



## **Welcome to the Gresham-Barlow School District**

We are excited that you are a part of the more than 1,200 employees of the Gresham-Barlow School District. We believe that every employee, no matter their job title, serves as an important part of the team to support student growth and learning. We hold the needs of every student at the center of our conversations and decision making.

To ensure the District's success in accomplishing our mission, this handbook contains information that you will need to understand and reference periodically throughout your tenure. The goal of the handbook is intended to support you as you navigate GBSD. It has been prepared to make you aware of what you can expect from the District and what the District's expectations are of you. Much of the information is hyperlinked and by clicking on the link, it will take you directly to that page on our website or board policy.

This handbook is not an employment contract or an agreement for employment for any specified period of time. Employees who are part of a bargaining unit should also refer to their respective collective bargaining agreement for the specific provisions and benefits. The information in this handbook is subject to change and the handbook will be updated on an annual basis to reflect any substantive changes. Please use this as a reference, but as always, you are encouraged to contact your direct supervisor or the Human Resources department for any questions you may have.

# Table of Contents

## About the District

Gresham-Barlow Values	1
Fast Facts	2

## General Information

School Board	3
Governance	3
Board Policy	3
Employee Group	3

## Equal Employment and Affirmative Action Commitment

Equal Opportunity	3
Americans with Disabilities Act (ADA) and Reasonable Accommodation	4
All Students Belong	4
Education Equity	4
Non-Discrimination/Anti-Harassment Policy	4
Cyberbullying	5
Sexual Harassment	5
Sexual Harassment Complaint Procedures	6
Conflicts of Interest and Confidentiality	7
Access to Personnel Files	8

## Ethics

Gifts and Donations to Employees	8
Employment of Relatives and Domestic Partners	8
Professional Conduct between Staff and Students	9
Communication-Electronic	9
Confidentiality of Student and Family Information (FERPA)	9
Student Cumulative Records	10
Student Photos/Videos-Usage	10

## Workplace Guidelines

Attendance	10
Primary Worksite Building Access	11
Work Schedules and Calendars	11

ID badges and Keys	11
District Hours	11
Job Performance	11
Outside Employment	12
Dress and Grooming	12
Payroll	12
Reimbursement	12
Mileage Allowance	13
Campaign and Political Activity by Employees	13
Subpoenas and Testifying	13
Disciplinary Procedures	13
Separation from Employment	13
<b>Time Away From Work and Employee Leaves</b>	
Sick Leave	14
<b>Employee Benefits</b>	
Workers' Compensation	14
Employee Assistance Program	15
<b>Workplace Safety</b>	
Smoke Free Workplace	15
Drug Free Workplace Act	15
Environmental Health and Safety	16
Pests and Pesticides	16
Workplace Violence Prevention	16
Emergencies	17
Emergency Closings	17
Accident/Injury Report for Students or Non-Employees	17
Safety and Security	17
Animals in the Classroom or on School Property	18
Bulletin Boards, Doors, Walls-Fire Codes	18
<b>School</b>	
Freedom of Expression and Studying Controversial Topics	19
Assessment of Students: State Requirements	19
Attendance	20
Communication-Language Access	20
Complaint Resolution Process Discrimination Complaint Process	20
Conferencing with Families	21
Disciplining Students	21
Field Trips	21

Fund-Raising and Merchandise Sales in Schools	21
Guests and Presenters	22
Homework	22
Instructional Materials-Ownership	22
Copyrighted Material-Books, Movies, Websites	22
Substitute Folder	23
Volunteers	24
Pledge of Allegiance	24
Medications Administered to Students	24
<b>Student Safety</b>	
Child Abuse Prevention and Reporting	25
Physical Restraint and Seclusion	26
Custodial and Non-Custodial Parents	26
Releasing Students to Parents	27
Religious and Cultural Beliefs	27
<b>Media Communications</b>	
Social Media Acceptable Use	28
Computers, Internet, Email and other Resources	28
<b>Technology Guidelines</b>	
Technical Support	29
Employee Acceptable Use of Computers	29
Use of District Equipment	29
Stolen, Lost or Damaged Technology	29
Phishing, SPAM and Reporting of Cyber Breaches	29
<b>Finance</b>	
Cash Handling	29
Fees for Students	30
<b>Links to Employee Contracts, GBSD Board Policies, and District Website</b>	

## **About the District**

### ***Our Mission***

Inspire and Empower Each Student

### ***Our Vision***

Culturally responsive graduates who will thrive in an ever-changing global community.

On October 18, 2018 the school board approved goals for the District:

### ***District Goals***

- Provide effective, high-quality instruction to each student in our district.
- Provide a physically and emotionally safe and culturally responsive learning environment that gives students and families voice.
- Prudent use of resources that uses an equity lens in decision-making.

## **Gresham-Barlow School District Values**

### **Stewardship**

Our highest calling is to the safety and educational development of ALL our students. With that principle and enduring consideration, we carefully manage every resource of people, time, facilities, and finance. No circumstance absolves us from the privilege and responsibility of educating our students.

To that end: we affirm the value of effective educators and leaders, which is the rightful expectation of every student in every building in our district; we conduct our business as grateful ambassadors of our community and its reputation; and, we promote by our actions and expectations the noble profession of educator.

### **Community**

We are champions of the vibrant and diverse communities of parents, guardians, grandparents, neighbors, administrators, teachers, staff, and students that make our schools and our district. We are also partners alongside civic, business, non-profit, and faith-based institutions in pursuing prosperity for the cities, towns, and neighborhoods we serve. Neither can our community thrive without our success, nor can we succeed

without our community. We embrace our lofty role as leaders in teaching and learning with devotion and professionalism in the spirit of partnership, selflessness, and inclusion.

## **Integrity**

Above all and in all, we are noble in our actions and our intentions. Our conduct is forthright, respectful, and sincere, and our faith in one another upheld by a common bond of honesty, even and especially when perspectives or passions may differ.

## **Fast Facts**

**District Enrollment:** Approximately 11,000 (varies by year)

### **Number of Schools:**

Elementary Schools: 9

K-8 Schools: 1

Middle Schools: 4

High Schools: 3

Charter Schools: 4

Number of Spoken Languages:

53

Predominant Non-English Language:

Spanish

**Number of Staff Members:** Approximately 1,100 (varies by year)

**Number of Volunteers in our Schools:** 1,000+

### **District Charter Schools:**

[Arthur Academy](#)

[The Center for Advanced Learning](#)

[Lewis & Clark Montessori School](#)

[Metro East Web Academy](#)

## General Information

### School Board

**Governance:** The School District is governed by a seven-member board of directors elected by voters within the Gresham attendance area. Regular board meetings are held at the city of Gresham Council Chambers on the first Wednesday of the month and work sessions on the third Wednesday of the month with locations as announced. The public is welcome to attend board meetings and workshops.

