON FAMILY LEAVE ACT (OFLA), POLICIES GCBDA & GDDBA**

### **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 (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a family member with a serious health condition; or
4. The staff member's own serious health condition; or
5. Leave to military families for specific circumstances.

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 work week 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 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.

A serious health condition is defined differently under federal and state law. Contact the human resource office 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.

### **Intermittent Leave and Alternate Duty**

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 work week FMLA and OFLA leave entitlement occurs for all employees. The district will use a "rolling" 12-month period measured backward from the date the employee uses any family and medical leave. A husband and wife who are eligible for FMLA and who both work for the district may only take a combined total of 12 work weeks of leave if the leave is to care for a parent with a serious health condition or if the leave is for the birth of a child or placement of a child for adoption or foster care. Two family members who are eligible and who work for the district may not take OFLA leave at the same time unless one employee needs to care for the other employee who is suffering from a serious health condition, one employee needs to care for a child suffering from a serious health condition while the other employee is also suffering from a serious health condition, or both family members are suffering from serious health conditions.

### **Paid/Unpaid Leave**

Family and Medical leave under federal and state 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 agreements) in that order before taking FMLA and/or OFLA leave without pay for the leave period.

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and 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 no later than the subsequent payday.

### **Application**

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

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

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

If advance notice of OFLA leave is not possible due to unanticipated or emergency leave situation, oral or written notice is required within 24 hours. The district realizes that there may be circumstances when it is not possible to provide a 24-hour oral 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 or taking disciplinary action consistent with Board policies 535.1 & 635.1.

### **Medical Certification**

If the staff member provides 30 or more days notice when applying for FMLA and/or OFLA leave, he/she shall be required to provide medical documentation when appropriate to support the request for leave. If the staff member provides less than 30 days notice, he/she is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

Under state and 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 district may select the health care provider. The health care provider shall not be an individual employed by the district on a regular basis. Should the first and second medical certifications differ, a third opinion may be required. The district and the employee will mutually agree on the selection of the health care provider for a third medical certification. The third opinion will be final. The district will pay for second and third opinions and the actual travel expenses for a staff member to obtain such opinions. If the leave is for the purpose of an employee's own serious health condition, he/she may also be required to provide a fitness for duty medical release from the health care provider before returning to work.

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

### **Continuation of Health Insurance Benefits**

Under FMLA leave, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid in the absence of the leave. The district will continue to pay the district's contribution toward the employee's premium. The employee will continue to pay the employee's

share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. The district's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

### **Return to Work**

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

### **Failure to Return from Leave**

The failure of an employee to return to work upon the expiration of a parental or family leave of absence will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of parental or family leave due to the continuation, recurrence or onset of her or his own serious health condition, or of the serious health condition of the employee's spouse, child, parent or parent-in-law must submit a request for an extension, in writing, to the Human Resource Director.

### **Work Day Checkout**

Teachers may leave the building and district grounds during the duty free lunch as necessary. The building principal or assistant principal must approve departures during preparation periods. All staff members are required to check out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

### **Year End Checkout**

The building principal will collect all staff keys during final checkout in June unless assigned duties require continued access. All staff will complete the appropriate checkout procedures and forms provided by the building principal.

## **EVALUATIONS AND PERFORMANCE RELATED POLICIES**

### **DISCIPLINE AND DISCHARGE**

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

### **EVALUATION OF STAFF, POLICY GCN**

The purpose of the district's evaluation program is to aid staff in making continuing professional growth and to determine performance of the job responsibilities. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, negotiated agreements and Oregon Revised Statutes. (Board Policy GCN)

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.

### **STAFF CONDUCT**

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 are expected to adhere to the **Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules.**

## **STANDARDS FOR COMPETENT AND ETHICAL PERFORMANCE 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 notice of charges under Oregon Revised Statutes.

3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The commission will promptly investigate complaints:
  - a. The commission may at its discretion defer action to charge an educator against whom a complaint has been filed under ORS 342.176 when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;
  - b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

### **Definitions**

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

1. Administrator - Any person 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 Conduct - 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 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 coming romantically attached to the educator.

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

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

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

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

**FOR INFORMATION REGARDING STANDARDS FOR THE COMPETENT AND ETHICAL PERFORMANCE STANDARDS (O.A.R. 584-20-00XX) GO TO THE FOLLOWING WEBSITE:**

[http://arcweb.sos.state.or.us/pages/rules/oars\\_500/oar\\_584/584\\_020.html](http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_584/584_020.html)

### **STAFF DEVELOPMENT, POLICY GCL**

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. Professional growth application forms are available in the school office.

All requests 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 building principal and curriculum director 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 are the sole responsibility of the employee.

Meetings 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.

### **ETHICS, POLICY GBC**

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

This means that:

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

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. District facilities, equipment or materials may not be used in performing outside work.

### **PERSONNEL RECORDS, POLICY GBL**

An official personnel file is established by the District for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, and 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 other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the personnel 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 so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel office;
8. Attorneys for the district or the district's designated representative on matters of district business.
9. The disciplinary records of a district employee convicted of a crime listed in ORS 342.143 are not exempt from disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is the subject of the disciplinary record.
10. Upon request from a law enforcement agency, the Department of Human Services or the Teachers Standards and Practices Commission a district shall provide the records of investigations of suspected child abuse by a district employee.

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

## **GENERAL DUTIES AND RESPONSIBILITIES**

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

The assignment of students and classes to teachers is the responsibility of the building principal. Parents have the right to discuss student class assignments with counselors and the building principal. Please use good professional discretion when discussing class assignments in the community.

### **ATTENDANCE, POLICY JE**

Each teacher is responsible for recording accurate student attendance and tardies. At the secondary level attendance shall be taken at the beginning of each class period. Elementary attendance should be taken at the beginning of each school day, and again immediately following the half-day time.

