



# PAP-F020 – SALEM-KEIZER PUBLIC SCHOOLS PRACTICUM STUDENT/MENTEE POLICY AGREEMENT

## WORK INSTRUCTION

### POLICES AND PROCEDURES

#### SUMMARY

Below you will find highlights regarding appropriate interactions and boundaries with students. More detailed information is contained within the brochure.

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

DOB \_\_\_\_\_ University Name \_\_\_\_\_

1. Keep the focus of your conversations and interactions with students on academics and school events as opposed to personal matters.
2. Talk with your school district supervisor before conversing electronically with any students. It would not be appropriate for a volunteer, practicum student or mentee to “friend” a student on a personal social networking site or text with a student. Information regarding a ParentSquare, a district-approved program that allows for communication that is saved and restricted is available on the district website (<https://salkeiz.k12.or.us/students-families/technology/parentsquare-studentsquare>) or through your cooperating teacher.
3. Avoid working alone with one student. Instead, work in a group or in a common area of the school such as a library.
4. Talk with the school administrator before meeting with any students outside of school. If there is a legitimate educational purpose and the school administrator approves, they will assist with setting the parameters of the event (e.g., having multiple school employees present).

#### ASSOCIATED DOCUMENTS

1. Safe and welcoming Schools
2. **INS-A001** - Discipline: Students
3. **INS-A003** - Hazing, Harassment, Intimidation, Bullying, Cyberbullying and Menacing; Student
4. **INS-A013** - Teen Dating Violence and Domestic Violence
5. **PAP-A001** - Child Abuse and Sexual Conduct
6. **HUM-A019** - Solicitation
7. **HUM-A021** - Duties of Employees
8. **HUM-A018** – Workplace Harassment
9. **HUM-A016** - Drug, Alcohol, and Tobacco Free Workplace
10. **HUM-A003** - Computers, Mobile Devices, Network, Email, and Social Media Accounts: Staff Use
11. **HUM-P012** - Sexual Harassment Complaint: Employees and Third Parties
12. **HUM-A029** - Sexual Harassment
13. **HUM-P010** - Use of Private Vehicles by Staff for Student Transportation
14. **ADM-A003** - Drug, Alcohol, and Tobacco Free School District
15. **PAP-A004** – Practicum Student/Mentee Release and Authorization
16. **PAP-W006 WEB** - Maintaining Appropriate Staff/Student Boundaries

#### INSTRUCTION

My signature confirms that on the date below, I received and read an electronic copy of the policies and handouts listed on this form. I understand that I am responsible for following all Salem-Keizer School District policies and procedures.

Please sign and email this page only to: [dixon\\_brenda@salkeiz.k12.or.us](mailto:dixon_brenda@salkeiz.k12.or.us)

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Safe and Welcoming Schools

The School Board's Safe and Welcoming Schools Resolution affirms Salem-Keizer's commitment to creating an inclusive environment for ALL STUDENTS. Find the School Board's resolution at [www.salemkeizer.org](http://www.salemkeizer.org). Following are paraphrased policies that describe how school staff address harassment, bullying, law enforcement investigations, etc. To see a full copy of a policy, please contact your school office, or click the policy titles below.



## Harassment, Intimidation, Bullying, Cyberbullying, Menacing Policy (INS-A003)

- > Hazing, harassment, sexual harassment, bullying, cyberbullying, intimidation, menacing will not be tolerated.
- > Students who violate the policy will be disciplined.
- > Staff must report incidents to the principal.
- > Everyone is encouraged to report incidents to the principal.



## Immigration Officials and Other Non-Local Law Enforcement Policy (INS-A035)

- > Officials must present verifiable identification.
- > Officials can't remove a student from school without a warrant.
- > If a warrant, subpoena or authorization from a parent or guardian is presented, the principal will contact the district's attorney.
- > Student records are confidential.



## Investigation by Local Law Enforcement Policy (INS-A033)

- > Police are asked to contact the principal before questioning a student during school hours.
- > Police are expected to follow all procedures prescribed by law when questioning a student.
- > Police or government officials cannot take a student from a school without a court order, making an arrest, a protective custody order, or permission from the parent or guardian.



## Complaints & Resolution Process Policies (ADM-A005, ADM-P008)

- > The district is committed to resolving complaints in a timely manner through direct, informal communication.
- > If not resolved through the informal process, a formal complaint can be filed.
- > Contact the principal to start the formal process.

## Equity Policy (ADM-A010)



- > All students will have access to high-quality education regardless of their backgrounds.
- > The district will strive to create safe and inviting schools for all students and families.
- > Salem-Keizer Public Schools' staff will ensure the learning environment is free of disruption.
- > No student will be excluded from or discriminated against in a district educational program, activity or service.

Our Vision: All students graduate and are prepared for a successful life.



Questions?  
Please contact your school principal.



# INS-A001 DISCIPLINE: STUDENTS

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## ADMINISTRATIVE POLICY

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## INSTRUCIONAL SERVICES

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### SUMMARY

This policy applies to classroom management and student behavior to and from school, on and off campus during regular school hours, in all classrooms and at other activities sponsored or cosponsored by the school or District regardless of whether such activities are held in or out of the classroom, in or out of the school building, on or off the school grounds, and during or outside the regular school year, including summer school.

### INSTRUCTION

The District, through the discipline policy and procedures, and in partnership with students, family, community, and schools, works to hold students accountable for their behavior so they can become high school graduates, contributing citizens and productive workers, which is consistent with the District's vision and mission.

1. These policies and procedures are designed to protect the safety, rights, and responsibilities of students, parents, volunteers, and employees.
2. Every reasonable effort will be made to transform unacceptable student behavior into acceptable behavior.
3. The age of a student and the past pattern of behavior of a student shall be considered prior to suspension or expulsion of a student.
4. Administrators have the flexibility to determine disciplinary consequences (see INS-P028)
5. Each teacher shall be in charge of his/her classroom and shall establish and enforce reasonable rules for the proper management of students.
6. In accordance with ORS 339.250, no pupil will be willfully subjected to physical pain as a result of disciplinary action.
7. An employee or volunteer may, after first attempting nonphysical alternatives, use reasonable physical force upon a student in one or more of the following circumstances:
  - a. Restraining a student from continuing a course of conduct which is destructive of the person or property of another.
  - b. Protecting the person of the employee or volunteer from physical injury.
  - c. Removing a student from the location of a disruption involving the student.
  - d. Transporting the student to an office or other designated area of the school to meet with school administrators or other appropriate personnel.
8. A student whose conduct or behavior violates District policy, procedure and/or code of conduct provisions will be subject to discipline up to and including expulsion in accordance with the District's administrative policies and procedures.
  - a. Students may be denied participation in extra- and co-curricular activities, and titles and/or privileges available to or granted to students may be denied and/or revoked. Examples include but are not limited to valedictorian; salutatorian; student body, class, or club office positions; field trips; or ceremonies and/or activities related to graduation, athletic events, and school sponsored dances or parties (including prom).

- b. A referral to law enforcement may also be made.
- 9. These rules and procedures are shared with parents, staff, and students annually.
- 10. Implementation of discipline procedures should include a process for local schools and District administration to regularly review the following:
  - a. Current status of discipline and student behavior.
  - b. Positive and negative concerns of staff, parents, or other person in parental relationship, and students.
  - c. Procedures for communicating effectively with staff, parents, or other person in parental relationship.
  - d. Annual assessment of the application of the District policy and school procedures.
- 11. The superintendent shall develop administrative procedures to ensure compliance with state and federal legislation and the student's due process rights, including the right of appeal for suspension and expulsion.

#### **APPLICABILITY**

-All SKPS Students

#### **ASSOCIATED DOCUMENTS**

[INS-P028-Discipline Procedure](#)

[INS-P029-Expulsion Procedure](#)

#### **APPROVAL AUTHORITY**

Deputy Superintendent

#### **REVISION HISTORY**

09/16/2013 – Approved by Cabinet

05/20/2024 – Moved to new template



# INS-A003 HAZING, HARASSMENT, INTIMIDATION, FULLYING, CYBERBULLYING AND MENACING: STUDENT

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## ADMINISTRATIVE POLICY

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## INSTURCTIONAL SERVICES

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### SUMMARY

Salem-Keizer School District is committed to providing an environment where students can study, participate in school-sponsored activities and work in an environment that is free of hazing, harassment, intimidation, discrimination, bullying, and menacing. This policy includes language required by Oregon Revised Statutes and Oregon Administrative Rules.