**Board Policies** <https://policy.osba.org/gbsd/>

All staff members are responsible for carrying out and complying with Board Policy. Updates, changes or additions to Board Policy are reviewed and announced during regular Board meetings.

### **Employee Groups**

District employees are assigned to an employee group as follows: Classified, Confidential/Supervisory, Licensed, and Administrative. Classified employees are represented by the Oregon School Employees Association (OSEA); licensed teachers are represented by the Oregon Education Association (OEA) with the school district association known as Gresham-Barlow Education Association (GBEA)/**East County Bargaining Council (ECBC)**.

Substitute and confidential/supervisory employees and administrators are not affiliated with any bargaining unit.

Classified Employee Collective Bargaining Contract [OSEA Contract](#)

Certified Employee Collective Bargaining Contract [GBEA Contract](#)

## **Equal Employment and Affirmative Action Commitment**

### **Equal Opportunity** [GBA](#)

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, religion, sex, sexual orientation, national origin, marital status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in uniformed service, genetic information, an individual's juvenile record that has been expunged, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

## **Americans with Disabilities Act (ADA) and Reasonable Accommodation [ACA](#)**

The Gresham-Barlow School District, in support of employment practices free of barriers to individuals with disabilities and in compliance with the Americans with Disabilities Act of 1990, will provide reasonable accommodations necessary upon request and appropriate notice as required by State and federal law. For further information or assistance, contact the Director of Human Resources.

## **All Student Belong [ACB](#)**

All students, staff and volunteers are entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin. The district prohibits the use or display of any symbols of hate on district grounds or in any district- or school-sponsored program, service, school or activity that is funded in whole or in part by monies appropriated by the Oregon Legislative Assembly, except where used in teaching curriculum that is aligned to the Oregon State Standards. In responding to the use of any symbols of hate, the district will use appropriate disciplinary or remedial action as necessary.

## **Educational Equity [JB JBB](#)**

The Gresham-Barlow School District is committed to ensuring the right of each student to have equitable opportunities to achieve their dreams and academic goals by minimizing barriers and limitations. Student success will not be predicted nor predetermined by national origin, race, culture, ethnicity, sex, language, socio-economic status, mobility, sexual orientation, disability, and/or religion. Our Equity Policy states that GBSD will recruit, employ, support and retain a culturally competent workforce that reflects the racial, ethnic, sexual orientation, and linguistic diversity of the student body. The District shall strive for workforce equity when recruiting, employing, supporting and retaining staff.

## **Non-Discrimination/Anti-Harassment Policy [AC](#)**

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates. The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational



opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings. The Board encourages staff to foster positive human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

### **Cyberbullying [GBNA](#)**

Cyberbullying is bullying or harassment that happens online or through other electronic communications. It can happen on a social networking site, in a text message, an email, an online game or comments. It might involve rumors or images posted on someone's profile or passed around for others to see, or creating a group or page to make a person feel left out. Because cyberbullying messages can be rapidly sent to many people, they can cause considerable damage. All employees and students are to treat each other with respect and dignity. As educators, it is especially important to be aware of disability, ethnic, racial, and homophobic harassment and bullying. Employees must take all reports and complaints of harassment and bullying seriously and report them to the school administrator or the Human Resources Department. Please review the Non-Discrimination/Anti-Harassment Policies as outlined above and in GBSD Board Policy.

### **Sexual Harassment [JBA/GBN](#)**

Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties who are on or immediately adjacent to school grounds, at any district sponsored activity, on any district-provided transportation or at any official district bus stop, by other students, staff members, Board members or third parties.

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

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff members;
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 staff member's ability to perform job responsibilities; or creates an intimidating, offensive or hostile educational or working environment.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating students or others as to appearance, sexual activity or performance.

### **Sexual Harassment Complaint Procedures [GBN/JBA-AR](#)**

Any employee who believes they have been subject to, or witnessed, illegal discrimination, including sexual or other forms of unlawful harassment, may file a complaint. The complaint can be made to the immediate supervisor or to any person in a supervisory role within the district. The district official receiving the information or complaint shall promptly initiate an investigation and will notify the complainant when such investigation is initiated. The official conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If a complainant is not satisfied with the decision the complainant may submit a written appeal to the superintendent or designee.

### **Complaint Process and Resources**

The Board is committed to providing a positive and productive learning and working environment. Harassment, intimidation, menacing, bullying or cyberbullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the District.

Harassment is defined as, any unwanted or unwarranted behavior that is ongoing and makes a person feel uncomfortable, unsafe, intimidated or humiliated or affects a student's ability to learn and/or a staff member's ability to work. Harassment can be verbal, non-verbal, or physical.

Gresham Barlow School District recognizes that behaviors including, but not limited to, bullying, cyber bullying, intimidation, and racial or derogatory comments, are examples of harassment.

**Sexual harassment includes**, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates a hostile learning and/or work environment.

#### **Complaint Process**

**Racial harassment** includes, but is not limited to, name calling, making racial or derogatory comments, wearing or possessing items depicting or implying racial hatred or prejudice. Persons shall not at school, on school property, or at school-sponsored activities wear or have in their possession any written material, either printed or in their own handwriting, that is racially divisive or

creates ill will or hatred.

complaint process

**Cyber bullying** is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity.

complaint process

Staff whose behavior is found to be in violation of district harassment, intimidation and bullying policies will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent and the Board.

Any staff member who is subjected to any harassment, intimidation or bullying should immediately notify their direct supervisor or Human Resources, if the allegation is against the direct supervisor. The District will take any report of harassment, bullying, cyber bullying or intimidation seriously and will investigate those reports promptly.

In Gresham Barlow School District, it is the responsibility of all staff members to keep the work environment free of harassment, intimidation, discrimination and bullying. If you need support or resources on how to interrupt these interactions please reach out to Human Resources.

Any student who is subjected to or knows of any harassment should immediately notify school staff. School and district staff will take any report of harassment, bullying, cyber bullying or intimidation seriously and will investigate reports promptly. Staff will take appropriate action and will bring it to the attention of the principal or other building administrator when students report such an incident or when the staff member observes the incident directly.