### **CONFIDENTIALITY**

All staff members are expected to maintain confidentiality regarding information related to students and their families. Discussing student information outside of the professional context is strictly prohibited. Staff rooms, halls, and public places are not regarded as confidential locations. This includes public discussion of a student's "at school" behavior. All staff members are admonished that disclosure of information outside of the professional context is considered a serious breach of ethical duty, which could lead to disciplinary action up to and including dismissal. In addition, staff members that are subpoenaed to testify in a civil or criminal proceeding regarding their personal conversations with students are required to contact the superintendent or Human Resource Director.

**Failure to maintain confidentiality may result in license revocation in accordance with ORS 342.175.**

### **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. **Teachers at all grade levels cannot hold students from their next class as a disciplinary measure unless approved in advance by an administrator.**



### **DRESS AND GROOMING**

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

### **DUTIES AND RESPONSIBILITIES OF PERSONNEL/JOB DESCRIPTIONS, POLICY GB**

1. All personnel shall perform the responsibilities assigned under the appropriate job description in accordance with district policies and regulations and the regulations and standard operating procedures of the school or department to which they are assigned.
2. Copies of district policies and regulations and any other written regulations and standard operating procedures shall be available to all district personnel. Administrators and supervisors shall advise employees under their supervision of pertinent board policies and regulations, as needed, but it shall be the employee's responsibility to know and comply with relevant policies. District policies and regulations are viewable on the District website.
3. Both licensed and classified personnel shall be directly responsible to the administrator or the supervisor of the school or department to which they are assigned.
4. All departures from the regular duties and responsibilities of personnel will be under the direction of the immediate supervisor with the approval of the Superintendent or designee.
5. All personnel will maintain regular attendance (missing no more than one day per month worked, on the average) due to sickness and using no more than the other leave days, if any, provided in an employment agreement, except in the case of days missed due to disabilities or serious medical conditions documented by health care professionals.
6. All employees will arrive at work promptly at the assigned time fit for duty, and will adhere to assigned break, meal, and departure times.
7. All employees shall conduct themselves, off and on-duty, in ways that fulfill their duty to serve as appropriate role models for students and maintain the confidence of the community in its schools.

### **INVOLVEMENT IN COMMUNITY ACTIVITIES**

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

### **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 21st Century Schools Council (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.

### **STAFF ROOM**

A staff room is provided for your use during break, lunch, and preparation periods as may be appropriate. Staff rooms are not confidential locations. Student behavior or academic performance should not be discussed. All staff are expected to "pitch in", as needed, to help keep this gathering area clean and orderly. Personal items 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.**

### **GIFTS AND SOLICITATION**

Staff will not accept items of material value from a student. Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment, and 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.

The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited. Advertising is not allowed without the Superintendent's approval. Any solicitation should be reported to the building principal or supervisor.

### **GRADING, POLICY IK & IKA**

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 up-to-date electronic grade reporting. Teachers shall notify parent/guardian and student whenever there is a significant drop in student performance or the student's performance is below average. It is the responsibility of the teacher to submit grades by the scheduled due dates.

### **INAPPROPRIATE TOUCHING**

Inappropriate touching by staff to another staff member or student is strictly prohibited. Inappropriate touching is defined, but not limited to, any touch that makes the recipient uncomfortable and any touch that is sexual in nature; is unwanted by the recipient or is considered abnormal or outside routine appropriate interaction between adults and/or adults and students. All staff are required to report any instance of inappropriate touching between staff and student to the Human Resources Director (and possibly law enforcement).

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

### **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. Religious materials or materials promoting religious meetings shall not be distributed.

### **MEETINGS**

**Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All licensed staff members are expected to attend staff meetings unless prior arrangements have been made with the building principal. Staff members are expected to schedule their time accordingly to avoid conflict with these meetings.**

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

With the exception of Physical Education, all teachers are expected to conduct their classes in their rooms unless otherwise authorized by the building principal. Classes held outdoors must be for an educationally sound purpose. Upon approval, teachers are responsible for informing their students and the office secretarial staff of the temporary change in location.

### **PARENT RELATIONS**

The district encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent. There are many complicated issues surrounding joint custody. When in doubt, always contact your principal first. 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 unless there is a court order restricting this contact. Non-custodial parents will not be granted visitation or telephone access to their student during the school day unless a signed agreement has been submitted to the

school by the parent having sole custody of the child/children. Students may not be released to the noncustodial 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 sensitive custodial and/or non-custodial parent rights with respect to particular students should contact the principal's office.

### **PARTICIPATION IN POLITICAL ACTIVITIES**

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any citizen in public or private employment and within the law. Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints, as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and their assigned duties. On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

### **SITE COUNCIL, Policy IFCA**

The 21st Century Schools Council responsibilities include: the development of plans to improve the professional growth of staff; the improvement of the school's instructional program; the development and coordination of plans for the implementation of programs under Oregon's Educational Act for the 21st Century at the school site; administration of grants-in-aid for the professional development of teachers and classified employees as provided for in Oregon Revised Statutes and Oregon Administrative Rules; and advising the Board in the development of a plan for school safety and student discipline in accordance with ORS 339.333. The purpose of the council is to advise the principal. All council decisions are subject to superintendent and Board review.

### **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 need to temporarily leave their classrooms or assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

A Staff member who comes upon a group of unsupervised students assumes the duty of supervision until released.

Other staff members may not leave their assigned groups 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. **The school office staff will always notify the classroom teacher if a student is released; under no circumstance should you release a student without their direct instructions.**

### **TUTORING**

Unless hired by the District, no private tutoring for which a staff member receives a fee is permitted in district schools. In addition, District facilities, materials or equipment may not be used for private tutoring, unless authorized by the administration.

