



Roseburg Public Schools

Roseburg, OR

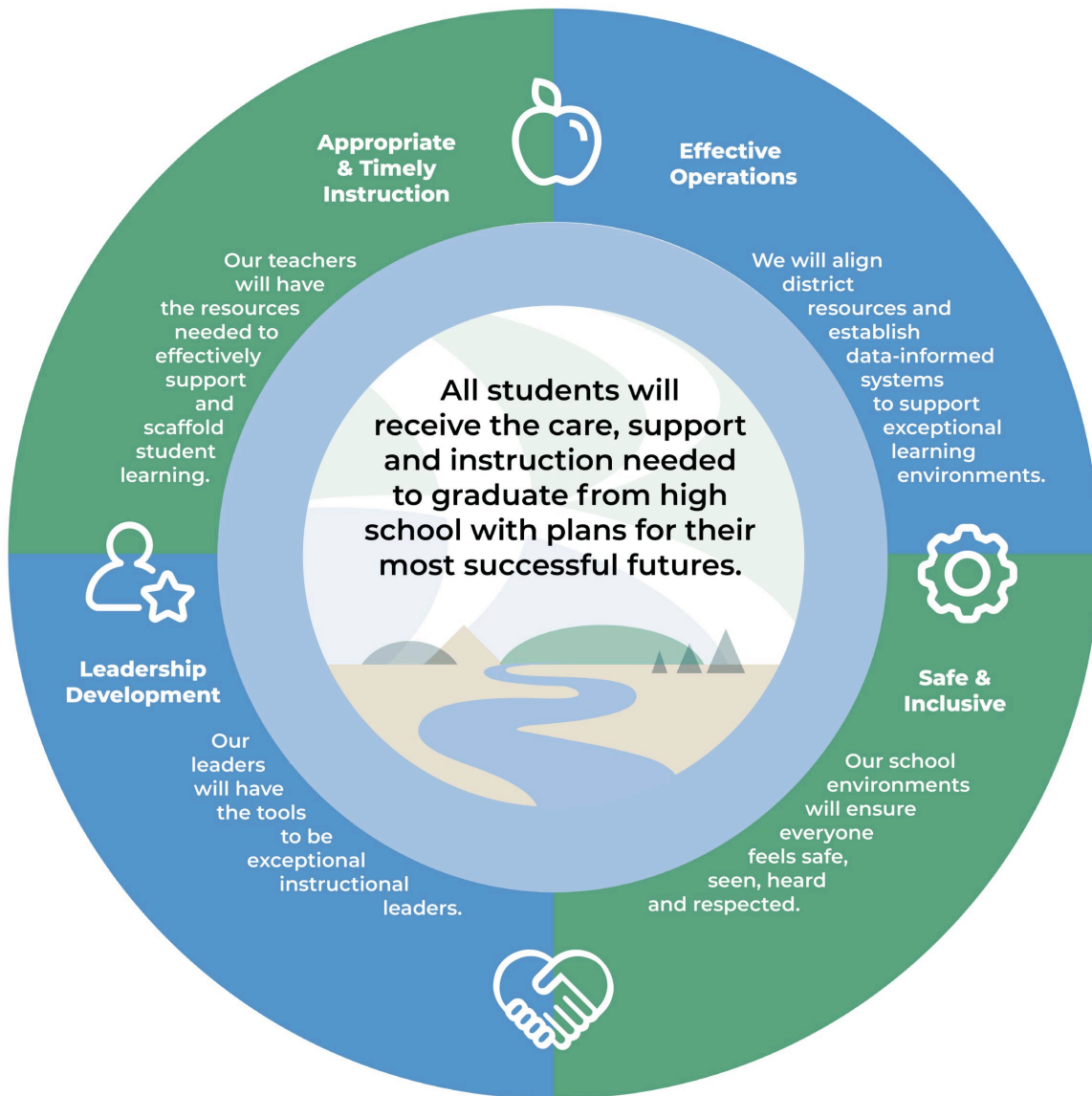
Staff Handbook

**“All students will receive the care,
support and instruction needed to
graduate high school with plans for their
most successful futures.”**