Students shall be subject to discipline, up to and including suspension or expulsion, for violations of this policy.

**Conflicts of Interest and Confidentiality [GBC](#)**

It is expected that all district employees conduct themselves in a manner that reflects the highest standards of ethical conduct that reflects the highest standards of the District. It is not possible to outline all of the circumstances that may result in a conflict of interest. If a possible conflict arises, please discuss the situation with a supervisor before proceeding. Below are some of the possible areas that could be considered a

conflict of interest.

1. Employees will not use their position to obtain financial gain or avoidance of financial detriment from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be district property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way; No district employee may serve as a Board or budget committee member in the district;
4. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any district facilities, equipment or materials in performing outside work;
5. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

#### **Access to Personnel Files [GBL](#)**

Personnel Records are kept at the district office and are considered confidential. The employee may review their personnel file with a pre-arranged appointment on any day the Human Resources office is open. Access to personnel files shall be limited to those individuals specified in Board policy.

## **Ethics**

#### **Gifts and Donations to Employees [GBC GBI](#)**

Under the Oregon Ethics law, public employees may not solicit or accept a gift with a value greater than \$50 in any calendar year. If a gift is offered that is in excess of \$50 that could be a benefit for an individual classroom or school, inform the direct supervisor so that the gift may be allowed.

#### **Employment of Relatives and Domestic Partners [GBC](#)**

GBSD allows the employment of qualified individuals that are related to a district employee. Employees shall recuse themselves from participating in any employment process or decision regarding related individuals, working in the same or different areas, with whom the employee would have direct or line of authority reporting over the relative.

## **Professional Conduct between Staff and Students**

The relationship between staff and students is based on respect and trust and understanding the appropriate personal boundaries both in and outside of the school settings. Each year employees are required to complete trainings in a variety of areas including Child Abuse Reporting and Sexual Misconduct Staff-to-Student. It is preferred that staff only meet with students in a group setting but it is understood that there may be times when a staff member may need to meet with a student in a 1:1 setting. In such cases it is expected that the meeting takes place in an open setting such as a classroom or office with a door open or with windows that allow others to see into the setting. If the nature of the meeting is confidential (such as a counselor meeting individually with a student) it is expected that the staff member keeps a log of the meeting and informs the immediate supervisor when such meetings are happening.

In the rare event that a staff member needs to use their personal vehicle to transport a student, the school office should be informed of the time they are leaving, the destination and the expected time of return. In all cases, there must be two staff members in the car. Parent permission is to be obtained before transporting the student. The purpose of these expectations is to maintain the respect and trust between staff and students while protecting all parties.

## **Communication-Electronic**

It is understood that there are appropriate uses of electronic communication with students and families. Staff shall avoid using your personal electronic device to communicate with students. Texting should only be done with a group of students, such as a sports team. Do not encourage students to follow you on your personal social media pages and staff should not follow student social media accounts. Electronic communication is generally not the best way to resolve difficult situations. In those cases, a phone call or a face-to-face meeting is the preferred method of communication followed by documenting the substance of the communication.

## **Confidentiality of Student and Family Information (FERPA) [IGBAB/JO-AR](#)**

The Family Educational Rights and Privacy Act is a federal law that has two main purposes. It gives families and students more rights over their educational records and it prevents schools from sharing personally identifiable information in educational records without written consent from the parent or eligible student. This applies to not only the transfer of student written records but also applies to conversations school staff may have about students. FERPA allows for only limited situations in which student educational records may be shared without parent approval. Discussion of a student's academic, behavioral, health, or family information should only take place with school or district staff on a need to know basis. It is important to keep this in mind while in areas of the building where school volunteers or non-school staff may be able to overhear conversations. It is not permissible to discuss specific students with non-school staff.

This also applies to information that can be found on student information platforms such as Synergy or Panorama. That information can only be used for legitimate educational purposes by school staff. This includes student special education records. Information such as student/parent phone numbers and addresses cannot be shared with volunteers or non-school staff.

### **Student Cumulative Records [IGBAB/JO-AR](#)**

Student cumulative records (cum files) are maintained for each student electronically. The main purpose of the records is to help the individual student in his/her educational development by providing pertinent information for the student, his/her teachers and his/her parents. Information recorded on official education records should be carefully selected, accurate, verifiable and should have a direct and significant bearing upon the student's educational development. Staff that have a legitimate educational purpose may review individual student cumulative records. Access to the records will be recorded electronically. All the information in a student cumulative record falls under the FERPA laws.

### **Student Photos/Videos-Usage [GCAB/AR](#)**

In the age of smartphones and social media GBSD has limited control over the use of these photos and videos. It is acceptable for staff to take appropriate photos or videos of students and student work while in the school environment or at school related events. It is also important to know that some students have opted out of having their photo taken or used in any public format. The school office staff have a list of those students. It is recommended that pictures of individual students, along with their full names, not be used on social media sites or class blogs, unless a family has given specific permission.

## **Workplace Guidelines**

### **Attendance**

The regular and timely attendance of all staff is crucial for the success of student safety and learning. Staff are expected to report to work on time and ready to perform their duties. The expectations around starting times can be found in the collective bargaining agreements and from your direct supervisor.

It is expected that there will be times that staff members need to be absent from work. In those cases staff are expected to inform their immediate supervisor as far in advance as possible as outlined by the building procedures. Staff are also expected to enter their absence in the absence management system and utilize the appropriate leave as outlined in the appropriate collective bargaining agreements. Please reference your collective bargaining agreement for the types of leave that are

available. Feel free to contact the Human Resources department if you have any questions about the use of leave.

### **Primary Worksite Building Access**

District buildings are accessible to staff during the course of the work day. Staff members needing access at other times or locations are required to contact their supervisor with their request. Staff members are expected to use their district issued ID badge to access the building.

As classrooms may be utilized outside regular building hours, all staff are encouraged to leave their rooms in order and to secure personal items.

### **Work Schedules and Calendars**

Work schedules are determined at each school site by principals and at each office site by supervisors. Part-time classified employees and teachers will receive an annual work calendar from their principal prior to the start of the school year. The school board decides on the yearly school calendar and the calendar can be located on the [District website](#). Please consult your collective bargaining agreement and I-visions for specific information about the contracted number of days per year, paid holidays and start and end dates for each school year.

### **ID Badges and Keys**

To assure safe, secure schools, staff is provided with an identification badge that must be worn when in a district facility. ID badges are programmed as an access key. The badge must be turned in to your principal or supervisor when you leave district employment prior to issuance of a final paycheck.