### **WORKING ALONE WITH STUDENTS**

Staff should avoid being alone with students in private situations whenever possible. When possible, make sure there is another adult, a parent, or possibly a child who could act as a witness within the vicinity when you are working individually with a student. If there is a need to be alone for instruction, leave doors ajar, notify someone of your schedule and follow it.

## **HIRING, LICENSING, REQUESTS, AND VACANCIES**

### **CRIMINAL RECORDS CHECKS/FINGERPRINTING, Policy GCDA**

All newly licensed or registered educators and those applying for renewal of a license or registration are required to submit to a nationwide criminal records check and 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, and volunteers who have not submitted to a criminal records check within the previous year.

Additionally, all staff not requiring licensure or registration and newly hired into a position having direct, unsupervised contact with students are required to submit to a nationwide criminal records check and fingerprinting as required by Board policy and law.

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

1. Classroom aides/Educational assistants;
2. Library/Media aides;
3. School office secretaries;
4. Custodians;
5. Cooks;
6. Bus Drivers;
7. Extracurricular activity staff, including:
  - a. Coaches/Athletic trainers;
  - b. Club, organization or other extracurricular advisors not requiring licensure.
8. Volunteers;

Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the results of such checks. Fees for all individuals subject to such checks and/or fingerprinting, including non-licensed applicants for positions with the district, shall be paid by the individual. The following procedures will be used for all newly hired non-licensed and nonregistered employees subject to criminal records checks and/or 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. Following acceptance of an offer of employment, the Criminal History Verification of Applicants form for those not subject to fingerprinting will be sent to ODE for processing. A copy will be kept on file by the district in the individual's personnel file.
3. If the individual is subject to fingerprinting, he/she will be required to report within [three] working days to an authorized finger printer for fingerprinting. Fingerprints may be collected by one of the following:
  - a. Employing district staff;
  - b. Contracted agent of employing district;
  - c. Local or state law enforcement agency.

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

4. The individual is responsible for obtaining two fingerprint cards from an Oregon school district, education service district, an Oregon-approved teacher education institution, ODE or TSPC.
5. The individual is responsible for submitting to the authorized finger printer two fingerprint cards and an 8 ½" x 11" or larger envelope with postage affixed and addressed to the district human resource office.
6. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized finger printer and require that the individual submit a photo ID (driver's license or other) containing the individual's name and picture in order to verify the identity of the individual intended to be fingerprinted.
7. The authorized finger printer will return the fingerprint cards to the district in the envelope provided. The Fingerprint Criminal History Verification form and fingerprint cards will be sent to ODE. A copy of the form will be kept in the human resource office.

#### **Termination of Employment**

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

**Appeals**A non-licensed individual may appeal a determination which prevents his/her employment or eligibility to contract with the district to the Oregon Superintendent of Public Instruction. Individuals eligible to appear as a contested case will be so notified in writing by ODE.

### **LICENSE REQUIREMENTS, Policy GCA**

Teachers offered employment in the district must verify that they hold the appropriate Oregon teaching license to the human resource office before the Board will consider approving their employment.

### **It is the responsibility of each licensed staff member to keep his/her license and all endorsements current.**

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

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

### **LICENSURE QUESTIONS, TSPC**

The Oregon Teachers Standards and Practices Commission maintains an interactive web site for your use. All forms and current information regarding licensure in the State of Oregon are available at this site. Please reference this site with any questions regarding your license or renewal. One of their online features is that you can pull up any correspondence TSPC has sent to you. You may e-mail questions directly to TSPC or contact them by telephone at 503-378-3586.

<http://www.tspc.state.or.us/>

### **PAYROLL, Policies DL, DLB,**

The Board authorizes the regular payment of all employees once a month on the last working day of the month. Payment shall be made according to the contractual agreements approved by the Board. The work week shall be 12:01 a.m. Monday through 12:00 p.m. midnight Sunday. Draws, loans, or payroll advances shall not be allowed.

### **RESIGNATION OF STAFF**

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 board of directors 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. (ORS 342.553)

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to suspend the teacher's license. The Board may consider exceptions due to emergency or other extenuating circumstances.

### **RETIREMENT, Policy GCPC**

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.

### **SALARY SCHEDULE PLACEMENT & RULES, Policy GCBAA**

To qualify for a salary adjustment, teachers must provide official transcript(s) of completed courses or additional verified experience to the Superintendent on or before **September 15<sup>th</sup>** of the school year. After September 15<sup>th</sup>, requests for contract salary adjustments will not be honored. However, the Superintendent may allow credit after September 15<sup>th</sup> for classes completed during the immediate past summer session, and for any other credits earned at the same institution and indicated on the same transcript, if a written request for a waiver is received not later than September 15<sup>th</sup>. In such cases the Superintendent may approve a retroactive salary adjustment if the transcript is received no later than December 15<sup>th</sup>. Actual payment will not be made until the transcript is received. No extensions of the September 15 deadline will be granted for courses which were taken at institutions in which the teacher was not enrolled during the immediate past summer session. For a more specific and complete explanation please refer to board policy GCBAA.

## **VACANCIES/TRANSFERS**

Announced vacancies for licensed and classified positions are posted on the district Web Site. In order to apply for a specific position you must contact the human resources department. The superintendent, based on district personnel needs and in accordance with district procedures and negotiated agreements (article XVI), may authorize voluntary and involuntary transfer of staff members.

## **CURRICULUM & INSTRUCTION**

### **ASSESSMENT PROGRAMS, ADMINISTRATIVE RULE IL-AR**

Achievement testing is not intended as a sole evaluation of individual student growth, placement, enrollment, retention or compensatory services, although such individual student scores may justify referral for further student evaluation.