July 2024

**Administration Office
1419 NW Valley View Drive
Roseburg, OR 97471
(541) 440-4014
www.roseburg.k12.or.us**

2024/2025 District Strategic Plan



Welcome,

It is with great pleasure and pride that I welcome you to Roseburg Public Schools. Our district Strategic Plan states “All students will receive the care, support and instruction needed to graduate from high school with plans for their most successful futures.” We strive to meet this goal by focusing on four areas, Appropriate & Timely Instruction, Effective Operations, Safe & Inclusive and Leadership Development. All decisions in the district including hiring of personnel must be aligned to the district Strategic Plan.

This handbook is designed to answer some of your questions and offer guidance in handling situations that may arise. It is critical that you read this and keep it as a resource as it reflects many policies, rules and regulations that govern our business. You should also work very closely with your building principal/department supervisor for guidance and expectations of specific building/department procedures.

There is no more important and rewarding work in the world than what we do in schools, and there has never been a more challenging and exciting time to do it. Our children are our nation’s most important natural resource, and together we will make a positive difference in the lives of everyone. Our expectations are high. We expect every employee to work hard, enjoy their jobs, build positive relationships with children, families, and staff, and treat everyone with respect.

Again, welcome to a new and exciting school year. If you have any questions not answered in this booklet, please contact Human Resources. Our goal is to make sure you are successful in your assignment which supports our district’s Strategic Plan.

Sincerely,

Michelle Knee
Assistant Superintendent

IMPORTANT NOTICES:

Please pay special attention to and review the following policies on the district Website:

- [ACB](#) Every Student Belongs
- [IIBGA](#) and [IIBGA-AR](#), [IIBGA-AR2](#) Electronic Communication System
- [GBC](#) and [GBC-AR](#) Staff Ethics
- [GCAB](#) Personal Communication Devices and Social Media
- [GBNA](#) Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying-Staff
- [JHFE/GBNAB](#) Abuse of a Child/Mandatory Reporting Responsibilities
- [JHFF/GBNAA](#) Suspected Sexual Contact with Students and Reporting Requirements

PREFACE

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

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed, or implied or as a guarantee of any employment of any duration.

Equal employment opportunity and treatment shall be practiced by the district regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation¹, age, marital status, pregnancy, familial status, economic status, veterans' status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

Annual Notice of Nondiscrimination

It is the policy of the Roseburg Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities, or employment. Persons having a question about equal opportunity and nondiscrimination should contact the Director of Human Resources at the District Office, 541-440-4008.

All Career and Technical Education (CTE) programs in this school District are open to all students. The district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in CTE programs.

The following staff have been designated to coordinate compliance with these legal requirements, including: Title VI, Title VII, Title IX and other civil rights or discrimination issues; the Americans with Disabilities Act; [Health Insurance Portability and Accountability Act (HIPPA);] Section 504 of the Rehabilitation Act of 1973; and may be contacted at the [District] office for additional information and/or compliance issues:

<i>Student Loan Forgiveness Contact</i>	Jacob Fricke	(541) 440-4008
<i>District 504 Coordinator:</i>	Melissa Roberts	(541) 440-4031
<i>Title II Coordinator:</i>	Michelle Knee	(541) 440-4005
<i>Title IX Coordinator:</i>	Michelle Knee	(541) 440-4005

Complaint Procedure

Any person who feels they have been the victim of discrimination should contact the Director of Human Resources at 541-440-4008. The district has a complaint process in place. This process (including procedures, forms, and timelines) can be found in School Board Policy KL and KL-AR which are available on the district website or at the District office, 1419 NW Valley View Drive, Roseburg, OR. The goal of the process is to provide prompt and equitable resolution of student, employee, or parent allegations of discrimination. The process begins with a written complaint and includes informal and formal conversations, discussion with District employees involved, and an investigation, if necessary, it may be taken to the School Superintendent, the local school board, and ultimately the Superintendent of Public Instruction at the Oregon Department of Education.

GENERAL INFORMATION

ASSOCIATIONS

The Roseburg Education Association (REA) is the bargaining unit for all licensed staff. Contact the school building office for building representatives' names or visit REA's website: www.reateacher.com.