### DEFINITIONS

1. **Hazing:** Any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment.
2. **Harassment, Intimidation or Bullying:** Any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on, or immediately adjacent to, school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop. Harassment, intimidation, and bullying may be based on, but not limited to, the protected class status of a person, and have the effect of:
  - a. Physically harming a student or damaging a student's property
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or
  - c. Creating a hostile educational environment, including interfering with the psychological well-being of a student
3. **Cyberbullying:** Use of any electronic communication device to harass, intimidate or bully. Communication of this form which occurs off school grounds but disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying.
4. **Menacing:** Any act which is intended to place a student in reasonable fear of imminent serious physical injury.
5. **Discrimination:** Incidents of hazing, harassment, intimidation, bullying, cyberbullying, and menacing may be based on, but not be limited to, the protected class status of a person.
6. **Protected Class:** A group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status, source of income or disability.
7. **Sexual Orientation:** an individual's actual or perceived heterosexuality, homosexuality, bisexuality.
8. **Gender Identity:** an individual's gender-related identity, appearance, expression, or behavior, regardless of whether the identity, appearance, expression, or behavior differs from that associated with the gender assigned to the individual at birth.

## INSTRUCTION

1. Acts of hazing, harassment, intimidation, bullying, cyberbullying, and menacing will not be tolerated by student to student, staff to student, or student to staff.
2. Students are expected to behave in such a way that promotes a positive education environment.
3. All district employees shall immediately report incidents to the school administrator.
4. Any person who has witnessed or has reliable information about an incident is encouraged to make a report, including an anonymous report, directly to the school administrator.
5. The school administrator shall receive and investigate reports according to procedures developed by the Superintendent.
  - a. The school administrator will make notifications to parents/guardians consistent with [INS-P006](#).
  - b. If the concern involves a bias incident or a symbol of hate, the school administrator will follow the steps outlined in District Policy [ADM-A012](#).
6. A person may request the District to review the actions taken by staff in responding and/or investigating a report by filing a written request with the Superintendent. Requests must be submitted within 10 working days of the person receiving notification of the findings of the investigation.
7. If an individual is found to have violated this policy, the District will take appropriate corrective action with a focus on educating the individual regarding the impact of their actions with appropriate, non-punitive remedial measures.
  - a. Students whose behavior is found to be in violation of this policy may be subject to disciplinary actions as specified by the District's Student Discipline policy and procedure.
  - b. An employee who violates this policy may be subject to disciplinary action up to and including termination.
8. Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of District policy.
9. A student found to have falsely accused another as a means of reprisal, retaliation, or as a means of hazing, harassment, intimidation, bullying, cyberbullying, or menacing, shall be subject to disciplinary actions as by the District's Student Discipline policy and procedure.
10. Information related to the prevention of, and the appropriate response to, acts of hazing, harassment, intimidation, bullying, cyberbullying, and menacing will be incorporated into training programs for students and school employees.
11. This policy shall be made available at School District 24J schools and on its website. A copy of this policy at least 8.5" x 11" in size shall be posted in all Middle and High Schools.
12. The district has adopted a separate policy for Teen Dating Violence ([INS-A013](#)), which delineates the definitions, expectations for students, reporting and discipline processes.
13. The district has adopted a separate policy for Sexual Harassment ([HUM-A029](#)).

## APPLICABILITY

- All SKPS Students & Staff

## **ASSOCIATED DOCUMENTS**

[-INS-P006-Investigating Reports of Student Hazing, Harassment, Intimidation, Bullying, Cyberbullying and Menacing](#)

[-ADM-A012- Bias Incidents and Symbols of Hate \(All Students Belong\)](#)

[INS-A013-Teen Dating Violence](#)

[HUM-A029-Sexual Harassment](#)

## **APPROVAL AUTHORITY**

-Deputy Superintendent

## **REVISION HISTORY**

05/14/2024 – Updated INS-P012 to INS-P006 under Policy 5.a

05/20/2024 – Moved to new template



# INS-A013 TEEN DATING VIOLENCE AND DOMESTIC VIOLENCE

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## ADMINISTRATIVE POLICY

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## INSTRUCIONAL SERVICES

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### SUMMARY

Salem-Keizer School District is committed to providing all students with an educational experience where they can study, participate in school-sponsored activities, and learn in an environment that is free of teen dating violence. This policy includes language required by Oregon Revised Statutes and Oregon Administrative Rules.

### DEFINITIONS

1. Dating or Dating Relationship: An ongoing social relationship of a romantic or intimate nature between two persons. This does not include a causal relationship or ordinary fraternization between two persons in a business or social context.
2. Teen Dating Violence: A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
3. Domestic Violence: Abuse between family and household members as defined in Oregon Revised Statute 107.705.
4. Abuse: The occurrence of one or more of the following acts between family or household members: attempting to cause or intentionally, knowingly, or recklessly causing bodily injury; intentionally, knowingly, or recklessly placing another in fear of imminent bodily injury; causing another to engage in involuntary sexual relations.
5. Family or Household Members includes the following: Spouses; former spouses; adult persons related by blood, marriage, or adoption; persons who are cohabitating or who have cohabitated with each other; persons who have been involved in a sexually intimate relationship with each other within two years immediately preceding the filing of one of them of a petition under ORS 107.710; unmarried parents of a child.

### INSTRUCTION

1. All students have the right to a safe learning environment. Teen dating violence is unacceptable and is prohibited at school, on school grounds, at school-sponsored activities, and in vehicles used for school-provided transportation.
2. Students are expected to behave in such a way that promotes a positive education environment.
3. All district employees shall immediately report incidents of teen dating violence that take place at the school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation to the school administrator.
4. An employee who violates this policy may be subject to disciplinary action up to and including termination.
5. Any person who has witnessed or has reliable information about an incident is encouraged to make a report, including an anonymous report, directly to the school administrator.

6. Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of District policy.
7. The school principal shall receive and investigate reports in accordance with the District's Administrative Procedure [INS-P006](#).
8. Students whose behavior is found to be in violation of this policy will be subject to disciplinary actions specified by the District's Student Discipline policy and procedure.
9. A student found to have falsely accused another of teen dating violence is subject to disciplinary actions specified by the District's Student Discipline policy and procedure.
10. Education about teen dating violence and domestic violence shall be incorporated into instructional programs for students in grades seven through twelve and school employees.
11. As required by ORS 409.292, posters provided by the Oregon Department of Education regarding domestic violence will be posted in clearly visible locations in all school buildings.
12. Information contained in this policy will be posted on the District website and included in parent/student handbooks.

### **APPLICABILITY**

-All SKPS Staff & Students

### **ASSOCIATED DOCUMENTS**

[INS-P006-Investigating Reports of Student Hazing, Harassment, Intimidation, Bullying, Cyberbullying and Menacing](#)

### **APPROVAL AUTHORITY**

-Executive Admin

### **REVISION HISTORY**

02/22/16 – Approved by Cabinet

05/20/2024- Moved to new template



# PAP-A001-CHILD ABUSE AND SEXUAL CONDUCT

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## PROCEDURE

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### PREVENTION AND PROTECTION

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#### SUMMARY

School District 24J leadership is committed to preventing child abuse through community awareness and engagement in preventive efforts. This policy includes language required by Oregon Revised Statutes

#### INSTRUCTION

1. Child abuse and sexual conduct of students by District employees, contractors, agents, or volunteers and child abuse by students is not tolerated.
2. All District employees are mandatory reporters of sexual conduct and child abuse.
3. All District employees, contractors, agents, volunteers, and students are subject to this policy.
  - a. Any District employee who suspects, observes signs, or becomes aware of any of the following shall immediately report the information to a law enforcement agency or the Department of Human Services (DHS) as required by ORS 419B.010 and 419B.015.
    - i. Physical abuse
    - ii. Sexual abuse and sexual exploitation
    - iii. Neglect
    - iv. Mental injury and abandonment
    - v. Threat of harm
  - b. District employees may not inform parents of such reports.
    1. Any District employee who suspects, observes signs, or becomes aware that another District employee, contractor, agent, or volunteer has engaged in child abuse and/or sexual conduct, shall report their suspicions to the school administrator (principal or assistant principal) immediately after making their mandatory report to DHS or law enforcement. The school administrator reports the information to the Executive Director of Human Resources and the Prevention and Protection Coordinator.
      1. If for any reason the employee cannot make a report to the school administrator, or if the school administrator is the suspected abuser, the employee shall report their suspicions to the Executive Director of Human Resources and the Prevention and Protection Coordinator.
      2. The Executive Director of Human Resources and Prevention and Protection Coordinator will follow the procedure, "Reports of Suspected Child Abuse or Sexual Conduct" – PAP-P001, and work instruction, "Child Abuse and Sexual Conduct by District Employees, Contractors, Agents or Volunteers" – PAP-W018.
  - c. The District shall post in each school building:

- i. The name and contact information of the school administrator designated to receive reports of suspected child abuse and sexual conduct by District staff, contractors, agents, or volunteers, and suspected child abuse by students.
    - ii. The contact information for making a report of suspected abuse to a law enforcement agency, the Department of Human Services or a designee of the department as required by ORS 419B.010 and 419B.015 and a statement that the duty to report abuse is in addition to any requirement to make a report to a school administrator.
    - iii. The contact information for the Executive Director of Human Resources and Prevention and Protection Coordinator.
    - iv. The contact information for the District K-12 Office and District Sexual Incident Response Coordinator (for reporting student to student issues only).
    - v. A reference to the procedures that will be followed upon receipt of a report.
  - d. The initiation of a report submitted in good faith about suspected child abuse or suspected sexual conduct may not adversely affect any terms and conditions of employment or the work environment of the person who initiated the report or who may have been subjected to abuse or sexual conduct.
  - e. Neither the District nor any school employee shall discipline a student for initiation of a report in good faith about suspected child abuse or sexual conduct by a District employee, contractor, agent, or volunteer, or suspected child abuse by a student.
4. The Superintendent or designee shall notify the person who was subjected to the suspected abuse or suspected sexual conduct upon request about any actions taken by the District based on the report as allowed by state and federal law.
  5. The Superintendent or designee will establish rules, manuals, procedures, work instructions and forms to be used in the child abuse and sexual conduct reporting process.
  6. The Superintendent or designee shall train school employees each school year on the prevention and identification of child abuse and sexual conduct, appropriate electronic communication with students, and the obligations of school employees under ORS 419B.005 to 419B.050 and this policy.
  7. The Superintendent or designee shall provide to contractors, agents, and volunteers each school year information on the prevention and identification of child abuse and sexual conduct, appropriate electronic communication with students, and the obligations of school employees under ORS 419B.005 to 419B.050 and this policy.
  8. The Superintendent shall make training available each school year to parents and legal guardians of students attending the District and contractors, agents, and volunteers, which is separate from that given to District employees.
  9. The Superintendent shall make a training that is designed to prevent abuse and sexual conduct available to students of the District each school year.

## **ASSOCIATED DOCUMENTS**

[PAP-P001](#)-Reporting Suspected Child Abuse or Sexual Conduct

[PAP-P011](#)-Child Abuse Investigations

[PAP- W018](#)-Investigations of Child Abuse and Sexual Conduct by District Employees, Contractors, Agents, or Volunteers

[PAP-W006](#)-Maintaining Appropriate Staff - Student Boundaries

## **APPROVAL AUTHORITY**

Executive Director of HR

## **REVISION HISTORY**

03/19/10 – Approved by Cabinet

06/18/12 – Summary - significant changes made. Added verbiage regarding the reporting of child abuse/sexual conduct by school employees or students. Users should review in its entirety.

08/26/19 – Revised

12/2/19 – Major revisions to entire document

05/20/2024 – moved to new template



# HUM-A019 SOLICITATION

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## ADMINISTRATIVE POLICY

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### HUMAN RESOURCES

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#### SUMMARY

Solicitation in District facilities is permitted outside designated times if the solicitor is invited by an authorized employee or student, attendance is voluntary, and proper authorization is obtained. Sales for District-approved programs like concerts and athletic events are exempt from this policy.

#### INSTRUCTION

Solicitation of staff or students by anyone is prohibited during employment or classroom time.

1. Solicitation of staff and students may be allowed in District facilities at times other than those outlined in (above), subject to the following conditions:
  - a. The solicitor is invited to make a presentation by an employee or student and the facility utilized is in control of the employee or student who has received authorization for use of the facility.
  - b. No employee or student is required to attend any solicitation presentation.
  - c. District resources, other than facilities, may be expended for the program only as authorized by the Superintendent.
  - d. The building principal or the Superintendent or his/her designee is responsible for authorizing the presence of any solicitor in District facilities.
  - e. Solicitation of an illegal nature is prohibited.
2. The sale of tickets or products for District approved programs such as concerts, athletic events, drama productions, food services, and associated student body stores and activities are exempt from this policy.

#### APPLICABILITY

-All SKPS Staff

#### APPROVAL AUTHORITY

-Deputy Superintendent

#### REVISION HISTORY

11/17/2011 – Document Approved

05/20/2024- Moved to new template, added summary



# HUM-A021-DUTIES OF EMPLOYEES

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## ADMINISTRATIVE POLICY

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### HUMAN RESOURCES

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#### SUMMARY

The Duties of Employees Policy outlines the responsibilities and expectations for all staff, including maintaining professionalism, adhering to District standards, and contributing to a positive and productive work environment.

#### INSTRUCTION

1. All employees:
  - a. Each employee will know and carry out those duties prescribed by the laws and administrative rules of the state of Oregon and District policies, procedures, and work instructions.
  - b. Each employee shall conduct himself/herself to promote an atmosphere free from discrimination, harassment, prejudice, and racism.
  - c. Each employee will perform duties in order that the school operation may be conducive to effective learning and will use reasonable precautions to ensure a safe, pleasant, and healthful environment for pupils and employees.
  - d. Each employee, with the exception of the Superintendent, will be placed in a subordinate relationship to a designated supervisor.
  - e. Each employee shall keep records as prescribed by the administrative staff and the building principal and shall file them as directed.
  - f. Each employee shall use reasonable control over pupils going to and from school and on school premises in accordance with the District's student discipline policy.
  - g. Each employee shall administer the District student discipline policy in a fair and uniform manner.
  - h. An employee shall not allow a student to leave school except with the permission of the principal or his/her designee.
  - i. An employee will send students only on errands which relate to the educational process.
  - j. Each employee shall report promptly to the principal any accident or serious illness affecting students in his/her charge, or any incidents of serious consequence which occur which might affect the school or the teachers or students therein.
  - k. An employee shall furnish a list of names or addresses of students or employees to anyone other than District administrators only in accordance with District policy.
  - l. An employee shall permit advertisements or notices of concerts, lectures, and other entertainment to be read or distributed to students on any school premises, and solicitation of students by agents or salespersons at a time that students are under the control of the school, only as approved by the school administrator, and as directed by the Superintendent or his/her designee.
  - m. Each employee shall be responsible for the care of District equipment, materials, or furnishings used in connection with the performance of his/her duties.
  - n. Each employee shall attend meetings or in-service training sessions as required by his/her supervisor or by the Superintendent.

- o. Each employee shall maintain good and timely attendance. Excessive absences or tardiness may be grounds for disciplinary action.
  - i. Unacceptable attendance could be indicated by a pattern of misuse or overuse of leave provisions or falling into unpaid status.
    - 1. For example: absence totals in excess of 40 hours in a year or absences exceeding more than one day per month as averaged over the year might create such a concerning pattern of attendance.
  - ii. Absences taken as part of the Family Medical Leave Act, Oregon Family Leave Act (FMLA/OFLA), or Oregon Sick Time Law (SB 454) (first 40 hours of absences), are protected and will not be used to measure unacceptable attendance.
- p. Each employee who must be absent from duty shall notify his/her supervisor of the expected absence not later than one (1) hour before the beginning of his/her scheduled work shift. The employee shall notify his/her supervisor regarding the employee's return to duty in accordance with the instructions of the supervisor.
- q. An employee shall not accept or receive any item of significant value in the nature of gifts, awards, and gratuities from firms, corporations, business establishments, or other individual groups. Students and parents are discouraged from giving gifts to employees.
- r. Each employee shall participate in the performance evaluation program as directed by the Superintendent.
- s. Each employee will divulge confidential information only to authorized individuals.
- t. An employee shall not use his/her relationship with a student to sell items to students or their families or solicit their participation on non-District sponsored activities.
- u. An employee shall not use his/her position or influence to derive a financial or other benefit from the relationship with District students or their families.
- v. Each employee shall report promptly to his/her supervisor any job-related injury, including injuries caused by another person, including students.
- w. An employee shall not make personal use of District equipment or facilities. An employee may request the loan of a district asset for job related reasons as provided in District work instruction [FIS-W018](#).
  - i. If the purpose of the loan is related to the learning of its operation, the time spent learning the equipment is considered the employee's time and not an assignment by the District.
  - ii. The employee is responsible for the care and upkeep of the equipment when it is in his/her charge and shall be financially liable for the equipment.
- x. An employee shall not permit the use of their photograph or name for advertising purposes, or by testimonial recommendation, or by other means participate in any advertising scheme or enterprise related to or based upon employment with the District without approval of the employee's supervisor or appointing authority.
- y. An employee shall not use the District's or the school's name, property, or resources for non- educational benefit without the approval of the employee's supervisor or appointing authority.
- z. Each employee shall adhere to the District's policy on maintaining a drug, alcohol, and tobacco free workplace as outlined in [HUM-A016](#).
- aa. An employee shall not possess, transmit, sell, or in any way dispense any firearm (including look-alikes) or other implement which could be considered dangerous or used as a weapon while on District property or at school-sponsored activities. This includes but is not limited to, individuals licensed by the State of Oregon to carry a concealed

handgun. Any person found in violation of this provision will be subject to referral to law enforcement authorities.