The Oregon Statewide Assessment guidelines for periodic testing of Oregon students shall be followed by administration and staff. District procedures for who should be tested, who should not be tested, what should be reported and to whom results should be reported shall follow state guidelines. Where guidelines are not provided, the district testing coordinator shall develop rules and procedures. Dates for district and state assessments will be announced by the building principal as appropriate.

### **CURRICULUM, POLICY IFE**

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles. Deviations from established curriculum, textbooks and instructional materials are not permitted without building principal approval. Teachers with questions should contact the building principal or district curriculum director. Though teaching methodology may vary, classroom instruction is expected to teach common curriculum goals and benchmark standards and reflect "best practices" consistent with research on effective instruction.

### **DRUG AND ALCOHOL PREVENTION, HEALTH EDUCATION, POLICY IGAEB**

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

No district employee shall knowingly sell, market, or distribute steroid or performance enhancing substances to any kindergarten through 12th grade student with whom the employee has had contact as part of the employee's district duties, or knowingly endorse or suggest the use of such substances. An age-appropriate alcohol/drug 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 meet the requirements of the alcohol/drug prevention rule, have been developed. At least annually, senior high school students will receive age-appropriate instruction.

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

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

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

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

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

### **FEATURE FILMS/VIDEOS, POLICY IIABB-AR**

Building principal approval is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated G will be authorized for elementary classroom use if they meet the curriculum goals.

Films rated PG, PG-13, or R will only be allowed when it is student age appropriate and material meets the curriculum goals of the course. Feature films/videos with a PG, PG-13, or R rating must have prior parental consent. Parents should be provided the opportunity to preview a feature film/video, whenever possible. Requests are to be submitted to the building principal at least five days prior to the proposed showing. Forms are available in the office.

The following information should be included:

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

### **FIELD TRIPS AND SPECIAL EVENTS, POLICY IICA**

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

Requests should be submitted 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, availability of appropriate supervision, either from within school staff or from volunteers, and availability of transportation. 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 must submit an online trip request at least three weeks in advance. There is no guaranty that transportation will be available.

The Superintendent and the Board of Directors must approve any out-of-state travel.

### **FLAG SALUTE, POLICY INDB**

Students shall receive instruction in respect for the national flag, and be provided an opportunity to salute the United States flag at least once each week by reciting *The Pledge of Allegiance*. A flag salute may be implemented at assemblies, before or after school, at lunch, special events, home room class, athletic contests or at other times deemed appropriate by the principal. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

### **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.

### **TEACHING ABOUT RELIGION**

Religious education is the responsibility of the home and religious institution. Public schools are obligated to maintain neutrality in all such matters. As religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions. Though teachers may be permitted to expose students to information concerning religious beliefs within a content area, teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

## **TESTING SECURITY**

Oregon Statewide Assessments will be handled/administered in a secure manner while in the teacher's possession/under their control. Appropriate test administration procedures will be followed to assure that students do not bring materials into the testing situation that students have access only to their own test paper/screen, that no inappropriate coaching occurs, and that students do not remove any test materials from the testing area. Every attempt will be made to assure that all students participate in the testing.

## **HEALTH, SAFETY, AND SECURITY**

### **ACCIDENT/INCIDENT REPORTS**

All accidents/incidents occurring on district property or during the course of school-sponsored activities, including trips and other away events, are to be reported to the building principal or appropriate supervisor immediately. Reports will cover property damage as well as personal injury. A completed supervisor's accident report form must be submitted to the building principal and district safety manager within 24 hours or the next scheduled district workday, whichever is sooner. The reporting forms are available in the building office.

In the event of a work-related accident or injury resulting in a hospital admission or any whereby medical treatment other than first aid is provided, the building safety officer will inform the district safety officer who will inform the Oregon Occupational Safety and Health Division (OROSHA) within 24 hours as required by law. The employee must complete an 801 form as soon as possible.

### **ADMINISTERING NON-INJECTABLE MEDICINES TO STUDENTS, POLICY JHCD**

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary.

Training will be provided to designated school staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or off district property.

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

1. A parent (guardian) permission form and written instructions have been submitted as required above for all prescription and nonprescription medications. In the case of prescription medications, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. Building principal permission is also required for all self-medication requests.
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided above;
3. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
  - a. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction;
  - b. Nonprescription medication must have the student's name affixed to the original container.
4. The student may have in his/her possession only the amount of medication needed for that school day except for manufacturer's packaging that contains multiple dosage, the student may carry one package;
5. Sharing and/or borrowing of medication with another student is strictly prohibited.

Permission to self-medicate may be revoked by the building principal if there are any abuses of these procedures. All other students will be administered medication only by designated school staff after receipt of required parent permission forms and written instructions.

### **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS INFECTION CONTROL PROCEDURES, POLICY GBEC & EBBAA**

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



All staff members shall comply with measures adopted by the district and with all rules set by the Oregon State Health Division 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 offered to all staff. Report any occupational exposure to bloodborne pathogens to the building safety officer and/or administration. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential medical 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).

### **Infection Control Procedures**

The district has established appropriate hygienic and sanitation practices as follows:

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV\*, HBV and/or bloodborne pathogens;
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves if caregiver 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 trashcans, 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 running water as soon as feasible;
7. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed 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 allowed to air dry. Other disinfectants as recommended by the Center for Disease Control may be used. These surfaces include equipment, counters, mats (including those used in physical education 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 or staff at any time, without appropriate puncture-proof gloves or a mechanical device such as a

broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leak proof containers that are appropriately labeled or color-coded;

11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood;
14. If a first aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

\*\* 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.