The Oregon School Employees Association (OSEA) is the bargaining unit for all classified staff. Contact the school building office for building representatives' names or visit OSEA's website: www.osea.org

BOARD MEMBERS

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of District schools. Board members are as follows:

Rodney Cotton, Chair
Andrea Miner, Vice Chair
Michael Leone
Steve Hammerson
Keith Cubic
Andrew Shirtcliff
Ann Krimetz

BOARD MEETINGS/COMMUNICATIONS

Regular Board meetings are normally held twice a month at the Roseburg Public Schools District Office. Meetings begin at 6:00 pm. depending upon school calendar conflicts. Board meetings may be changed with appropriate notice. Throughout the school year, meetings may be held at school sites. Board meeting schedules and agendas are posted on the district website. All regular and special meetings of the Board are open to the public unless otherwise provided by law. Persons having questions about or requests for special needs and accommodation should contact the Superintendent's Office at the Roseburg School District, 1419 NW Valley View Drive, Roseburg, OR 97471, 541-440-4014. Contact should be made 48 hours in advance of the event.

DISTRICT OFFICE HOURS

The District Office is open on weekdays between the hours of 8:00 am and 4:30 pm.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
	Tornado
	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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**** As used in this document, the term “parent” includes legal guardian or person in a parental relationship. For the purposes of special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred or a foster parent, as defined in OAR 581-015-2000. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300 – 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056**

ABSENCES

All personnel are expected to come to work regularly and as scheduled, missing on average no more than one day per month worked for illness or injury. In addition, using no more than the other leave days provided in the employment agreement, except in the case of days missed due to disabilities or other serious medical conditions documented by a health care provider.

Staff members unable to report to work for any reason must notify the Absence Management System at 800-942-3767 or <https://app.frontlineeducation.com> as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

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

Paid and unpaid leaves are provided in accordance with negotiated agreements, established Board policy and law.

Oregon Sick Leave transfer ORS 332.507. The transfer of sick leave from another Oregon district shall not be effective until the teacher has completed 30 working days in the district. Transferred sick leave is only available after other District accrued leave has been exhausted.

Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA)

Statutory Family Leave

Appropriate Statutory Leave types under the Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), and Paid Family Medical Leave (PFML) will be granted to eligible employees and administered in accordance with current state and federal laws and regulations. Unless approved for PFMLI, employees are required to use any available accrued leave prior to going into an unpaid FMLA/OFLA status. The district will pay for the employee's insurance premium to the extent required by FMLA/OFLA/PFML.

The OFLA/PFMLI leave year is calculated using the forward measurement year method commencing on the date leave is first taken in a leave year beginning on the Sunday immediately preceding the date on which leave commences. Each approved leave year lasts 52 consecutive weeks. The FMLA leave year is calculated using the same forward measurement method, except the start date is the date on which leave commences. Although PFMLI is not run concurrently with OFLA, PFMLI (if elected) will run concurrently with FMLA; OFLA will run concurrently with FMLA when taking leave for a non-PFMLI eligible reason.

Contact the Human Resources Department for additional information regarding length of leave entitlements under state and federal law.

Paid Family Leave

Applications for Paid Family Medical Leave Insurance (PFMLI) may be submitted to the [American Fidelity Assurance Company](#). PFMLI applications must be submitted by the employee or an employee's representative; these applications are not submitted by the employer.

Employees must notify Human Resources and their supervisor at least 30 days in advance of any anticipated FMLA/OFLA/PFMLI eligible leave. If applying for PFMLI, applications not received by American Fidelity within 30 days of the date in which leave commences may be denied. Additionally, claimants that do not file their application within 30 days may also see a reduction in PFMLI benefits otherwise owed in the form of a late filing penalty.

In emergency situations, you must notify your supervisor within 24 hours; written notice must be submitted to Human Resources within three days of starting your emergency family leave period.

ABUSE OF A CHILD/MANDATORY REPORTING RESPONSIBILITIES

All staff are required to participate in annual training in the prevention and identification of abuse of a child and the obligations of reporting.