- i. The use of starter pistols at sporting activities by authorized staff is an exception to this policy.
  - ii. Any employee found in violation of this provision will be subject to disciplinary action.
- bb. An employee shall not bring any hazardous chemical, as defined by OSHA, onto District property without prior written approval from Safety and Risk Management Services.
- cc. Employees comply with all state, federal, and local laws.
- i. An employee who is arrested, charged with a misdemeanor or felony, or is the subject of a criminal investigation shall immediately notify their supervisor or the Executive Director of Human Resources.
  - ii. An employee who is the subject of an investigation into alleged abuse or neglect of another person (adult or child) shall immediately notify their supervisor or the Executive Director of Human Resources.

2. Licensed Employees:

- a. The primary duty of the teacher shall be to guide the learning activities of students, including attention to instruction, discipline, safety, health, maintaining appropriate boundaries, and care while under the supervision of the school.
- b. Each teacher shall establish and enforce reasonable rules for the management of students in accordance with District policies and procedures.
- c. Each teacher shall maintain up-to-date lesson plans.
- d. Field trips or excursions which extend beyond school premises shall be planned and taken only in accordance with the provisions of District policy and procedure [INS-A002](#) and [INS-P003](#).
- e. Each teacher shall maintain records and make the required reports to parents regarding student progress, attendance, and conduct.

**APPLICABILITY**

-ALL SKPS STAFF

**ASSOCIATED DOCUMENTS**

[FIS-W018-Loan of District Assets](#)

[HUM-A016-Drug, Alcohol, and Tobacco Free Workplace](#)

[INS-A002-Field Trips](#)

[INS-P003-Field Trip Requests](#)

**APPROVAL AUTHORITY**

- Executive Admin

**REVISION HISTORY**

06/18/12 – Approved by Cabinet

12/2/13 – Added language regarding hazardous chemicals (bb); tobacco, alcohol, and drug free workplace (z); and updated language on loans of District assets (w).

11/2/17 – Updated language to align with Oregon Sick Time Law (SB454) (o.i) and added language abo absences protected under this law. Added clarification about types of injuries to report (v).

09/20/18 – Updated section bb and added section cc

10/13/22 – Updated section aa

05/17/2024 – Updated to new template, added summary, added associated document hyperlinks



# HUM-A018 WORKPLACE HARASSMENT

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## ADMINISTRATIVE POLICY

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## HUMAN RESOURCES

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### SUMMARY

The Salem-Keizer School District is committed to maintaining a work and educational environment that is free from any form of workplace harassment including, but not limited to: discrimination, hazing, harassment, intimidation, bullying, cyberbullying, and menacing. Workplace harassment in any form is prohibited and will not be tolerated. This policy applies to District employees, elected School Board Members, District volunteers and interns.

### DEFINITIONS

1. Discrimination: No District employee shall be subjected to discrimination based upon, but not limited to race, color, religion, sex, sexual orientation, national origin, marital status, age, an expunged juvenile record, or as defined in ORS 659A.030.
2. Harassment, Intimidation or Bullying: Any act that substantially interferes with an employee's opportunities or performance, which takes place on District property, or at any District-sponsored activity. Harassment, intimidation, and bullying have the effect of:
  - a. Physically harming an employee or damaging an employee's property; or
  - b. Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the staff member's property; or
  - c. Creating a hostile work environment.
3. Cyberbullying: Use of any electronic communication device to harass, intimidate, or bully.
4. Menacing: Any act which is intended to place an employee in reasonable fear of imminent serious physical injury.
5. Hostile work environment: Conduct that is sufficiently serious that it denies or limits an employee's ability to participate in or benefit from District employment, which may be determined on a single egregious incident, or a pattern of conduct.
6. Nondisclosure Agreement: A contract whereby both parties agree to not disclose confidential information.
7. Non-Disparagement Agreement: A contract whereby both parties agree to not make negative statements about the other.
8. Workplace Harassment:
  - a. Harassment that occurs:
    - Between employees in the workplace; or
    - Between a supervisor and an employee in the workplace; or
    - Between employees at a work-related event that is off District property but is coordinated by or through the District; or
    - Between a supervisor and an employee at a work-related event that is off District property but is coordinated by or through the District; or
    - Between a supervisor and an employee off District property.

## INSTRUCTION

### REPORTING AND RESPONSE

1. Individuals are encouraged to document and report violations of this policy by contacting a school administrator, department supervisor, or Employee Relations (Human Resources) staff.
  - a. If the school administrator or department supervisor is the person of concern, the employee is encouraged to report directly to Employee Relations (Human Resources) staff.
  - b. Employees wishing to file a complaint about sexual harassment should follow the steps outlined in District Policy [HUM-A029](#) and District Procedure [HUM-P012](#).
2. All complaints about behavior that may violate this policy will be investigated using procedures developed by the Superintendent.
  - a. If the report involves a bias incident or a symbol of hate, the school administrator or department supervisor will follow the steps outlined in District Policy ADM-A012.
3. If an individual is found to have violated the policy, the District will take appropriate corrective action with a focus on stopping the harassment, preventing its reoccurrence, and addressing negative consequences.
4. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. Discipline will be commensurate with the scope and severity of the occurrence.
5. An employee who initiates a complaint making a false accusation will be in violation of this policy and will be subject to appropriate discipline.

### PROTECTIONS AND RIGHTS

1. The initiation of a complaint in good faith by an employee about behavior that may violate this policy shall not adversely affect any terms or conditions of employment or the work environment of the employee who filed the complainant.
2. Reprisal or retaliation against any staff member acting in good faith in a complaint process, whether formal or informal, is a violation of District policy.
3. Victims of workplace harassment have the right to seek redress through the following processes:
  - a. The District's internal procedure (HUM-P021), no later than four years after the date of the occurrence;
  - b. The Bureau of Labor and Industries (BOLI), no later than five years after the occurrence;
  - c. The Equal Opportunity Commission (EEOC); and/or
  - d. Civil Action: For civil action against the District, advance formal notice must be made in writing within 180 days of the date of the occurrence pursuant to ORS 30.275. This notice must include:
    - i. A statement that a claim for damages is or will be asserted against the District;
    - ii. A description of the time, place and circumstances giving rise to the claim; and
    - iii. The name of the claimant and the mailing address to which correspondence concerning the claim may be sent.
4. Victims of workplace harassment may voluntarily disclose information regarding an incident of workplace harassment that involves themselves.
5. No employee may be required to, or coerced into, entering into a nondisclosure or non-disparagement agreement, or any agreement that contains a provision that prevents the employee from disclosing or discussing workplace harassment.

- a. Employees may voluntarily request to enter into an agreement as described above and will have seven days to revoke the agreement after execution.
6. Employees may contact Human Resources (Employee Relations or Prevention and Protection staff) at 503-399-3061 for information about external/community resources such as: counseling, advocacy, legal services, and the District's Employee Assistance Program.
7. The District shall provide this policy to new employees and include it in the annual staff training. Employees will be provided a copy of this policy when an employee discloses any concerns about workplace harassment to a school administrator, department supervisor, or Employee Relations (Human Resources) staff.
8. The District has implemented separate policies for sexual harassment (HUM-A029) and bias incidents (ADM-A012); those policies will apply concurrently with this policy to ensure compliance with all legal requirements.
9. Human resources will maintain records of workplace harassment complaint investigations for no less than five years after the occurrence.

## **APPLICABILITY**

- District employees, elected School Board Members, District volunteers and interns.

## **ASSOCIATED DOCUMENTS**

[HUM-P021](#)-Hazing, Harassment, Intimidation, Bullying, Menacing and Cyberbullying: Employees and Third Parties Complaint

[HUM-A029](#)-Sexual Harassment

[ADM-AO12](#)-Bias Incidents and Symbols of Hate (All Students belong)

[HUM-M008](#)-New Employee Orientation Policies Manual

## **APPROVAL AUTHORITY**

Executive Director of Human Resources

## **REVISION HISTORY**

09/14/2011 – QAM-F027 See archives for document history.

11/5/13 – Ref to HUM-A029 added, sec. 2.3 added.

11/23/20 – Changes to entire document to comply with Oregon Administrative Rules

05/20/2024 – Updated to new template



# HUM-A016 DRUG, ALCOHOL, AND TOBACCO FREE WORKPLACE

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## ADMINISTRATIVE POLICY

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### HUMAN RESOURCES

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#### SUMMARY

Salem-Keizer School District is committed to providing students, staff, and the public a healthy environment free from drugs, alcohol, and tobacco.