Staff may be provided a district/school key or keys. Keys are for employee use only and may not be loaned or duplicated. Master keys will not be replaced. The keys must be turned in to your principal or supervisor when you leave district employment prior to issuance of a final paycheck.

### **District Hours**

The Gresham Barlow School District Office is open from 8am-5pm Monday-Friday during the school year. Vacation and Summer hours may vary. Please check the district website for information on District Office Hours during school vacation periods.

### **Job Performance**

Two-way communication between employees and supervisors is very important. If you, as an employee, have any questions about the expectations within your job, please reach out to your direct supervisor. Job descriptions can be found on the district



website under the Human Resources tab, [Job descriptions](#). Performance reviews are conducted for all employees on a regular cycle, however most of the conversations between the employee and direct supervisor about job expectations are ongoing and informal in nature. Specific information regarding the evaluation of employees can be found in the applicable evaluation handbook and/or collective bargaining agreement.

### **Outside Employment** [GCQA/GDQA GBC](#)

Employees are allowed to have jobs outside of district employment as long as it does not interfere with the responsibilities of their GBSD employment, including working the required hours and schedule. Employees will not perform work for an outside job during regular working hours and may not use district materials or facilities for the purpose of completing work for a job outside of district employment.

### **Dress and Grooming**

GBSD provides a professional environment for employees. All employees are expected to dress in a professional manner that provides positive examples for students, parents, co-workers and the public. All employees are expected to dress in a manner consistent with good hygiene, and safety. While some of these concepts can be subjective, the goal is that personal dress and hygiene are in alignment with the goals of the district. Please use common sense and dress in a manner that is consistent with professional and business standards. Any questions or complaints concerning dress and grooming should be directed to the immediate supervisor and/or the Human Resources department.

### **Payroll**

Salary checks shall be made available on the 23rd of each month. If the 23rd falls on a Saturday or Sunday, salary checks shall be available on the preceding Friday. During December, checks will be available on the last day of school before winter break. The June and July checks will be available on the last day contracted in June for 10 month employees. The August check will be available on June 23rd.

For further information on pay periods or salary advancement refer to the individual employee contracts and/or collective bargaining agreements.

### **Reimbursement** [DJ DJ-AR](#)

Staff members should refrain from using their personal funds to make purchases for the work setting and instead should have the office manager/head secretary order needed items with the approval of their direct supervisor. On the occasions when staff use their personal funds to purchase items, it can only be done with prior approval for reimbursement from the immediate supervisor. In such cases, the employee can submit for reimbursement. Submittals for reimbursement must be done within 30 days



of the purchase. The employee must submit a receipt and use the reimbursement form. The reimbursement form can be found on [I visions](#) under the tab for Information Center/Forms and Documents/Employee Business Expenses. Reimbursement will be made to the employee within 30 days.

### **Mileage Allowance [DLC-AR\(2\)](#)**

The use of a private vehicle to conduct district business may be necessary at times. Such use should occur only with the knowledge and approval of the responsible administrator. The supervisor may approve individual trips or give blanket approval for local travel. Reimbursement for actual miles traveled on district business shall be calculated at the IRS rate.

### **Campaign and Political Activity by Employees [GBG](#)**

Public employees are required to follow state law regarding restrictions on political activity while in the workplace. State law requires that employees refrain from engaging in political activity during work time or using District resources. Please review the guidance from the Secretary of State's Office. [State of Oregon Quick Reference-ORS 260.432](#)

### **Subpoenas and Testifying**

Occasionally a staff member may receive a subpoena for student records or for appearance in a court proceeding concerning a student. In all cases consult with your direct supervisor and/or the Human Resources office before responding to any requests within the subpoena. Your supervisor and/or the Human Resources office will give guidance for what is allowed in response to the subpoena.

### **Disciplinary Procedures [GCN/GDN](#)**

GBSD employees are expected to comply with the district's standards of behavior and performance and correct any noncompliance with the standards. The District endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. This policy does not modify the status of employees as employees-at-will or in any way restrict the District's right to bypass the disciplinary procedures suggested. Standards and procedures for the discipline or dismissal of employees who are represented by a labor organization can be found in the applicable collective bargaining agreement.

### **Separation from Employment [GCPB/GDPB](#)**

A licensed staff member who wishes to resign from his/her position with the district must give written notice of at least 60 days at or upon the time of resignation. Licensed employees who fail to give such notice may have consequences pursuant to the rules

of TSPC. The superintendent is authorized to accept the resignation effective the day it is received and either release the teacher immediately from further teaching or administrative obligations or inform the teacher that he/she must continue teaching for part or all of the 60-day period. The superintendent is authorized to accept resignations of classified employees effective the day they are received, however it is customary and helpful to have at least 10 days notice.

## **Sick Leave**

Please refer to your specific collective bargaining agreement for information on accessing sick leave. Employees are provided with sick leave/sick time in accordance with Oregon law. In general, employees shall receive one day of sick leave per month worked. Specific information regarding available leaves can be found in the collective bargaining agreement or from your supervisor.

All employee groups have a sick leave bank for use under specific circumstances. Refer to your specific collective bargaining agreement or MOU for information on how to access the sick leave bank.

## **Employee Benefits**

The Gresham Barlow School District recognizes the importance of providing a comprehensive benefits package for their employees. These include medical, dental and vision insurance options for employees. The specific offerings can be found in your collective bargaining agreements and the most up to date rates and pooling amounts can be found on the [Human Resources](#) page of the district website.

## **Workers' Compensation**

If an employee is injured while in the scope of their job and needs to seek medical treatment, the following steps must be followed:

To report an on-the-job injury:

1. Immediately notify your Supervisor, Head Secretary/Office Manager and/or Building Principal. You will be provided with a Workers' Compensation packet that you and the medical provider that you treat with will need to complete and return to Noelle Thelen, Human Resource Specialist.
2. Complete the Worker Report of Job Injury or Illness (801 Form); you will complete boxes 1 – 29, then sign and date.
3. Complete the Supplement to Workers' Comp Claim Form 801. Complete all information, both sides. Sign and date.
4. Send complete return to work status (if applicable).

## Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees and their families when dealing with issues that affect their lives. We have contracted with Reliant Behavioral Health (RBH) to provide FREE Employee Assistance Program (EAP) services to our employees and families. Services include: (1) Confidential Counseling – up to five face-to-face counseling sessions for each new issue, including relationship, family, stress, anxiety, alcohol or substance abuse, and other common challenges; (2) 24-hour Crisis Help – toll-free access for you or a family member experiencing a crisis; and (3) RBH Access – convenient access to online consultations with licensed counselors. To access these services visit the [Human Resources](#) page and click on the Employee Assistance Resource tab on the right hand side.

## Workplace Safety

### Smoke Free Workplace [GBK/KGC](#)

Consistent with Oregon Law, all use of any tobacco products or any inhalant delivery systems are prohibited on school property by staff, students and the general public. This includes chewing tobacco and includes any devices such as vaping pens or e-cigarettes.

### Drug Free Workplace Act [GBCBA](#) [GBEC](#)

GBSD is subject to the requirements of the Federal Drug Free Workplace act of 1988. This notice is given to employees to comply with federal law.

The district prohibits the unlawful manufacture, distribution, possession and/or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances or alcohol in the workplace. **The district further prohibits any employee from appearing at work or a District-related event under the influence of any substance.**

As a condition of employment, employees must abide by this policy and inform the district within five days of any criminal drug conviction.

The district shall establish and maintain a drug-free awareness program. Each employee shall also receive as part of the new employee orientation materials a copy of the district's policy, information regarding the district's employee assistance program and other available resources with regard to assistance with drug or alcohol abuse.

Violation of this policy may result in discipline up to and including dismissal or a requirement that the employee successfully complete a drug assistance or rehabilitation program. Reporting for work either impaired or under the influence of alcohol, intoxicants or any controlled substance, including prescription drugs may also result in disciplinary actions up to and including termination.

### **Environmental Health and Safety [EBAC-AR](#)**

The safety of the school building is the responsibility of all school employees. Each year GBSD is required to file a Healthy and Safe Schools plan. This plan can be found on the Facilities page of the district website. [Facilities](#) This plan includes the expectations for monitoring lead in water, lead paint, asbestos, radon and integrated pest management. Indoor air quality regulations and procedures can also be found on the Facilities page of the district website.

Electrical safety concerns, such as loose wires or outlets, should be reported to the building custodian immediately. The use of power strips is a common space saving practice. Power strips must be plugged directly into an electrical outlet and cannot be plugged into an extension cord. If you have questions about the use of power strips or extension cords consult with your building custodian and/or the facilities department.

Each school is required to have a safety committee that meets at least monthly. This committee is responsible for keeping record of any concerns/complaints about building safety as well as maintaining record of regular safety drills. School staff are responsible for reporting any concerns about building or school safety to their immediate supervisor as well as the safety committee. Concerns are logged with the facilities department and records are kept of the response to the concerns.

### **Pests and Pesticides [EBB](#)**

The Facilities department operates under strict guidelines for [pest management](#) and the use of pesticides that conform to safety practices for staff and students. Anytime that pests (insects, mice, etc) are noticed within a school facility, it should be reported to the building custodian immediately. The building custodian in consultation with Facilities will take the proper steps to remove the pests. Under no circumstances should district staff bring in their own sprays or other chemicals for pests. Staff can help with reducing pests by not storing food or other items that attract pests, within their work space.

### **Workplace Violence Prevention and Weapons [GBNA](#) [GBJ](#)**

GBSD is committed to a safe environment for all employees, students and visitors to our schools. Threats, threatening behavior, physical confrontations or any other acts that can be deemed aggressive or violent will not be tolerated. Any acts that are considered

unsafe should be reported to the immediate supervisor and/or reported to local law enforcement as appropriate. Dangerous weapons or firearms are not permitted on school property under any circumstances, except for law enforcement officers.

## **Emergencies**

GBSD uses the Standard Response Protocol (SRP) for emergency response. This protocol involves the use of the commands, Lockout, Lockdown, Evacuate, Shelter and Hold to respond to a variety of emergency situations. This protocol is reviewed with staff and students on at least a yearly basis. In addition, students and staff participate in monthly safety drills for emergencies such as fire, earthquake, or dangerous persons. Further information can be found on the district website under the Safety Office tab.

[Safety Office](#)

## **Emergency Closings [EBCD](#)**

In the event of inclement weather or other needs for closure to the buildings staff will be informed via any of the methods also available to parents and the public. This may include an auto dialer, flash-alert messaging, school and district website and local media. [Emergency Closure Notification](#). School sites may also have a staff phone tree. Staff should consult their individual employee contracts for information about pay/leave during emergency closures.

## **Accident/Injury Reports [EBBB](#)**

Any accident resulting in an injury to a student, employee or volunteer while on school grounds will be reported immediately. The school staff will fill out an accident report that will be forwarded to the district safety officer for review. As appropriate the reports will be filed with OSHA. Staff that have injuries that result in a need for medical attention will be given the appropriate paperwork for a workers compensation claim.

## **Safety and Security [KK](#) [JEFA](#) [GCDA/GDDA](#)**

Safety of students and staff is the number one overriding principle of the school environment. To support this principle there are a variety of policies and expectations in place.

All staff and volunteers are expected to display their badge while in the school building.

School staff will be issued keys for their individual work spaces. Exterior building keys will only be issued to administrators and/or building maintenance staff.

All visitors to the school building must sign in and out at the school office and display a visitor badge while in the building. If a staff member sees an adult without a badge, please escort them to the school office to assure they are properly signed in.

School staff and volunteers are subject to fingerprinting and a background check before being allowed to work or volunteer with the district.

In work areas, personal property of a valuable nature should be locked up. Close and lock windows and doors at the end of the workday.

Outside doors should not be left open or propped open during the school day as that could allow access to unauthorized people.

### **Animals in the Classroom or on School Property [ING ING-AR\(1\)](#)**

Only service animals serving persons with a disability and animals approved by the superintendent or designee that are part of an approved district curriculum or co-curricular activity are allowed in district facilities. Employees who believe they have a valid need to have a service animal at work should consult with Human Resources prior to bringing an animal on school property.

If a teacher would like to bring in an animal for a limited period of time it must be directly tied to the current curriculum. All requests must be submitted to the principal and should include a description of the activity, type of animal, educational purpose/benefit, length of activity and a plan for the care of the animals. Additionally, if applicable, the request should include verification that the animal is properly and currently licensed with the appropriate inoculations. There must be an educational purpose or benefit to allow any type of animal in the school buildings. The principal or designee has the discretion to permit or deny the presence of any animal in the school.