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom the employee has come in contact has suffered abuse or neglect, by any adult or by a student with whom the employee is in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services or local law enforcement agency. The building principal is also to be immediately informed.

Written documentation of this report must be completed and submitted to the building principal and the Director of Human Resources. Forms are available in the office and on the website:

www.roseburg.k12.or.us

Oregon law recognizes these types of abuse:

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse and sexual exploitation.

Failure to report suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and by District disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

ACCIDENT/INCIDENT REPORTS

STAFF

All incidents occurring on District property or during the course of school-sponsored activities, including field trips and other away events, must be reported to the supervising administrator immediately. Reports will cover property damage as well as personal injury.

A completed incident/injury report form must be submitted to the building principal within 24 hours or the next scheduled District workday, as appropriate. If the employee seeks medical treatment, **SAIF Form 801** must also be submitted.

In the event of a work-related accident or injury resulting in a hospital admission whereby medical treatment other than first aid is provided, the Department of Human Resources will inform the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or equivalent medical facility.

All accidents/incidents will be promptly investigated, and corrective measures implemented as appropriate.

STUDENTS

A Student Incident Report Form must be completed and submitted to the building principal immediately anytime an accident occurs which involves students. Forms are available in the school building offices.

ADMISSION TO DISTRICT EVENTS

District employees and Board members will be assessed the uniform District rate. Such individuals may be admitted at no charge only when assigned specific duties and such admission is consistent with the provisions of ORS Chapter 244. Please see [Board Policy DFEA](#).

ANIMALS IN DISTRICT FACILITIES

Permission is to be obtained from the building principal and must be part of an approved district curriculum or cocurricular activity before animals are brought into the school. Animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals. Please see [Board Policy ING](#).

BREAKS

Scheduled breaks are provided to all employees to ensure safety, efficiency and to meet the requirements of the law. Licensed (exempt) employees are entitled to a half-hour duty-free lunch break.

All classified (non-exempt) staff members who work 2.25 or more consecutive hours are entitled to a 15-minute paid break. Those working more than five hours are entitled to one 15-minute paid break and a half-hour unpaid lunch break. Those working more than six hours are entitled to two 15-minute paid breaks and a half-hour unpaid lunch break.

CARE/USE OF DISTRICT PROPERTY

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

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

District owned equipment, supplies and materials shall be used only for duly authorized district business. On separation from District service, employees shall return all District property, including all keys, to the district. If an employee fails to return such property, legal action to recover direct and indirect damages suffered by the district may be taken. Please see [Board Policy KGF/EDC](#).

CASH IN DISTRICT BUILDINGS

Funds collected by staff from fundraisers or other school-related purposes are to be turned into the office at the end of each school day. At no time should money be kept overnight or held during holidays or for long periods of time in classrooms. Funds are to be counted and verified by another individual before being deposited to verify that the deposit agrees with the amount received.

Staff members are asked to emphasize to students the importance of promptly turning funds in to appropriate school officials by the end of the day that it has been collected.

CHECKOUT

Workday Checkout

Licensed staff may leave the building and District grounds during lunch, as necessary. Departures during preparation periods must be approved by the building administrator.

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

All staff are required to check out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

Year-end Checkout

Physical Classroom

- Plants, animals, and personal appliances need to go home for the summer.
- Walls and Bulletin Boards
 - Student work and non-permanent decorations need to be removed.
 - Laminated curriculum related materials can stay up.
 - Non-laminated curriculum items may stay up if they are in good repair.
 - Bulletin boards can stay up.
 - Fabric coverings need to be treated with fire retardant one time. They do not need to be retreated unless they are washed.
- Teacher desk
 - Clear the top.
 - Take home any personal items from the drawers that are valuable to you.
- Bookshelves
 - Sturdy all-wood bookshelves with two shelves can remain loaded.
 - Items should be packed on the shelf tightly enough that they do not fall off during movement.
 - Sturdy bookshelves with more than two shelves...
 - Bottom two shelves can remain loaded--see above.
 - Shelves above two should be emptied as items are likely to fall during movement.
 - Particle board bookcases
 - These should be emptied completely as they will not hold up to movement with any weight on them.
- Countertops and other flat surfaces
 - Box small knick-knack things (picture frames, figurines, etc.)
 - Check with site op if you have any questions.