### **CHILD ABUSE REPORTING, POLICY JHFE, JHFE-AR**

All staff are required to participate in annual training in the prevention and identification of child abuse and the obligations of reporting. Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services, or local law enforcement agency. The building principal is also to be immediately informed.

**541-548-9499**

The principal and/or counselor should be involved in any reporting that takes place and will assist any staff member in the process or reporting. Written documentation of this report must be completed and submitted to the building principal who in turn will submit the form to the Human Resource Director. Forms are available in the office and on the website.

Oregon law recognizes these types of abuse:

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse and sexual exploitation.
6. Buying or selling a child.

“Child” means an unmarried person who is 18 years of age (under 21 years of age if a resident of Warm Springs).

Failure to report 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 the good faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

### **REPORTING REQUIREMENTS REGARDING SEXUAL CONDUCT WITH STUDENTS POLICY JHFF; SUSPECTED CHILD ABUSE BY AN EMPLOYEE REPORTING ADMINISTRATIVE RULE JHFE-AR, HB 2062**

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

*“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.* When the district receives a report of suspected sexual conduct, 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.

### **CLASSROOM SECURITY, POLICY ECA**

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

All staff members are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of, or damage to, personal property due to such causes as fire, theft, accident or vandalism, except as provided in article XXXVIII of the bargaining agreement the district and the Cascade Bargaining Council.

### **INTEGRATED PEST MANAGEMENT, POLICY EBB**

The District has adopted an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff and community members and has developed a list of low-impact pesticides for use with the IPM plan. The District has designated the Maintenance Supervisor as the Integrated Pest Management Plan Coordinator giving full authority for overall implementation and evaluation of the IPM plan.

Among other various expectations, the IPM Coordinator shall:

- Oversee pest prevention efforts
- Ensure identification and evaluation of any pest situation
- Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment
- Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful

All District Employees (except those licensed and approved by the District) are prohibited from administering any form of pesticide. Staff members should notify their building administrator of any situation that may warrant the use of a pesticide.

### **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. A computerized telephone system and the District website will be utilized in the event of delayed openings or school closures. Additionally, the Central Oregon radio stations and TV stations regularly report delayed openings and school closures.

“Teacher attendance shall not be required whenever student attendance is not required due to emergency closure. The District reserves the right to reschedule time in order to avoid the loss of State school funding. Rescheduled days will be normal school days for the entire district, but teachers will not receive additional compensation.”(Bargaining Agreement Article XIII, A.)

All twelve month classified employees, secretaries, and bookkeepers will report to work unless they are excused from work by their immediate supervisor. All other classified employees will not be required to report to work, however they will receive compensation for the day. **Those excused due to school closures may be required to report to work for paid training days following the end of the school year.** Employees shall not receive additional compensation for the makeup day unless they were required to work on a school closure date.

### **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 in accordance with the requirements of law.

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

At least two drills on earthquakes, and two on school security will be conducted each year.

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

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

1. Immediately direct all students to exit the building in an orderly manner using the posted evacuation route. Students may not stop at lockers, drinking fountains, restrooms, etc.
2. Close windows, turn off lights and leave door unlocked if possible;
3. Take roll book;
4. Escort class to at least 100 feet from the building and take roll. Report any unaccounted students to the building 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 bent to knees, hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. Wait until shaking stops;
3. Evacuate building following established evacuation procedures;
4. Take roll and report any unaccounted students to the administration;
5. Upon "all clear" signal escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Crouch low to the ground and protect head and neck.

#### **EMERGENCY PROCEDURES AND DISASTER PLANS, BOARD POLICIES EBC & EBCA**

All staff members will be provided with a copy of the district's **Quick Reference Guide for Emergencies** guide detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, and disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member. Copies of the reference guide should be in a key location in each classroom and additional copies will be available in the office and other strategic locations throughout the building.

#### **STAFF HEALTH AND SAFETY**

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 rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
  - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;

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

#### **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 while on duty. 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. Report a lost or stolen badge to the appropriate administrator immediately.

#### **INJURY/ILLNESS REPORTS, POLICY EBBB**

All injuries/illnesses occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal immediately. Reports will cover property damage as well as personal injury.

A completed injury/illness report form must be submitted to the building principal within 24 hours or the next scheduled district workday, as appropriate. In the event of a work related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the district safety officer will inform the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a pre-existing 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 an equivalent medical facility. All work-related injuries/illnesses will be promptly investigated and corrective measures implemented as appropriate.

Automated External Defibrillators (AED). The district has made these devices available for use during medical emergencies by properly trained district staff. Training and maintenance requirements are set forth in Policy EBBCC/Automated External Defibrillators

## **SAFETY COMMITTEE, POLICY EBAC**

Building and district safety committees have been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff and others while on district property. Safety committees meet monthly and conduct workplace safety inspections quarterly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

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

## **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS, POLICY EEBB**

The use of private vehicles for the transportation of students is generally discouraged. The Board requires that requests to use privately-owned vehicles be approved by the administration (building principal and transportation supervisor) and only when no appropriate district-owned vehicles are available. Both drivers and vehicles shall be approved prior to any regular transport. In no case, will the use of a private vehicle to transport students constitute the "primary" use of a vehicle.

No staff member will use a private vehicle for district business, including the transportation of students, without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board.