Prior to approving the request, parents must be notified to determine whether any child has a health condition (such as allergies) that could be exacerbated by exposure to animals. Parents must be notified of the plans to have an animal in the classroom so that accommodations may be made for their student.

### **Bulletin Boards, Doors, Walls-Fire Codes**

According to state fire codes the following must be followed in terms of classroom or hallway decorations.

- Paper materials should be secured flat against the wall or bulletin board.

- Limit displays to 40 square feet with 3 feet between displays
- Displays cannot cover more than 20% of a hallway area
- Classroom doors cannot be covered in paper
- Materials suspended from the ceiling must hang at least 24 inches below the ceiling and be at least 18 inches from the sprinkler heads
- Items suspended cannot be low enough to interfere with exiting
- Ceilings cannot be covered with flammable materials (e.g. paper)

Violation of these standards causes a safety threat and could bring a significant fine to the school and District.

## **School**

### **Freedom of Expression and Studying Controversial Topics [IB INB INB-AR](#)**

Within their First Amendment rights students have freedom of expression in the educational setting. This includes freedom of student inquiry and expression, freedom of association, publications, displays and productions, and high school student journalists. In all cases the district requires that students exercise their rights fairly, responsibly and in a manner not disruptive to other individuals or to the educational process. Student speech and expression may be regulated to the extent that it creates a material disruption to the school environment, interferes with the rights of others, promotes or advertises drugs, alcohol or tobacco, or constitutes lewd, obscene and/or vulgar speech. Staff with questions about specific student speech or expression should consult their building administrator.

Studying issues that may reasonably be deemed controversial is, if presented appropriately, an important part of student learning. The basic goal in studying controversial questions should be to enable the student to develop techniques for considering such questions; techniques which the student will use in later life. In all cases the staff member leading this study should aim to present a fair, unbiased view of all sides of the issue without imposing their own views on the student. Before engaging on a planned study of controversial issues the educator should consult with their building principal.

### **Assessment of Students: State Requirements**

The Oregon Department of Education, in compliance with the United States Department of Education, requires various assessments be given to students on an annual basis. This may include assessments in English/ Language Arts, Mathematics, English Proficiency and Kindergarten Readiness. In all cases GBSD complies with the expectations around academic assessments of students.

## **Student Attendance**

Regular and consistent is one of the foundations for student achievement. Teachers are expected to take attendance of students, consistent with the rules for their level. Elementary student attendance is taken daily and for middle school and high school students, attendance is taken for each class period. State law requires that parents are notified by the end of the school day for any student that has an unexcused absence. It is expected that teachers and school staff work with families to assist students that are struggling to maintain regular attendance. Per state law, any student that is absent for 10 consecutive days must be withdrawn.

## **Communication-Language Access**

Our district is committed to providing all parents access to their student's education regardless of their home language. Using information provided by parents during the registration process we identify the most appropriate language for home communications.

Based on the number of Spanish speaking and Russian and Ukrainian speaking families in our district, we employ bilingual community liaisons to facilitate two-way communication and active engagement. In addition, we access telephonic language interpretation and schedule outside interpreters as needed to support families from all language backgrounds.

For further information about accessing interpreter and/or translation services please go to the district [Interpretation and Translation](#) webpage.

## **Complaint Resolution Process [KL KL-AR\(1\)](#)**

In the event of a complaint against an employee from the public or internally all efforts should be taken to resolve the complaint at the lowest level, ideally between the complainant and the accused party as appropriate. If that doesn't work there is a four-step process for the processing of complaints starting with the direct supervisor, moving to the area supervisor, the superintendent and the school board. Staff should consult their applicable collective bargaining agreement for any contractual provisions related to the processing of complaints.

## **Discrimination Complaint Process [AC-AR](#)**

In the event of a complaint regarding the interpretation or application of the District's nondiscrimination policy, the complaint may be oral or in writing. The principal will investigate and respond in writing within 10 days. There is an appeal process in place for review by the superintendent or school board as appropriate.



## **Conferencing with Families**

Teachers have designated days for formal parent-teacher conferences as outlined in the collective bargaining agreement. In addition to those times, it is expected that teachers will maintain communication with student families on a regular basis to support student learning. In general, remember that when interacting with families: be clear and honest with your information, have data to support your comments, do not discuss other students, listen carefully, and allow parents ample opportunity to talk. Classified staff should refrain from discussing students with families and should refer parent questions to the appropriate teacher.

## **Disciplining Students [JG JGD JFC JGE JFCA JGA JGDA/JGEA JGDA/JGEA-AR](#)**

In all cases effective student management and discipline starts with frequently teaching and reinforcing the expectations across all school settings. GBSD uses Positive Behavior Interventions and Supports (PBIS) as a basis for designing effective expectations, reinforcements and intervention strategies for student behavior.

In the event a student demonstrates behavior that warrants consequences, the procedures outlined in the [Parent/Student Rights and Responsibilities Handbook](#) will be followed. In all cases, prior behaviors, student age, disability and the circumstances surrounding the act will be considered when determining the interventions and consequences. Parents are to be considered partners in the process of student discipline and intervention design.

Corporal punishment of students is not allowed under any circumstances, including strenuous exercises that cause physical pain when the purpose of the exercise is used as a punishment.

## **Field Trips [IICA](#)**

Field trips can be an important way to extend learning outside of the school building. In all cases, field trips should have a direct link to the curriculum and an educational purpose. Written parent permission must be attained prior to the student leaving the building. Any field trip intended for an entire class or program, must be made accessible to every student in that class or program. Any field trip that includes out of state travel must be approved by the school board. When planning for a field trip, refer to the procedures in your building, which includes transportation requests, meal requests and informing all relevant staff.

## **Fund-Raising and Merchandise Sales in Schools [IGDF IGDF-AR](#)**

Fund-raising is a common way to supplement student activities and clubs within the school setting. Before any fundraising campaign is started, the club or parent organization must submit a plan to the building principal. The plan will include the type

of fundraiser, the purpose for the funds, the plan for collecting and depositing the funds, a timeline for the event and a plan to minimize the disruption to the school day. The principal or designee has final approval for any school fundraiser.

### **Guests and Presenters**

Students can benefit from guest speakers and presenters. In all cases the school principal should have prior notice that a guest speaker or presenter is coming to talk with students. In the event that the guest will be speaking on potentially controversial issues, prior notice should be provided to parents. All guests to the building are expected to follow the sign in and out procedures for the building and will wear a visitor badge. Under no circumstances should the guest be left alone with any students. Guests that will be regular volunteers within the school must complete a volunteer application and background check.