If you are confused or concerned about a particular situation in your classroom, please check with your Site Operator for guidance. Staff should be sure to clean out belongings from the staff room (refrigerator, food from shelves).

Filing and Paperwork

- Report card printing and mailing will be done through the office. Buildings will set up protocols for completing report card information and notifying the office.
- Return equipment to the media center.
- Complete Professional Growth requirements.
- District issued key verification with office manager.

CLASSROOM SECURITY

When leaving the classroom, locker room or other work areas between classes or at the end of the day, teachers are responsible to turn out the lights and secure all doors. Windows should also be verified manually/visually to be secured at day's end. Rooms shall not be left unsecured for custodial cleaning.

All staff are asked to refrain from keeping personal items of value in or about their desks. Purses, wallets, keys, etc. should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of, or damage to, personal property due to such causes as fire, theft, accident, or vandalism.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

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

All staff shall comply with measures adopted by the district and with all rules set by the Oregon State Health Division and the county health department.

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

HBV*/Bloodborne Pathogens Training and Immunization

All staff will be required to participate in annual training in the prevention of Bloodborne Pathogen infection.

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

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

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

Infection Control Procedures

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

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV**, HBV, and/or blood pathogens;
2. Whenever possible, students would be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own Band-Aids. If assistance is required, Band-Aids may be applied after removal of gloves if care giver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment, and handling contaminated

laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;

4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the District as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and water as soon as feasible;
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant*** following labeling instructions for use or a freshly made solution of one-part bleach to nine parts water and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables;
8. An EPA-approved ***disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the District's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
10. Needles, syringes, broken glassware, and other sharp objects found on District property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom and dustpan;
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. The type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated, and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood; if a first-aid situation occurs, students should report to a person in authority, and staff should report to a supervisor.

* HBV – Hepatitis B Virus

** HIV – Human Immunodeficiency Virus

*** Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet, and other products with EPA numbers. Other disinfectants recommended by the Center for Disease Control may be used.

COMPLAINTS

Student/Parent Complaints

The district recognizes that complaints regarding staff performance, discipline, grades, student progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible.

Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with the necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of bargaining agreements. When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy regarding the handling of complaints.

Staff Complaints

Staff member complaints contending a violation, misinterpretation, or inappropriate application of District personnel policies and/or administrative regulations should be directed to the building principal or immediate supervisor for informal discussion and resolution. If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and applicable provisions of administrative regulations and collective bargaining agreements.

The district shall assist the employee wanting to file a complaint with law enforcement agencies against any individual who physically, verbally, electronically, or telephonically abuses, intimidates, or interferes with a member performing their employment duties for the district.

COMPUTER USE

Staff shall use the district's system primarily for activities related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission and goals. Personal use must be limited and consistent with the general use guidelines as noted in District Policy IIBGA/GBP. E-mail and Internet use can and will be monitored, if necessary, to ensure appropriate use.

Staff who violate computer network system policies and guidelines shall be subject to discipline up to and including termination of employment. Violations of law will be reported to law enforcement authorities and violations of applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

Summary of Policy on Electronic Communications Systems

The following summary is to assist administration and staff in implementing [Board Policy IIBGA-AR](#). This policy deals with the electronic communication system provided by the Roseburg School District for

the use of its employees. While technology has increased and improved dramatically over the past few years and has allowed us to perform our jobs in more effective and efficient ways, it has also provided us with new challenges and potential pitfalls. For the protection of the district and all employees, this policy and AR outline rules, regulations, and procedures required. **The summary below is to assist in communication of this policy, but all staff are required to read the entire policy and administrative rules and are expected to comply with it in all situations.**