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

## **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.

## **MEDIA & TECHNOLOGY**

### **COMPUTER USE, POLICY IIBGA**

Staff may be permitted to use the district's 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. Personal use of district-owned computers including Internet and E-mail access by employees is prohibited during the employee's work hours. Additionally, employee use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials. Staff who violate Board policy or administrative regulations including general system user prohibitions shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

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

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

The following behaviors are not permitted on district networks:

1. Sending or displaying offensive messages or pictures.
2. Sharing confidential information on students or employees.
3. Using obscene language, harassing, insulting, or attacking others.
4. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).
5. Leaving your computer log on when you are not using it.
6. Violating copyright laws.
7. Unsupervised student computer usage.
8. Giving your password to others, or using others' passwords.
9. Trespassing in others' folders, documents, or files.
10. Intentionally wasting limited resources (i.e., broadcast or "spam" mail).
11. Personal use, including union activities, will not interfere with or impair the ability of the employee to perform his/her school district duties.
12. Promoting, supporting, material that may be considered offensive
13. Assisting a campaign for election of any person to any office, or for the promotion or opposition to any ballot proposition.
14. Using others' passwords.
15. Employing the network for commercial purposes.
16. Violating regulations prescribed by the network provider.

Reports of inappropriate behaviors, violations, or complaints will be reported to the employee's supervisor, who will take appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

### **COPYRIGHT, POLICY EGAAA**

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the library.

"Fair use" guidelines are as follows:

#### **Fair Use**

##### **I. Printed Materials**

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

1. Make a single copy of the following for use in teaching or in preparation to teach a class:
  - a. A chapter from a book;
  - b. An article from a periodical or newspaper;
  - c. A short story, short essay or short poem, whether or not from a collective work;
  - d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
2. Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
  - a. A complete poem if it has fewer than 250 words and does not exceed two printed pages in length;
  - b. A complete article, story or essay of less than 2,500 words;
  - c. Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
  - d. One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
  - e. An excerpt from a children's book containing up to 10 percent of the words found in the text.

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

###### **C. Prohibited uses — district employees may not:**

1. Copy more than one work or two excerpts from a single author during one class term;
  2. Copy more than three works from a collective work or periodical volume during one class term;
  3. Copy more than nine sets of multiple copies for distribution to students in one class term;
  4. Copy to create or replace or substitute for anthologies or collective works;
  5. Copy "consumable" works, such as workbooks, exercises, standardized tests and answer sheets;
  6. Copy the same work from term to term;
  7. Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
- D. All sound recordings, including phonograph records, audiotapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

## II. Sheet and Recorded Music

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

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

### B. Prohibited uses — district employees may not:

1. Copy to create or replace or substitute for anthologies, compilations or collective works;
2. Copy works intended to be "consumable", such as workbooks, exercises, and standardized tests and answer sheets;
3. Copy for the purpose of performance, except as noted above (A. 1.) in emergencies;
4. Copy to substitute for purchase of music except as noted above (A. 1., 2. and 3.);
5. Copy without inclusion of the copyright notice on the copy.

## III. Television-Off-the-Air Taping

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

1. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite re-transmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording. Unless authorized by the library at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately. Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the "Request for Off-Air Video Taping" form to the library/media supervisor for each program videotaped. The library supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.
2. Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
3. Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first ten consecutive school days of the 45-consecutive calendar day retention period;
4. Use off-air recordings for evaluation purposes only, after the first ten consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;



5. Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels;
6. Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
7. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.

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

B. Prohibited Uses — district employees may not:

1. Tape off-air programs in anticipation of an educator's requests;
  2. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
  3. Use the recording for instruction after 45-consecutive calendar days;
  4. Hold the recording for weeks or indefinitely because:
    - a. Units needing the program concepts are not taught within the 45-day use period;
    - b. An interruption or technical problem delayed its use; or
    - c. Another teacher wishes to use it, or any other supposedly "legitimate" educational reason.
  5. Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
  6. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
  7. Exchange program(s) with other schools in the district or other school districts without the approval of the library supervisor. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;
  8. Use the recording for public or commercial viewing;
  9. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools.
- "Pay" programs received via satellite dish are also subject to these prohibitions.

IV. Rental, Purchase and Use of Videotapes and DVDs

A. Permissible uses — district employees may:

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

B. Prohibited uses — district employees may not:

1. Use rented or purchased videotapes/DVDs where a written contract specifically prohibits such use in the classroom or direct teaching situation;
2. Use rented or purchased videotapes/DVDs such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

V. Computer Software

A. Permissible uses — district employees may:

1. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
2. Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
3. Make a new copy from the archival program in the event that the program in use is damaged or destroyed;

4. Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;
  5. Make an archival copy of a rightfully owned disk that is labeled “archival” by the software manufacturer;
  6. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
  7. Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.
- B. Prohibited uses — district employees may not:
1. Load the contents of one disk into multiple computers at the same time in the absence of a license permitting the user to do so;
  2. Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
  3. Make or use illegal copies of copyrighted programs on district equipment;
  4. Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board;
  5. Make copies of software provided by a software publisher for preview or approval;
  6. Make multiple copies of copyrighted software (or a locally produced adaptation or modification) even for use within the school or district;
  7. Make replacement copies from an archival or back-up copy;
  8. Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
  9. Make multiple copies of the printed documentation that accompanies copyrighted software.
- C. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

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

- A. Permissible uses — district employees may:
1. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
  2. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
  3. Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
  4. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
  5. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
  6. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.
- B. Prohibited uses — district employees may not:
1. Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
  2. Copy without including a notice of copyright on the reproduced material.

#### VIII. Performances

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

#### IX. Violations

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

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

Teachers should contact library/media staff for assistance in obtaining audiovisual materials and equipment, computer software, DVD's 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.

### **MEDIA ACCESS TO STUDENTS, POLICY JOD**

The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals. Media representatives are required to report to the building principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly. Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## **STUDENT/PARENT COMMUNICATIONS**

### **ACTIVITIES**

All student activities outside normal classroom curriculum areas need to be approved in advance. Please keep the principal informed of special activities that are taking place in your classroom, special visitors, celebrations, events, etc... Please allow as much time as possible to check dates, times, and any other conflicts. Please have the secretary enter the event on the master calendar if it might impact other classes and/or students.