### **Homework**

Homework can be an important extension of classroom learning. All homework must allow for equitable access of resources for students. Parents should be informed of the homework expectations for each class. The amount of homework will take into account the student's age, abilities and access to materials and resources.

### **Instructional Materials-Ownership [GCQBA](#)**

Anything purchased with building, District, PTA, Foundation, or grant funds belongs to the school and is not to leave the building when a teacher changes schools or districts. It is expected that staff members will readily share District materials with their colleagues. Any instructional materials developed during the workday are the property of GBSD.

### **Copyrighted Material-Books, Movies, Websites [EGAAA EGAAA-AR](#)**

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies. Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, is a serious offense against federal law and contrary to the ethical standards required of staff and students alike. Violations may result in criminal or civil suits. The Board therefore requires that all reproduction of copyrighted material 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.

The rules of use for copyrighted materials are complex and employees who are considering the use of copyrighted materials are strongly encouraged to consult the

Administrative Rules for use.

Books/workbooks: Examples of inappropriate and/or impermissible copying of materials include, but are not limited to:

- reproducing class sets of student workbooks without permission
- copying sheet music without written permission
- copying chapters or sections of books over 2500 words (as opposed to a passage or section)

Movies/videos: Movies can provide educational value when used along with other curriculum and teaching materials.

- Movies shown in the classroom must have a direct correlation to a lesson plan and be part of direct supervised instruction.
- It is not appropriate to show movies solely for entertainment purposes in classrooms, auditoriums or gyms, or during recess or classroom parties. Doing so violates copyright law.
- Showing films for entertainment or reward requires a license or permission. It is better to find alternative ways to reward or entertain students during these occasional events.

Background music on staff or student produced videos: It is popular to produce short videos that may be shared on a school website, You Tube or other social media.

- It is not allowed to use copyrighted songs on these videos without permission from the owner or creator.
- Instead videos that are going to be shared on social media can use music from royalty free sources.

### **Substitute Folder**

At the beginning of each school year employees that are responsible for student instruction and supervision should prepare a substitute folder. For teachers the folder should include lesson plans that can be used on any day in the event the teacher was not able to prepare specific plans, emergency protocols for students, student management plan for the classroom, seating charts, daily schedule, information on emergencies or emergency drills such as evacuation maps, and names of colleagues that may be able to assist. For educational assistants the folder should include a daily schedule, instructions for any student supervision duties, and names of colleagues that may be able to assist. In all cases it is also helpful to include a school map that highlights adult restrooms, work room, and staff room as well as extension numbers for the office and staff that can provide support for student management.

## **Volunteers [HCC](#)**

Volunteers in school provide many important services and allow students to experience a connection with the community. All volunteers in the school district must fill out a volunteer application and undergo an in-state criminal records check every two years. Information and the application can be found on the district [Volunteer Website](#).

Staff that invite volunteers to help in the school setting need to provide the volunteers with specific tasks for their time in the building. For the safety of the students as well as the volunteers the following guidelines are to be followed.

- Volunteers should work with students in a public setting, in classrooms with teachers and others, in hallways where people frequently pass, or in groups.
- Physical contact between a volunteer and students should be avoided. Hugs in the primary grades can be accepted, but should be initiated by the student.
- Relationships outside of school between volunteers and students with whom they work should be discouraged and occur only with parent permission.

It is important to show volunteers where the adult restrooms are located and how to use any equipment (copy machines, laminators etc.) that they may be asked to use. Remember to inform your volunteers of any changes to the school schedule and to thank them frequently for their services.

## **Pledge of Allegiance [INDB](#)**

Oregon state law requires schools to provide students with an opportunity to say the Pledge of Allegiance at least once during each school week. Students who do not participate in the salute must maintain a respectful silence during the salute.

## **Medications Administered to Students [JHCD/JHCDA](#) [JHCD/JHCDA-AR](#)**

Administering a medication to a student and/or permitting a student to self-administer a medication, may be necessary when the failure to take such medication during school hours would prevent the student from attending school. In addition, some students require regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis or a need to manage hypoglycemia, asthma or diabetes. For these reasons the school may administer medications to students or students may be allowed to self administer medications, including injectables as prescribed.

The district will designate personnel to administer medication. The personnel will have their first aid and CPR certification. Annual training in medication administration shall

be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE).

To receive any medication at school, a written, signed request from the parent or guardian must be submitted to the school office. Additionally, for prescription medication written prescriber direction must be received. All medication must be brought to school in its original container and deposited with the secretary, health assistant or school nurse. It will be kept in a locked area with the student's name. Controlled medication, tranquilizers, Ritalin® received at school must be counted by 2 designated staff and documented on the student medication record by both persons. Any discrepancies will be reported to the parent/guardian, nurse and the administrator immediately.

It is required that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy or a need to manage asthma, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.

With parent permission and permission from the building principal, a student may carry and self administer medication deemed necessary during the school day.

When planning for field trips, student medication needs must be taken into account. A trained person must be on the field trip to administer the medication at the prescribed time. Students who have chronic conditions such as asthma, diabetes, life threatening allergies, and adrenal crisis must have trained personnel and medications available while on the field trip. Teachers who are planning field trips are encouraged to plan well in advance and consult with the school nurse to accommodate any medication needs of students. Medication administration training is available to staff on a yearly basis.

## **Student Safety and Wellness**

### **Child Abuse Prevention and Reporting [JHFE JHFE-AR\(1\)](#)**

All district employees are mandatory reporters and are mandated by Oregon Revised Statute (ORS) 419B.010. to report any suspected child abuse to DHS. This applies to any children that the employee comes into contact, within the school setting or outside of the workplace. Staff are to report the suspected abuse to the Department of Human Services (DHS) or law enforcement. When making the report the staff member will include all information that is known including names and addresses of the child and the parents of the child or

other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator.

When an employee is making a report on a GBSD student the employee will fill out a Child Abuse reporting form. That form is to be turned into the school principal. Child Abuse reporting forms are not be kept in the cumulative file of the students. On a yearly basis, employees review child abuse reporting as part of the Safe School Training at the beginning of the school year.

### **Physical Restraint and Seclusion [JGAB JGAB-AR](#)**

Physical restraint may only be used in very limited circumstances when the student is displaying a reasonable risk of physical or bodily injury to themselves or others and less restrictive measures are not effective. Only staff who have current training in the Mandt System may implement physical restraint or seclusion except in an unforeseeable emergency circumstance, and only approved Mandt techniques may be used. Mechanical restraints and prone restraints (face down on the floor) are prohibited. For each incident of physical restraint or seclusion, staff must complete an online report. Parents must be given same day notice, a copy of the incident report, and notice of a debriefing meeting to be held within two school days.