- The district will comply with all provisions of the Children’s Internet Protection Act (I).
- The district will provide access to information technology to all staff, including e-mail, calendar, and voicemail.
- E-mail, voicemail, and calendar are considered appropriate and official ways to communicate with staff. The expectation of all staff is to check e-mail, calendar, and voicemail on a regular and consistent basis. The recommendation is to check daily, but at a minimum of twice a week. This is critical as some communication is time sensitive and important to the operation of the district.
- Material sent via e-mail, and messages left via voicemail, shall pertain to District business. No building wide or District wide e-mails will be sent without prior approval.
- All e-mail will be archived automatically by the district.
- Internet usage will be logged by the district.
- Acceptable use guidelines apply to all staff, volunteers, consultants, and contractors. They apply to all equipment or devices attached to the district’s network, and any equipment utilized within the district.
- The network is owned and managed by the district, and therefore usage of the system is public record. All e-mail and Internet usage and history are subject to inspection and possible disclosure under Oregon ORS’s and OAR’s. There should be no expectation of privacy.
- Employees are responsible for exercising good judgment regarding the “reasonableness” of personal use. If there is any uncertainty or confusion, employees should consult their supervisor.
- Electronic Communication Systems IIBGA-AR General Use Prohibitions outlines specific things that are absolutely prohibited by policy and by law. It is the responsibility of every employee to review this material.
- Employees who do not comply with this policy are subject to discipline, up to and including dismissal. The district also has the responsibility in some instances to contact TSPC and/or the police concerning internet or e-mail usage.
- Passwords are a critical part of network security, and section III of IIBGA-AR1 covers that information. All employees are expected to use password protection. **DO NOT SHARE YOUR PASSWORD WITH ANYONE!**

CONFERENCES

Planned conferences between teachers and parents are essential to the district’s efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled each fall and spring for elementary and middle schools and each fall for the high school.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates to meet more immediate student needs. Teachers should be prepared to provide before school or after school time to meet with students and/or parents as necessary.

CONFIDENTIALITY

Educators are involved in the lives of our students. It is that involvement that allows us to make a difference in their lives. Occasionally, a student who is experiencing difficulty in class or a student's family who is experiencing difficulty in the community may benefit from the professional consideration an educator can bring to the situation. No one receives benefits, particularly the educator, by breaches of confidentiality or disregard for the right to privacy.

The only appropriate place for discussion of student or family problems is in a meeting called specifically for the purpose of problem solving. It is never appropriate to discuss students or their families in any setting where confidentiality cannot be protected such as the staff room, restaurants, grocery stores, etc.

Thank you for your understanding, cooperation, and compliance with this legal and ethical issue.

CONTRACTS AND COMPENSATION

Contracts will be issued for all licensed District employees.

Contract teachers are employed pursuant to two-year employment contracts.

“Contract teacher” means any teacher who has been regularly employed by a school District for a probationary period of three successive school years and who has been retained for the next succeeding school year.

The Board may enter into agreements that provide for a shorter probationary period of not less than two years for teachers who have satisfied the three-year probationary period in another Oregon school District.

Upon recommendation of the superintendent, the Board may extend a contract teacher's employment for a new two-year term by providing written notice to the teacher no later than March 15 of the first year of the contract. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts.

If the teacher's contract has not been extended for a new two-year term, the Board, upon recommendation of the superintendent, may do so by written notice to the teacher prior to March 15 of the first year of the contract. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts.

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

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

COPYRIGHT

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

It is the responsibility of every staff member to follow these guidelines.

“Fair use” guidelines are as follows:

Fair Use

1. Printed Materials

a. Permissible uses – District employees may:

(1) Make a single copy of the following for use in teaching or in preparation to teach a class:

- (a) A chapter from a book;
- (b) An article from a periodical or newspaper;
- (c) A short story, short essay or short poem, whether or not from a collective work;
- (d) A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper.

(2) Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:

- (a) A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
- (b) A complete article, story or essay of less than 2,500 words;
- (c) Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
- (d) One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
- (e) An excerpt from a children’s book containing up to 10 percent of the words found in the text.