#### INSTRUCTION

1. No employee shall unlawfully manufacture, distribute, dispense, possess (including possession by ingestion), or use at the workplace, on school premises, or as part of any District activity, alcohol, tobacco, tobacco look-a-likes, electronic cigarettes, or any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 USC Section 812, as amended, and further defined by 21 CFR 1300.11-1300.15, or any substance that is illegal under federal or state law.
2. The workplace is defined as any site or vehicle for the performance of work done in connection with or furtherance of any District activity.
3. Each employee of the District shall notify his/her direct supervisor of a conviction of any federal or state criminal drug statute no later than five days after such conviction.
4. An employee who violates this policy shall be subject to disciplinary action, which may include immediate suspension without pay, termination of employment, referral to appropriate authorities for prosecution, or satisfactory participation in a drug or alcohol abuse or rehabilitation program, as the District shall determine at its discretion.
5. Annually, each employee shall receive written notification which include:
  - a. Notification that compliance with this policy is mandatory.
  - b. A description of any drug or alcohol counseling, treatment, rehabilitation, or reentry programs that are available to employees.
6. The District shall review compliance with this policy, not less than biennially, to ensure consistent enforcement of disciplinary sanctions, and to determine the effectiveness and the need to implement changes of its programs.

#### APPLICABILITY

-All SKPS Staff

#### APPROVAL AUTHORITY

-Deputy Superintendent

#### REVISION HISTORY

07/10/2009 - QAM-F027

01/6/2014 - Modified section 2. Language added to prohibit possession by ingestion, expanded definition of a drug.

09/2/2016 - Added tobacco and electronic cigarettes to section 1  
07/14/2020 - Removed "dismissal" from #4  
05/20/2024 – Updated to new template.



# HUM-A003 COMPUTER, MOBILE DEVICES, NETWORK, EMAIL, AND SOCIAL MEDIA ACCOUNTS: STAFF USE

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## ADMINISTRATIVE POLICY

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## HUMAN RESOURCES

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### SUMMARY

Salem-Keizer School District is committed to maintaining communication systems that advance and promote learning, teaching, and efficient business practices.

Employees using district-owned computers, mobile devices, networks, email, internet connections, telephones, cell/smart phones, video communications, and social media accounts are expected to use them professionally for their intended education and business purposes and to follow this policy.

### DEFINITIONS

1. Account: A user's login, data, and email
2. Cloud storage: Any external website that offers to save files that can be accessed from the company's website. Examples include Microsoft's SkyDrive, Google Drive, and DropBox.
3. Computer Equipment: Monitors, CPUs, Servers, and other accessories for a computer.
4. Mobile device: Handheld mobile devices including but not limited to, iPod, iPod Touch, iPhone, iPad, Android Phones, Android Tablet, Lenovo Tablet, Nook, Kindle, Kindle Fire, etc.
5. Social Media Account: An online means of communication used to share information, ideas, messages, and other content (as videos). Examples include Facebook, Instagram, Snapchat, Kik, etc.
6. Telecommunication Equipment: Any voice or video communications device, whether hardware or software.
  - a. Examples include phone systems and handsets, cell/smart phones, WebEx, and Skype.
7. TIS: Salem-Keizer School District Technology and Information Services Department
8. User: An employee, authorized volunteer, or authorized contractor

### INSTRUCTION

1. District owned computer equipment, mobile devices, telecommunication equipment, network, email, and social media accounts shall be utilized in a manner free from discrimination, harassment, bullying, prejudice, and racism.
2. Users must protect confidential information including information related to students and staff members.
3. Social Media accounts must be approved by the principal or department supervisor and adhere to the guidelines published in work instruction INS-W036.
4. Users are responsible for their own accounts and cannot share passwords or allow another user to use their account or credentials.
5. All computers are to have District standard anti-virus protection installed with updated definitions.

6. Users shall take reasonable precautions to protect computers and mobile devices by:
  - a. Securing workstations when not in use;
  - b. Not leaving technology equipment or cell/smart phones unattended in an uncontrolled area; and
  - c. Password protecting technology equipment and cell/smart phones with an auto lock in five minutes or less.
7. Users must immediately report lost, stolen, or damaged computer equipment, mobile devices, or telecommunication equipment to their immediate supervisor and TIS.
8. Users shall not disable any district-owned equipment enabled with services such as GPS.
9. Users are prohibited from engaging in the following actions:
  - a. Attempting to gain unauthorized access to resources, files, or any device on the network, including but not limited to the use of hacking or spyware.
  - b. Trespassing in or violating another's files, folders, or work.
  - c. Identifying oneself with another person's name or misrepresenting one's true identity.
  - d. Using an account of another user.
  - e. Loading confidential documents, including student information, on to any personal electronic device or personal web-based or cloud storage.
10. Using district-owned computer equipment, mobile devices, cell/smart phone, the network, or other district electronic resources for:
  - a. Any illegal activity, including but not limited to, violation of copyright or other licenses or contracts.
  - b. Conducting non-work-related activities during work time.
  - c. Commercial purposes, for personal or financial gain, or to purchase goods or services for personal use.
  - d. Knowingly accessing, submitting, publishing, downloading, or displaying objectionable material which includes visual depictions that are obscene, pornographic, or harmful to minors.
11. Users are not allowed to use personal ID accounts (e.g. iTunes) or personal credit cards to make purchases or download applications onto district-owned devices.
12. Damaging computers, computer systems, computer networks, degrading or disrupting equipment, application components, or data.
13. Employees have no reasonable expectation of privacy related to the use of electronic resources and the District may monitor and/or consent to search by law enforcement, any and all use of electronic resources including but not limited to the District's computers, mobile devices, telephone, cell/smart phones, network, email, social media, or Internet.
14. The District may suspend or revoke access of any employee to computer equipment, mobile devices, telecommunication equipment, or social media accounts if the user is in violation of this policy.

## **APPLICABILITY**

-ALL SKPS STAFF

## **ASSOCIATED DOCUMENTS**

[HUM-F015](#) - Staff User Agreement for District Network and Computer Resources

[HUM-W022](#) – Authorized Use of District Telecommunication Assets

[TIS-P020](#) – Equipment Assigned to Staff

[INS-W036](#) – Social Media Accounts for Schools/Departments

**APPROVAL AUTHORITY**

-Exec Admin

**REVISION HISTORY**

See archives for document history.

08/08/2016 - Added language regarding telecommunications and social media accounts and language clarifying employees have no expectation of privacy related to the use of district-owned electronic resources.

10/04/2019 - Modified sections Policy 4 and Policy 9 d.

05/17/2024- Moved to the new template



# HUM-P012-SEXUAL HARASSMENT COMPLAINT: EMPLOYEES AND THIRD PARTIES

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## PROCEDURE

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### HUMAN RESOURCES

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#### SUMMARY

District policy and federal and state laws prohibit sexual harassment in the working environment. This procedure details the steps for employees and third parties to file complaints regarding sexual harassment.

#### INSTRUCTION

##### 1. Complainants

- a. An employee, potential employee, or third party who believes they have been sexually harassed or wishes to express a concern relating to a sexual harassment activity, may discuss the matter with the individual who caused the act or inappropriate activity, if comfortable.
- b. If such a discussion does not resolve the matter or appears to be impractical or uncomfortable, the employee, potential employee, or third party may report the concern to the school administrator or department supervisor orally, electronically, or in writing.
- c. At any point in the complaint process, complainants and/or supervisors may contact Employee Relations (Human Resources), to report the concern and receive guidance.

##### 2. Investigation

- a. Supervisors and/or Employee Relations staff will investigate all complaints of sexual harassment as outlined in Administrative Policy HUM-A029, Sexual Harassment.
- b. The Supervisor or Employee Relations staff member will evaluate the complaint as soon as practical and implement interim measures, if necessary, to help ensure the safety of employees, students, and/or third parties during the investigation.
- c. Investigations must include:
  - i. Any action necessary to ensure that the impacted person is protected and to promote a nonhostile environment, including:
    1. Providing resources and support measures to the impacted person; and
    2. Taking any action that is necessary to remove the potential future impact on the impacted person, providing that the action is not retaliatory against the impacted person or any employee who reported the behavior to the Supervisor or Employee Relations staff member.
  - ii. Written notifications as outlined in #3
  - iii. Interviews of involved individuals, witnesses, and others deemed appropriate by the Supervisor or Employee Relations staff member. All interviews shall be conducted individually.
  - iv. A review of all available evidence.

##### 3. Required written notifications:

- a. Upon receipt of a complaint, the supervisor or Employee Relations staff shall provide written notification to the following individuals:
  - b. Each reporting person;
    - i. If appropriate, any impacted person who is not a reporting person;
    - ii. Each reported person; and
    - iii. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.
4. Form HUM-F047 fulfills the requirements for written notification specified in Oregon Revised Statute 342.704(4), Oregon Administrative Rule 581-021-0038(5i) and Administrative Policy HUM-A029.
5. The Supervisor or Employee Relations staff shall notify each person specified in #3 when the investigation is initiated.
6. The Supervisor or Employee Relations staff shall notify each person specified in #3 when the investigation is concluded, and whether a violation of the policy was found to have occurred following the investigation, to the extent allowable under state and federal student confidentiality laws.
7. The Supervisor and/or Employee Relations staff shall retain records of all complaints, including written documentation of the investigation.