### **Custodial and Non-Custodial Parents**

School staff are expected to work with families, **including situations** in which the parents are divorced or separated. In all cases, school staff will follow all court ordered custody and parenting plans. Parents are responsible for providing these plans including any revisions.

For situations where parents have been awarded joint custody, both parents retain the same rights under the law to make decisions for their child. Situations may arise in which the parents disagree about a situation involving the student and try to give staff conflicting direction about the student. In those situations, the staff will follow the court orders, if any exist, and should consult their building administrator.

Unless prohibited by court order, the parent with whom the child does not primarily live (the "non-custodial parent") shall have access to school processes to the same extent as the other parent. This includes:

- inspecting and receiving school records
- consulting with teachers
- attending school events
- receiving school printed communications (i.e. class newsletter, school bulletin)
- visiting the school
- volunteering at the school

In family disputes, avoid taking sides, giving opinions, or providing information to one parent about the other parent. Staff should not write letters of support for either parent in disputes. Furthermore, staff should not discuss students or meet informally with attorneys representing parents without first receiving prior approval from their building administrator. Staff are sometimes subpoenaed in child custody cases, which is a formal court process that allows both parties to ask questions of the staff person at the same time. When this occurs, staff should only answer the questions they know the answer to, and should be factual based on attendance, grades, behavior at school, etc. Even if subpoenaed, staff should not reveal conversations they've had with students concerning their parents (unless the information gives rise to a mandatory report), give opinions about who is the better parent, where they think the child should live and those types of questions. Staff members are encouraged to consult with their building principal and/or the Human Resources Department if there are any questions about these situations.

### **Releasing Students to Parents**

During the school day, students will only be released to parents or other approved caretaker after the parent or caretaker has checked the student out through the office. This allows the office staff to confirm that the adult is allowed to have the child released to their custody. Parents/caretakers are not to come to the classroom to pick up the student. Always wait for a call or note from the office to release the student from class.

### **Religious and Cultural Beliefs [IGAC](#)**

Expression of a particular cultural or religious nature initiated by students is usually acceptable in a school setting. If parents object to a particular part of the curriculum on the basis of religious or deep-seated moral beliefs, they may offer an alternative activity for that particular portion of the curriculum. Observance of holidays of a religious nature should be limited in schools so as not to exclude or discriminate against students with differing belief systems.

## Media and Social Media

### Media Communications [JOD](#)

GBSD recognizes the importance of sharing stories with local media including newspapers and TV stations. The building principal or immediate supervisor can give permission for access to the school to highlight positive stories. The district's [Communications and Community Relations](#) office can offer further guidance on working with local media.

### Social Media Acceptable Use [GCAB-AR](#)

GBSD supports the use of District or school-related social media to communicate with families and the community. Through the [Communications and Community Relations](#) office, schools have access to official social media accounts for the building. The building principal will designate people that may post content to these pages.

Staff have every right to have their own personal social media accounts. Staff should strongly consider having separate accounts for personal and professional use. Staff members should not "friend" current students or families unless the purpose of the account is school-related in nature. Staff members while on or off duty will treat fellow employees, students (and their families) and the public with respect while posting on social media in order to prevent substantial disruption in school.

### Computers, Internet, Email and other Resources

The District provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, email, text messaging, or any other District-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be professional and respectful. All use of District-provided communications systems, including email and internet use, should conform to our District guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest policies.

Because e-mail, telephone and voicemail, and internet communication equipment are provided for District business purposes and are critical to the District's success, your communications on school-owned or provided systems and devices may be accessed without notice by the District to ensure compliance with this guideline or for any District purpose. Even if you delete an email, voicemail or other communication, a copy may be archived and may be considered a public record on the District's systems.



# Technology Guidelines

## Technology Support

Directions for accessing technology support can be found on the district [Technology Services](#) page.

## Employee Acceptable Use of Computers [IIBGA-AR](#) [Acceptable Use Policy](#)

The GBSD Administrative rule and Acceptable Use Packet is designed to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (“CIPA”). By using the network, users have agreed to all associated board policies and administrative directives.

## Use of District Equipment [EDC](#) [EDC-AR\(1\)](#)

District equipment, including computers, will be checked out to employees consistent with their job description. It is expected that the employees will exercise sound judgment and care of the equipment. The equipment is only for work appropriate uses. For most district issued computers, they will be turned in over the summer months. They will be reissued before returning to work in the fall.

## Stolen, Lost or Damaged Technology

In the event of a computer being lost or stolen it should be reported to your immediate supervisor immediately. Your supervisor will work with you and the Technology Services Department on the appropriate next steps. If your computer is damaged or not working access support on the [Technology Services](#) page.

## Phishing, SPAM, and Reporting of Cyber Breaches

The GBSD Technology Services department has cybersecurity awareness training available for all staff. These resources can be found on the [Security Awareness](#) link on the District website. Suspected Phishing schemes should be reported to the Technology Services department by [reporting the email as phishing](#). To reduce the number of Spam emails, the district email system has a [button for reporting Spam](#).

# Finance

## Cash Handling

Throughout the year staff may collect funds from students for field trips, Outdoor School, fundraisers, etc. Staff members should secure cash and checks in a locked,

safe place during the day and turn in all cash and checks to the front office each day after school. Staff should keep a careful record of the students who paid and the reason, so that the secretary or bookkeeper can ensure funds are credited to the proper accounts and attributed to the proper students. Staff are to keep a log of the amount turned into the office each day and the Head Secretary or Bookkeeper will provide a receipt for the money turned in each day. The Head Secretary or Bookkeeper are responsible for the prompt deposit of the money or to turn it over to the District Office for deposit.

### **Fees for Students [JN](#)**

No student will be denied an education because of their inability to pay supplementary fees. No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment. All student fees and charges, both optional and required, will be listed and described annually in written form, and available to each student. Students will be advised of the due dates for such fees and charges as well as possible penalties for failure to pay them. In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid.

### **Links to Employee Contracts and GBSD Board Policies and District Website**

Board Policy <https://policy.osba.org/gbsd/>

Classified Employee Collective Bargaining Contract [OSEA Contract](#)

Certified Employee Collective Bargaining Contract [GBEA Contract](#)

[District Website](#)