### **ASSEMBLIES**

Students are required to attend all assemblies. Those who refuse are to be referred to the office. All staff members are assigned to specific supervision duties during assemblies and are expected to be in their assigned areas.

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

### **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.

### **HOMEWORK**

HOMEWORK WILL BE ASSIGNED TO STUDENTS IN CONJUNCTION WITH ESTABLISHED BUILDING POLICIES AND PROCEDURES.

### **MAKE-UP WORK**

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 schoolwork 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

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

The district does not sponsor, endorse or financially contribute to the variety of outside-sponsored study and athletic tours/trips/competitions available to students. Students who raise funds for their personal participation in such activities may not raise moneys for travel and other activity expenses as a representative of the school. Students may not use school supplies, materials or facilities in conjunction with such trips or their related fund raising. Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by the district which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students. The counseling center may contain pamphlets which will assist parents who have questions about selection of such activities.

## **PARENT CONFERENCES**

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. The student may be included if the teacher or parent so desires. Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student. Each building will arrange times and dates for Parent-Teacher conferences that best meet the needs of students and families. Teachers should be prepared to provide after-school or pre-school time to meet with students and parents as necessary.

## **PARENTAL RIGHTS/SURVEYS**

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:

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

A student's personal information (name, address, telephone 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) upon request.

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

## **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 rules apply to actions which occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities. Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

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

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policy and local building administrative regulations governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and made available to parents.

### **STUDENT DISCIPLINE, POLICY JG**

Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff.

#### **Severe Violations**

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

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

### **STUDENT DISMISSAL PRECAUTIONS**

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

### **STUDENT/PARENT HANDBOOK**

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

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

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

### **STUDENT PERFORMANCES**

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 activities/athletic director, who will attempt to minimize interference with other scheduled activities or classes.

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

### **STUDENT TRANSPORTATION IN PRIVATE VEHICLES, POLICY 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. 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 JN**

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

Teachers are expected to provide the office 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 district 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 is prohibited on school property.

### **USE OF RESTRAINT AND SECLUSION, POLICY JGAB, JGAB AR and Forms 1 and 2**

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 members 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 member 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 student's 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. All necessary forms and reporting will be conducted in accordance with board policy. Any room used for seclusion of a student must allow staff members 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.

### **VISITORS**

Students are not permitted to bring visitors to school without prior approval of the building principal. Visitors under the age of 18 are not allowed unless approved in advance by the building principal.

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

### **VOLUNTEERS, POLICY IICC**

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.

Any person or group desiring to furnish volunteer services on a regular basis will be required to complete a criminal history and general background check prior to starting volunteer work.

The use of volunteers requires prior building principal approval. Forms are available in the office.

## **SPECIAL PROGRAMS**

### **BILINGUAL EDUCATION, POLICY IGBI**

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

### **BREAKFAST/LUNCH PROGRAMS, POLICY EFAA**

The district participates in the National School Lunch, School Breakfast, Special Milk, and Commodity Program(s). All 509-J students are eligible for free breakfast and lunch at school. Adult meals are not covered under the federal programs, therefore all adult meals must be paid for at the designated adult prices.

### **COUNSELING AND GUIDANCE PROGRAM, POLICY IJ**

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

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

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

Students generally schedule appointments to see a counselor through the counseling 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 a student to a counselor by contacting the counselor directly. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the counseling office. Counselors and teachers with counseling responsibilities are expected to 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. Where there is clear and present danger to the student or others;
2. To consult with other professional persons when this is in the student's interest;
3. When the student waives this privilege in writing.

### **CRISIS RESPONSE AND PREVENTION, POLICY JHHA**

The District has a trained Crisis Response Team (CRT) to provide for the special needs of students, staff and parents during and following a School Crisis situation.

**Any staff member with information regarding the death of a student or staff member should immediately contact their Building Principal, the Superintendent or the Crisis Response Team Leader.**

#### **Verify the Incident**

As soon as possible following notification of an incident, the administrator in charge will verify the facts relative to the incident by contacting the Crisis Response Team Leader, the SRO or the Police Dept.

#### **Notifying Staff, Students and other Appropriate Agencies**

1. The principal will contact the Crisis Response Team Leader and implement a building phone tree or circulates an informational memo depending on the time and circumstances. All building staff are to be included.
2. The Principal and CRT Leader will review the building Crisis Day Checklist and determine the level of response needed at each effected building.

The CRT Leader will:

- Assemble a team(s) for the response as needed.
- Contact Mental Health and other outside resources as needed.
- Notify all District Administrators and Department Heads

\*\* Whenever possible, staff members in all affected buildings should remain in their normal duty areas to help students and staff who may seek their support.

3. The principal may convene a staff meeting and will provide written information for teachers to read to all students at a specified time. Steps will be taken to ensure that late-arriving students and staff receive similar information upon their arrival.
4. The principal provides information to the clerical staff regarding parent, public and media inquiries.
5. The principal may hire substitutes, and extend normal work schedules as needed.
6. Each building responding to a crisis incident should follow the Crisis Day Checklist provided by the Safety Committee as soon as there is verification of an incident so that no steps in the process are omitted, and all students and staff are cared for.

### **HEALTH SERVICES PROGRAMS, POLICY JHC**

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

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

The district's health services coordinator is available as a resource to teachers in securing appropriate information and materials on health-related topics.

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

### **HOMEBOUND INSTRUCTION, POLICY IGBG**

Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of 10 consecutive school days. A physician's statement substantiating such absence is required in order for the district to authorize home tutoring.

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

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

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

### **PREGNANT/PARENTING STUDENT PROGRAMS, 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 their 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.