#### **APPLICABILITY**

- ALL SKPS STAFF AND THIRD PARTIES

#### **ASSOCIATED DOCUMENTS**

[HUM-A029](#) - Sexual Harassment Policy

[HUM-A018](#) - Harassment, Intimidation, Bullying, and Menacing; Staff

[HUM-F047](#) - Employee and Third-Party Sexual Harassment Notification Letter

[HUM-M003](#) - Preventing Sexual Harassment – Policy and Rules

[HUM-M006](#) - Preventing Sexual Harassment – A Guide for Supervisors

#### **APPROVAL AUTHORITY**

- Executive Director of Human Resources

#### **REVISION HISTORY**

09/03/2013 – Approved by Cabinet

08/08/2016 – Major revisions to entire procedure

10/04/2019 – Updates to entire procedure

05/14/2024 – Updated under the Associated Documents HUM-M007 to HUM-M006

05/17/2024 – Moved to new template

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## ADMINISTRATIVE POLICY

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### HUMAN RESOURCES

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#### SUMMARY

Salem-Keizer School District is committed to maintaining a work and educational environment that is free from any form of harassment related to a person's gender or sexual orientation. Sexual harassment is prohibited and will not be tolerated.

This policy applies to all Salem-Keizer School District employees, students, and any third parties on or immediately adjacent to school district property and at educational programs or activities. This policy also applies to student or employee conduct off school district property, if it involves acts toward a person in a manner that creates a hostile environment for any person while at school, or at a school or district sponsored event.

Third parties: Any person who is not a student, or a district employee and who is on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation, at any official bus stop or who are at any school-sponsored activity or program. Third parties include but are not limited to, district volunteers, guardians, school visitors (including student visitors), employees of businesses or organizations participating in cooperative work programs with the district, service contractors, and vendors.

#### DEFINITIONS

1. Sexual harassment is defined as:
  - a. A demand or request for sexual favors in exchange for benefits.
  - b. Unwelcome physical, verbal, or nonverbal sexual conduct that:
    - i. Interferes with a student's educational program or activity
    - ii. Interferes with an employee's ability to perform their job, or
    - iii. Creates an intimidating offensive or hostile work or educational environment for the student, employee or third party.
  - c. Assault when sexual contact occurs without consent.
2. Sexual harassment does not include:
  - a. Conduct that is necessary because of a job duty of a district employee or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent.
  - b. A person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.
3. Examples of sexual harassment may include but are not limited to:
  - a. Unwanted physical contact of a sexual nature such as touching, grabbing, patting, rubbing, pinching, grabbing clothes, brushing against, or using body proximity to intimidate.
  - b. Sexual comments, such as making fun of gender, body shape, sexuality, or stereotypes.
  - c. Sexual comments related to race, gender, ethnicity.
  - d. Bragging about one's sexuality in front of others, or talking about another's personal sexual history, purported reputation or spreading rumors of sexual history.

- e. Displaying or distributing sexually explicit drawings, pictures and written materials
  - f. Posting and/or sharing sexual images, posting about sex; sharing inappropriate sexual videos or pictures
  - g. Touching oneself sexually.
  - h. Bullying based on sexual identity or characteristics, including name calling and insults.
  - i. Public shaming that is sexual in nature
  - j. A demand or request for sexual favors in exchange for benefits
4. Without Consent: An act performed:
- a. Without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or
  - b. When a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.
5. Reporting Person: A District employee, student, parent/legal guardian or third party who reports conduct that could constitute sexual harassment under this policy.
6. Impacted Person: A person who is alleged to be the victim of conduct that could constitute sexual harassment under this policy.
7. Reported Person: A person who has been reported to be the perpetrator of conduct that could constitute sexual harassment under this policy.
8. Hostile Environment: Conduct that is sufficiently serious that it denies or limits an employee's or student's ability to participate in or benefit from a school program or District employment, which may be determined on a single egregious incident, or a pattern of offensive conduct.

## REPORTING AND RESPONSE

1. Individuals are encouraged to report violations of this policy to the school administrator, district supervisor, Executive Director of Human Resources, Prevention and Protection Coordinator or Employee Relations (Human Resources) staff.
  - a. John Beight, Executive Director of Human Resources: beight\_john@salkeiz.k12.or.us; 503-399-3061; [Nondiscrimination-Title IX Policy](#)
  - b. Debbie Joa, Prevention and Protection Coordinator: joa\_debbie@salkeiz.k12.or.us; 503-399-3061; [Nondiscrimination-Title IX Policy](#)
  - c. [School Directory](#)
  - d. Employee Relations: 503-399-3061
2. If a student, guardian, employee or third party makes a report to a district employee or if a district employee becomes aware of conduct that may be in violation of this policy, the employee shall immediately report the information to a school administrator or district supervisor so the school administrator/department supervisor may coordinate efforts to take any action necessary to ensure the student is protected and to promote a nonhostile work and learning environment, including:
  - a. Providing resources and support measures to the impacted person; and

- b. Taking any actions that are necessary to remove the potential future impact on the impacted person or the staff member who reported the behavior.
3. All complaints about behavior that may violate this policy will be investigated using procedures developed by the Superintendent.
4. When a student, staff member, or third-party files a complaint under this policy, the district shall provide written notice as required by Oregon Revised Statute 342.704(4) to the following individuals:
  - a. Each reporting person;
  - b. If appropriate, any impacted person who is not a reporting person;
  - c. Each reported person; and
  - d. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.
5. If an individual is found to have violated this policy, the District will take appropriate corrective action with a focus on stopping the harassment, preventing its recurrence, and addressing negative consequences.
  - a. Employees who violate this policy may be subject to disciplinary action up to and including termination of employment. Discipline will be commensurate with the scope and severity of the occurrence.
6. The people identified in Reporting and Response #4 of this policy shall be notified:
  - a. When the investigation is initiated and concluded; and
  - b. As to whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.
7. A person may request the District to review the actions taken by staff in responding and/or investigating by filing a written request with the Superintendent or designee.

## **CONFIDENTIALITY AND PROTETIONS**

1. Due to the nature of sexual harassment, a complaint will be held in confidence insofar as possible. The District will only release sexual harassment complaint information to appropriate individuals in order to investigate the complaint and take corrective action.
2. Efforts will be made to provide appropriate relief for the impacted person, including preventing and/or taking corrective action against retaliation. Retaliation against persons who initiate a complaint or otherwise report harassment covered by this policy or who participate in an investigation, or other related activities is prohibited. Any individual who experiences retaliation is encouraged to make a report to the school administrator.
3. The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy shall not adversely affect:
  - a. The educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation;
  - b. Any terms or conditions of employment or of work or educational environment of a district employee or other person initiating the complaint, reporting the behavior, or participating in the investigation; and

- c. Students or employees who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report of investigation unless student or employee gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

## **NOTICES**

1. This policy shall be:
  - a. Published in school or district student handbooks;
  - b. Published on the school district website;
  - c. Made available in all School District 24J school offices and at the district office;
  - d. Made available upon request to students, parents of students, district employees, and third parties; and
  - e. A copy of this policy at least 8.5" x 11" in size shall be posted in all Middle and High Schools.

## **APPLICABILITY**

ALL SALEM-KEIZER SCHOOL DISTRICT EMPLOYEES, STUDENTS, AND ANY THIRD PARTIES ON OR IMMEDIATELY ADJACENT TO SCHOOL DISTRICT PROPERTY AND AT EDUCATIONAL PROGRAMS OR ACTIVITIES. THIS POLICY ALSO APPLIES TO STUDENT OR EMPLOYEE CONDUCT OFF SCHOOL DISTRICT PROPERTY, IF IT INVOLVES ACTS TOWARD A PERSON IN A MANNER THAT CREATES A HOSTILE ENVIRONMENT FOR ANY PERSON WHILE AT SCHOOL, OR AT A SCHOOL OR DISTRICT SPONSORED EVENT.

## **ASSOCIATED DOCUMENTS**

[HUM-P012](#)-Sexual Harassment Complaint Procedure

[INS-P032](#)-Investigating Reports of Sexual Harassment

[INS-A003](#)-Hazing, Harassment, Intimidation, Bullying, Cyberbullying and Menacing Student

[HUM-F047](#)-Employee and Third-Party Sexual Harassment Notice: Impacted Person

[HUM-F049](#)-Employee and Third-Party Sexual Harassment Notice: Reported Person

[INS-F082](#)-Student and Guardian Sexual Harassment Notice: Impacted Person

[INS-F083](#)-Student and Guardian Sexual Harassment Notice: Reported Person

## **APPROVAL AUTHORITY**

Executive Director of Human Resources

## **REVISION HISTORY**

09/03/2013 – Approved by Cabinet

08/21/2014 – Section on Protection from retaliation and Preventive or taking corrective action added.