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

c. Prohibited uses – District employees may not:

- (1) Copy more than one work or two excerpts from a single author during one class term;
- (2) Copy more than three works from a collective work or periodical volume during one class term;
- (3) Copy more than nine sets of multiple copies for distribution to students in one class term;
- (4) Copy to create or replace or substitute for anthologies or collective works;
- (5) Copy “consumable” works, such as workbooks, exercises, standardized tests and answer sheets;
- (6) Copy the same work from term to term;

- (7) Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
- d. All sound recordings will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.
2. Sheet and Recorded Music
- a. Permissible uses – District employees may:
- (1) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;
 - (2) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as section, movement, or aria, but in no more than 10 percent of the whole work;
 - (3) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
 - (4) Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
 - (5) Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
 - (6) Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
 - (7) Make a single copy of a sound recording, such as a tape, disc, or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.
- b. Prohibited uses – District employees may not:
- (1) Copy to create or replace or substitute for anthologies, compilations or collective works;
 - (2) Copy works intended to be “consumable” such as workbooks, exercises, standardized tests and answer sheets;
 - (3) Copy for the purpose of performance, except as noted above (1.a.) in emergencies;
 - (4) Copy to substitute for purchase of music except as noted above (1.a., b. and c.);
 - (5) Copy without inclusion of the copyright notice on the copy;
 - (6) Downloading/file sharing of music from the internet that was originally intended for sale.
3. Rental, Purchase and Use of Video Recordings
- a. Permissible uses – District employees may:
- (1) Use purchased or rented video recordings such as feature films as part of a systematic course of instruction, in accordance with District policy IIABB. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
 - (2) Use only rented lawfully made video recordings;
 - (3) Arrange for the local school to transmit video recordings over their closed circuit television for direct instruction;
 - (4) Use off-air video recordings made at home for classroom instruction and only in accordance with District policy.

b. Prohibited uses – District employees may not:

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

4. Computer Software

a. Permissible uses – District employees may:

- (1) Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
- (2) Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
- (3) Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
- (4) Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;
- (5) Make an archival copy of a rightfully owned disk that is labeled “archival” by the software manufacturer;
- (6) Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
- (7) Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.

b. Prohibited uses – District employees may not:

- (1) Load the contents of one disk into multiple computers at the same time in the absence of a license permitting the user to do so;
- (2) Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
- (3) Make or use illegal copies of copyrighted programs on District equipment;
- (4) Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board;
- (5) Make copies of software provided by a software publisher for preview or approval;
- (6) Make multiple copies of copyrighted software (or a locally produced adaptation or modification) even for use within the school or District;
- (7) Make replacement copies from an archival or back-up copy;
- (8) Make copies of copyrighted software (or a locally produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
- (9) Make multiple copies of the printed documentation that accompanies copyrighted software.

c. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

5. Reproduction of Works for Libraries/Media Centers

a. Prohibited uses – District employees may not:

- (1) Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;

(2) Copy without including a notice of copyright on the reproduced material.

6. Performances

Permissible uses – District employees must contact the copyright holder in writing for permission whenever copyrighted works such as plays, and musical numbers are to be performed. This is particularly important if admission is to be charged or recordings of the performance are to be sold.

7. Violations

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

CRIMINAL RECORDS CHECKS/FINGERPRINTING

All staff requiring licensure or registration with TSPC or ODE shall, as part of the application process, complete a Criminal History Background Check Form.

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

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

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

A staff member not requiring licensure or registration may request that the required fees be withheld from his/her paycheck. A staff member may request periodic payroll deductions rather than a lump sum payment.

The following procedures will be used for all newly hired non-licensed and non-registered employees subject to criminal records checks including fingerprinting:

Processing/Reporting

The individual shall, as part of the application process, complete a Criminal History Background Check Form.

All non-licensed staff will be required to report within three working days to the District Office for completion of the required fingerprint forms. Individuals shall be subject to fingerprinting only after acceptance of an offer of employment or contract.

Termination of Employment

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status by the superintendent immediately upon the following:
 - a) Refusal to consent to a criminal record check and/or fingerprinting; or
 - b) Notification by the Superintendent of Public Instruction or his/her designee or the State Board of Education that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.
2. Employment termination shall remove the individual from any District policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

Appeals

All appeals regarding a determination which prevents an individual's employment or eligibility to contract with the district will be directed to the Oregon Superintendent of Public Instruction. Individuals eligible to appeal as a contested case will be notified in writing by the Oregon Department of Education.