### **SPECIAL EDUCATION SERVICES, POLICY IGBA**

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).

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

The building's IEP team, which consists of the student's parent(s); at least one regular education teacher, and a representative of the district, make placements.

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

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

### **TALENTED AND GIFTED PROGRAMS, POLICY IGBB**

The district has developed a written plan for the identification of and provision of programs and services 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 cultural and ethnic minorities, disadvantaged, underachieving gifted and disabled learners 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 members should refer parents with questions to the building principal.

### **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-8 and who live in targeted low-income areas.

Students identified in need of Title I services are provided instruction on a schedule as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction. Students eligible for special education services are not eligible for the Title I program.

Teachers with questions or concerns regarding student placement or scheduling in this program should contact the district federal program coordinator.

## **USE OF DISTRICT RESOURCES**

### **BUILDING FUNDS**

Upon approval by the principal, funds may be collected during the school year, to be receipted and deposited according to District policy and acceptable accounting procedures.

### **CASH IN DISTRICT BUILDINGS**

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

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

## **CONTESTS FOR STUDENTS**

The district cooperates with individuals, community organizations and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added workload 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 or religion. 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.

## **EXPENSE REIMBURSEMENT, Policy DLC**

District personnel who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly completed and approved voucher and supporting receipts. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense. These expenses include mileage reimbursement, out-of-district travel, and district required cell phone use. For purchases, personnel must follow policy DJ-AR—Purchasing Policy.

## **FUND RAISING, POLICIES IGDF & IGDG**

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 and must follow the guidelines in Board Policy IGF-AR. 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 in the student activity fund administered within each school.

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 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 \$100 or more from a single source in a single year.

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

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.

## **PETTY CASH, POLICY DJB**

To facilitate refunds and minor purchases, the district shall allow petty cash funds of up to \$200 for Madras High School and Jefferson County Middle School, and \$100 in all elementary schools, the district's business department and food service program. Expenditures against these funds must be carefully itemized by the principals or department supervisors and submitted to the purchasing clerk. The purchasing and accounts payable clerks will

reimburse the petty cash funds through normal payment procedures. Any cash unreimbursed receipts remaining at the end of a school year shall be returned to the business office.

### **PURCHASE ORDERS, POLICY DJ**

No obligation may be incurred by any staff member unless that expenditure has been authorized and approved by the appropriate administrator prior to commitment of the funds.

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

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

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

Additionally, at least three competitive quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services less than \$5,000.

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

### **STUDENT ACTIVITY FUNDS, POLICY IGDG**

All monies 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 building 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 adviser. 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.

### **TELEPHONES**

Telephones are available throughout the building for staff-office contact. Long distance calls for district business purposes may be placed on a district phone, Local personal telephone calls made during working hours from district telephones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when the caller is not responsible for supervising students. Personal long distance calls may not be made on district telephones or fax machines. If it becomes necessary to make personal long distance calls while at work, such calls must be made with the staff member's personal cell phone, calling card, or by pay phone.

### **ANNUAL ASBESTOS NOTIFICATION**

A Federal law titled "Asbestos Hazard Emergency Response Act (AHERA)" requires school districts to inspect their buildings and develop plans for the management of asbestos-containing materials in their buildings. The Jefferson County School District completed these inspections and developed the management plans for buildings throughout the District. Ongoing surveillance of the asbestos is being carried out every six months. Asbestos materials are being managed according to the plan in each building and these plans are available at each building for review during regular office hours. Any questions regarding this matter can be directed to the District Administration Office at 541-475-6192, or the principal of the school.

## HOW THE BOARD POLICIES ARE ORGANIZED AND ARRANGED

### Select Section to View Policies

[Section A/B - Board Governance](#) - contains policies that relate to the structure and foundation of the district and the organization, practices and procedures of the Board.

[Section C - Administration](#) - contains policies that pertain to the management of the district, the administrative structure, the superintendent and policy implementation.

[Section D - Fiscal Management](#) - contains policies that cover the management of district funds

[Section E - Support Services](#) - contains policies which cover non-instructional programs and services.

[Section F - Facilities](#) - contains policies covering construction, remodeling and long-range planning.

[Section G - Personnel](#) - contains the Board's personnel policies. This section is divided into three sections: GB - general personnel policies, covering all staff; GC - licensed staff policies; GD - support staff policies.

[Section H - Negotiations](#) - covers policies relating to the process of negotiations. Due to Oregon law, no policies are needed in this section.

[Section I - Instruction](#) - contains policies relating to the instructional program, goals, curriculum, special education, TAG, alternative education, co-curricular/extracurricular activities, assessments and grading/credits.

[Section J - Students](#) - contains policies dealing with admission, attendance, conduct and discipline and other student matters. Most policies dealing with student activities, however, are found in Section I.

[Section K/L - Community Relations](#) - contains policies relating to relations with the general public, community organizations, public agencies and other educational organizations.

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A complete copy of the board policies manual is available on the District Website.

## *The Star Thrower*

**W**hile walking along a beach, an elderly gentleman saw someone in the distance leaning down, picking something up and throwing it into the ocean.

As he got closer, he noticed that the figure was that of a young boy, picking up starfish one by one and tossing each one gently back into the water.

The old man smiled and said, “I must ask, why you are throwing starfish into the ocean?”

To this, the young boy replied, “the sun is up and the tide is going out. If I don’t throw them in, they’ll die.”

Upon hearing this, the elderly observer commented, “but young man, do you not realize that there are miles and miles of beach and there are starfish all along every mile? You can’t possibly make a difference!”

The young boy listened politely, and then he bent down, picked up another starfish, threw it back into the ocean past the breaking waves and said, ***“I made a difference for that one.”***