06/03/2019 – Incorporated conduct involving students and third parties in the policy.

09/22/2020 – Major revision to entire document to comply with new legislation.

05/20/2022 – Updated Reporting and Response section

07/17/2023 – Updated the definition of sexual harassment and the term “without consent”; revised formatting to meet accessibility standards WCAG 2.1 AA

05/14/2024 – Updated the webpage links under Reporting and Response in 1.a and 1.b

5/17/2024- Moved to updated template



# HUM-P010-USE OF PRIVATE VEHICLES BY STAFF FOR STUDENT TRANSPORTATION

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## PROCEDURE

### HUMAN RESOURCES

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#### SUMMARY

This procedure describes the regulations that must be followed in order for staff to transport students in privately owned vehicles.

#### INSTRUCTION

1. When transporting students, District staff will use District-owned vehicles whenever possible and shall schedule activities and transportation far enough in advance to avoid any use of private vehicles.
  - a. No staff member will use a private vehicle for the transportation of students unless the staff member has prior permission from a supervisor or as necessary in case of medical emergency.
  - b. If the need to transport a single student fall outside the parameters listed in a, staff will not transport a single student alone in a private vehicle; two staff members will be required to be in the vehicle at all times.
    - i. If two staff members are not available, the staff member transporting the student is required to notify their immediate supervisor no later than the next morning that transport occurred outside the parameters listed in b.
  - c. Staff members shall ride in the front seats of the vehicle and the student shall ride in the back seat of the vehicle.
  - d. Staff members who are authorized to use a personal vehicle to transport students will be reimbursed in accordance with District policies and procedures.
  - e. Staff members authorized to use a personal vehicle to transport students or for other District business must have a completed Private Auto Certificate of Insurance form (RSK-F008) on file with their school office and the Risk Management department.
2. When transportation for an event is provided by the District, student participants shall not be transported in any other manner unless unusual circumstances exist. If unusual circumstances do exist:
  - a. Staff members may use their privately owned vehicles to transport students to a school- sponsored event when the principal has given written permission prior to the event and all prerequisites and requirements listed in sections 1 and 3 have been met.
3. Prerequisites and requirements for student transportation in privately-owned vehicles are:
  - a. Current state and federal laws regarding transportation of students, such as seat belt and child safety system laws will be followed.
  - b. The vehicle contains an adequate number of seat restraints, including when applicable a child safety system for a child four or five years of age or who weighs between 40 and 60 pounds regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of the law. Training in the proper installation and use of child safety systems may be required.
  - c. Students may be transported in closed vehicles only.

- d. Assurance of current vehicle liability insurance is on file.
- e. Assurance of current valid vehicle operator's license is on file.
- f. Assurance of parent permission for the student to be transported by another person is on file.

## **RECORDS RETENTION**

1. Identification - Evidence of permission from both the principal and the parent or guardian.
  - a. Storage – School office files.
  - b. Retention – Current school year only.
  - c. Disposition – Secure disposal.
  - d. Protection – Office locked when not in use.
2. Identification - Private Auto Certificate of Insurance (RSK-F008).
  - a. Storage - Risk Management Department files.
  - b. Retention - Three years.
  - c. Disposition - Secure disposal.
  - d. Protection – Office locked when not in use.

## **APPLICABILITY**

- All SKPS Staff

## **ASSOCIATED DOCUMENTS**

- [RSK-F008-Private Auto Certification of Insurance](#)

## **APPROVAL AUTHORITY**

- Deputy Superintendent

## **REVISION HISTORY**

- 05/17/2024 – Moved to new template.
- 04/14/2014 - Removed "it is a regular function of their assigned job duties" from Procedure 1.a; Added "The staff members should sit in the front and the student should sit in the backseat of the private vehicle" to Procedure 1.c. Removed language requiring the driver have on file with Risk Management the assurance of a driving record with no history of license suspension within the past five years.
- 05/16/2013 – New document approved by department
- 05/17/2024- Moved to new template



# ADM-A003-DRUG, ALCOHOL, AND TOBACCO FREE SCHOOL DISTRICT

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## ADMINISTRATIVE POLICY

### HUMAN RESOURCES

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#### SUMMARY

Salem-Keizer School District is committed to providing students, staff, and the public a healthy environment free from drugs, alcohol, and tobacco.

#### INSTRUCTION

1. Students
  - a. Possession, use, manufacturing, distribution, or sale of tobacco, tobacco products, tobacco look- a-likes, or electronic cigarettes, alcohol, other controlled substances, or other drugs is prohibited in all District facilities, on all District property including in personal and District vehicles, at all District sponsored activities, and/or to and from school.
  - b. A student who violates policies, rules or procedures relating to alcohol, tobacco, tobacco products or other drugs will be disciplined as specified in District policies and procedures.
2. Public
  - a. Use, manufacturing, distribution or sale of tobacco, tobacco products, tobacco look-a-likes, or electronic cigarettes is prohibited in all District facilities, on all District property including in personal and District vehicles, and at all District sponsored activities.
  - b. Possession, use, manufacturing, distribution, or sale of alcohol, other controlled substances or other drugs is prohibited in all District facilities, on all District property including in personal and District vehicles, and at all District sponsored activities.
    - i. The prescribed use of prescription or over-the-counter medication shall not be considered a violation of this policy.
  - c. Members of the public who violate this policy may be trespassed from District property and, if appropriate, referred to law enforcement.
3. The Superintendent shall develop implementing procedures providing for disciplinary consequences and filing/handling of complaints concerning violations of this policy.

#### APPLICABILITY

- Salem-Keizer Students, and Public

#### APPROVAL AUTHORITY

- Deputy Superintendent

#### REVISION HISTORY

10/10/2011 - Approved by Cabinet

08/26/2014 - Added language to 1.a and 2.a prohibiting electronic cigarettes.

09/02/2016 - Added tobacco look-a-likes to sections Summary and Students.

05/16/2024- Updated to the new template.



# PAP-A004-PRACTICUM STUDENT/MENTEE RELEASE AND AUTHORIZATION

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## ADMINISTRATIVE POLICY

### PROTECTION AND PREVENTION

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#### SUMMARY

Salem-Keizer Public Schools (SKPS) is committed to maintaining a collaborative and transparent relationship with university programs that prepare candidates for professional practice in educational settings. To ensure a smooth and effective process for evaluating the qualifications and readiness of practicum students/mentees, SKPS requires the exchange of relevant information between the district and the university programs.

#### INSTRUCTIONS

As part of the educational practicum, all practicum students/mentees must consent to the release and exchange of information between their university program and Salem-Keizer School District. This exchange is crucial for the assessment and verification of the candidates' qualifications and for the successful completion of their educational programs.

1. Consent to Information Exchange:
  - a. Practicum students/mentees are required to sign a consent form authorizing the release and exchange of all relevant information, including regarding the practicum student/mentee's performance, between their university program and Salem-Keizer School District.
  - b. This consent form must be completed and submitted prior to the commencement of the practicum.
  
2. Release from Liability:
  - a. By signing the consent form, practicum student/mentees release all parties and persons involved in the request, provision, and receipt of information from any claims, liability, and/or damages that may arise from the exchange of such information.
    - i. This includes the school district and any district employees or agents providing information to the university program.
  
3. Access to Inquiry Results:
  - a. The specific results of the information exchange specific to the practicum student/mentee's performance will only be released to the practicum student/mentee if required by law.
  - b. Practicum students/mentees understand that this policy ensures the integrity and confidentiality of the evaluation process.
  
4. Documentation and Record Keeping:
  - a. Signed consent forms will be maintained in the practicum students'/mentees' records by Salem-Keizer School District
  - b. These records will be kept in accordance with applicable privacy laws and regulations.

5. All practicum students/mentees participating in the practicum must acknowledge and adhere to this policy by signing the Salem-Keizer Public Schools Practicum Student/Mentee Policy Agreement in PAP-F020

#### **APPLICABILITY**

-All Salem Keizer-Keizer Practicum students/mentees

#### **ASSOCIATED DOCUMENTS**

- PAP-F020 – Salem-Keizer Public Schools Practicum Student/Mentee Policy Agreement

#### **APPROVAL AUTHORITY**

Director of Human Resources

#### **REVISION HISTORY**

05/20/2024 – New Document



# MAINTAINING APPROPRIATE STAFF/STUDENT BOUNDARIES

*Guidelines for Avoiding the Appearance of Impropriety*

**POSITIVE RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS ARE CRUCIAL TO STUDENT SUCCESS.** However, Salem-Keizer Public Schools employees must understand the difference between appropriate and inappropriate interactions with students. Employees must engage in appropriate interaction with students at all times and avoid any interactions with students that could appear inappropriate.

Appropriate interactions create a safe environment for students to learn, grow, seek help in problem solving and conflicts, and develop social skills.

Inappropriate interactions cross the boundaries separating student from adult needs and create relationships that become peer-to-peer rather than adult-to-child. Offenders may be judged by students and others to be the “best” staff members, are often popular with students and parents, and are frequently recognized for contributions.

Staff who have frequent one-to-one contact with students or who work in co-curricular activities can be more at risk for inappropriate interactions or student allegations of inappropriate interactions.

Appropriate interactions create a **SAFE ENVIRONMENT** for **STUDENTS** to **LEARN**, grow, seek help in **PROBLEM SOLVING** and conflicts, and **DEVELOP** social skills.

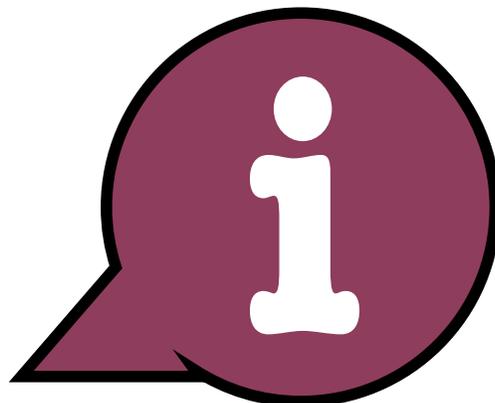


# CHILD ABUSE AND SEXUAL CONDUCT AND SALEM-KEIZER PUBLIC SCHOOLS EMPLOYEES

## REQUIRED INFORMATION FOR EMPLOYEES (ORS 339.372):

### REQUIRED INFORMATION FOR EMPLOYEES (ORS 339.372)

- CHILD ABUSE and/or sexual conduct by district employees, contractors, agents, or volunteers will not be tolerated ([Administrative Policy PAP-A001](#)).
- CHILD ABUSE includes: physical abuse, sexual abuse and exploitation, emotional abuse, neglect, and threat of harm.
- SEXUAL CONDUCT includes any verbal or physical conduct or verbal, written, or electronic communications by a school district employee, a contractor, an agent, or a volunteer that involve a student and that are: sexual advances or requests for sexual favors directed toward the student or; of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance, or of creating an intimidating, hostile educational environment.
- SEXUAL CONDUCT does not include touching or other physical contact that is necessitated by the nature of the school district employee's job duties or by the services required to be provided by the contractor, agent or volunteer and for which there is no sexual intent; or verbal, written or electronic communications that are provided as part of the education program that meets state educational standards or District policy. The definition of sexual conduct does not apply to conduct or communications by current K-12 students who work, contract or volunteer for the Salem-Keizer School District and are in a consensual relationship with another K-12 student as long as the conduct does not create an intimidating or hostile education environment, and is not prohibited by law, District policies, or any applicable employment agreements.
- "STUDENT" is defined as any person who is: in any grade from prekindergarten through grade 12; or twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution of education; or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.
- IF AN EMPLOYEE is found to have abused a child or engaged in sexual conduct towards a K-12 student, disciplinary records will be released in accordance with ORS 339.378.



# EXAMPLES OF APPROPRIATE | INAPPROPRIATE INTERACTIONS

## COMMUNICATION

### APPROPRIATE

- Maintaining personal space and reasonable eye contact
- Dialoguing about the academic environment and school activities
- Having a conversation that supports a student's learning and growth where the student's perspective is the focus of conversation
- Being conscious of the physical environment (e.g., keeping the door and/or blinds open while meeting with a student)

### INAPPROPRIATE

- Maintaining intense eye contact
- Making comments that are physical in nature (e.g., "you have great legs," "you should wear that sweater more often") or may have sexual overtones
- Discussing or condoning inappropriate topics and/or making comments with sexual overtones or flirting
- Communicating to the student with implied, inside messages that are unknown by the general population
- Sharing personal and confidential information in which the adult becomes the focus of conversation
- Having any dialogue that makes the student feel uncomfortable or makes the student a confidant of the adult
- Inappropriately addressing students, or permitting students to address staff member with terms of endearment, pet names, first name or in an inappropriate and overly familiar manner



## APPROPRIATE

- Conducting student conferences in a manner consistent with educational purpose
- Having staff/student relationships centered on academics, school events, and activities
- Notifying administration if a student is suspected of having romantic feelings toward staff member
- Maintaining fair and equitable treatment of all students
- Referring serious student problems and/or safety concerns to the appropriately trained professional

## INAPPROPRIATE

- Spending time alone with student in conferences beyond educational expectations
- Meeting with students off-campus without a legitimate educational purpose and without prior supervisor approval
- Transporting a student alone and/or in a private vehicle (regardless of whether the parent approved or not). For exceptions, see [Administrative Procedure HUM-P010](#).
- Receiving or writing personal communication from/to student and or giving gifts
- A pattern of covering for or providing excuses for particular students, and/or writing passes repeatedly for favored students to cover tardies or absences
- A pattern of giving special privileges or showing favoritism to a particular student
- Extracurricular and co-curricular activity leaders encouraging or condoning an atmosphere of loose and inappropriate boundaries around gender and harassment issues
- Acting as helpers for serious student problems where appropriate training in effective advising or counseling is warranted
- Failing to notify administration if a student is suspected of having romantic feelings toward staff member
- Attendance at events or locations where students are consuming alcohol, drugs and/or tobacco, and failing to promptly inform the school administrator and/or law enforcement
- Maintaining or initiating personal contact with a student after the student has moved to another class or program without a legitimate educational purpose
- Dating a student or talking with a student about dating in the future
- Asking or allowing a student to go to the employee's home (e.g., allowing a student who is having a difficult time with their family or a student who ran away to spend the weekend at the employee's home)

## HINTS

### Staying Within Appropriate Boundaries of the Staff or Coach/Student Relationship

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

# PHYSICAL CONTACT

## APPROPRIATE

- Occasionally giving students high fives or fist bumps
- Exercising good judgment on whether to touch students and/or under what circumstances; being sensitive to individual preferences and cultural norms
- Following District protocol ([STS-W070](#) and [STS-W071](#)) and training when assisting students with toileting



## INAPPROPRIATE

- Invading personal space; being too close in physical proximity
- Giving shoulder massages, lingering touches, squeezes, requested affection, or touching private parts of a student
- Requesting/inviting affection (e.g., "give me a hug," "give me a kiss")
- Touching students who may misinterpret the touch due to individual circumstances, cultural standards, or developmental stage

# ELECTRONIC COMMUNICATION

## APPROPRIATE

- Using the Internet and/or other electronic devices appropriately in compliance with [Administrative Policy HUM-A003](#)
- Limiting electronic communication with students to that which is necessary for educational, school-sponsored extracurricular activities, and/or immediate safety concerns. Safety concerns must also be reported to the appropriate authorities and/or school district staff
- Utilizing district-approved tools for communicating with students as outlined in [HUM-W050 \(Electronic Communication Work Instruction\)](#)

## INAPPROPRIATE

- Communicating with students (with the exception of the employee's family members) via text messaging, social media, personal email, etcetera
- Adding current Salem-Keizer School District students (with the exception of the employee's family members), even those who are not in the employee's class or program, on social networking sites when not related to a legitimate educational purpose

# REPORT SUSPECTED CHILD ABUSE & SEXUAL CONDUCT

ALL SALEM-KEIZER PUBLIC SCHOOLS EMPLOYEES are mandated by law to report suspected child abuse immediately to law enforcement or the Department of Human Services/Child Welfare (DHS) (ORS 419B.010); [Administrative Policy \(PAP-A001\)](#).

*Concerns involving suspected child abuse and/or sexual conduct by district employees, contractors, agents or volunteers must be reported immediately to the school administrator, or to the Executive Director of Human Resources and the Prevention and Protection Coordinator at 503-399-3061.* However, reporting to a supervisor alone does not fulfill your legal obligation; suspected child abuse must also be reported to law enforcement or DHS.

Reporting obligations are in effect at all times, regardless of whether the information was obtained in an official capacity with the district.

## HOW TO REPORT



TO MAKE A MANDATORY REPORT,  
CONTACT ONE OF THE FOLLOWING AGENCIES

**DHS/CHILD WELFARE: 1-855-503-SAFE (7233)**

### LAW ENFORCEMENT:

Keizer Police Department	<b>503-390-2000</b>
Marion County Sheriff's Office	<b>503-588-5032</b>
Polk County Sheriff's Office	<b>503-623-9251</b>
Salem Police Department	<b>503-588-6123</b>

For additional information contact Debbie Joa, Prevention and Protection Coordinator at 503-399-3061 or [joa\\_debbie@salkeiz.k12.or.us](mailto:joa_debbie@salkeiz.k12.or.us), or visit the [child abuse prevention and reporting](#) page on Insight 24J.

**IF A CHILD IS AT RISK OF  
IMMINENT HARM, CALL 911**