CURRICULUM

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure to the education of District students.

The curriculum established for the courses and grade levels of this District provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.

It is an expectation that teachers/staff utilize the district adopted curriculum.

Though teaching methodology may vary, classroom instruction is expected to reflect the 5 dimensions of the district instructional framework.

DISCIPLINE AND DISCHARGE

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

DISTRIBUTION OF MATERIALS

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home are to be referred to the District Office and building principal. The materials and proposed method of distribution will be reviewed, and a decision made based on the educational concerns and interests of the district.

Roseburg Public Schools will transition from Peachjar to ParentSquare for the distribution of e-flyers for the 2024-25 school year. E-flyers will be available for staff and families to view through two ParentSquare groups: E-flyers for Elementary Schools and E-flyers for Middle and High Schools.

DRUG-FREE WORKPLACE

No staff member, engaged in work for the district, shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

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

Each staff member engaged in work related to a direct federal grant or contract of \$100,000 or more must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Each staff member engaged in work related to direct federal grant or contracts of \$100,000 or more must abide by the terms of the district’s drug-free workplace policy [GBEC](#).

The personal use of tobacco products shall be prohibited on all district property, which includes district-owned vehicles.

The manufacturing, distribution, dispensing and/or use of alcohol, marijuana, and illicit drugs by staff is prohibited while on district property, during work hours (including meal periods), during breaks and while assigned to extra-duty positions or special projects and activities, including those held after or in addition to regular school hours.

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

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

1. Take action with regards to the employee determined to be appropriate, which may include discipline up to and including dismissal; and/or
2. Require satisfactory participation by the employee in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

EMERGENCY CLOSURES

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

In the event of delayed openings or school closures, the ParentSquare system will send a notification to staff.

Additionally, school closure information is announced on local radio and television stations and posted on the district Web Page.

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

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is available through OEBB and is free to employees and their dependents. This is a confidential counseling/referral service that assists in resolving a variety of personal or family concerns. The program is designed to provide immediate professional assistance in dealing with and resolving problems. Some of these problems may or may not be covered by our basic health and medical insurance programs. Brochures, explaining the Employees Assistance Program in more detail, are available in building offices or the District Office.

EMPLOYEE CONDUCT

District employees should conduct themselves in a courteous, respectful, and efficient manner that builds the confidence of staff, students, and the public and enhances learning. Employees must maintain work relationships that are characterized by mutual support, cooperation, and respect, and that contribute to a collaborative school culture focused on student learning.

District employees must exercise honesty and ethical behavior, including but not limited to: in communication and relationships with staff, students, and the public; use of time and district property; and representation of absence from duty leave.

Employees should be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting. Employees will appear at work in a professional manner in which they are fit to perform all duties.

District employees must maintain the integrity of confidential information relating to students, family, colleagues, or district patrons. Relay of personal information only while performing assigned responsibilities and in the best interest of the individuals involved.

EMPLOYEE RELATIONSHIPS

The district is committed to providing equal employment opportunities to its employees. Intimate relationships have the potential to interfere with the district's ability to provide equal employment opportunities, and in some instances, may constitute sexual harassment or other unlawful discrimination.

The district strongly discourages an intimate relationship between a supervisor/manager or those in a professional supervisory relationship and an employee.

If an intimate relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager to promptly disclose the existence of the relationship to the Director of Human Resources. Such employees may not remain in a professional supervisory relationship or in positions where one individual may affect the terms or conditions of employment of other employees and may result in a separation of employment if another available and suitable position cannot be found.

For the purposes of this policy, an individual has "professional supervisory responsibility" for another individual if he or she performs functions including, but not limited to, supervising, evaluating, hiring, coaching, counseling, recommending, advising, or involvement in decision-making that confers benefits such as compensation, promotions, or other remuneration or that may impact upon other employment opportunities.

If you have any question as to what is appropriate, contact the Director of Human Resources.

EVERY STUDENT BELONGS

All students 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.

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin. See [Board Policy ACB](#) for more information.

EVALUATION OF STAFF

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

The district's program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have peer assistance to aid teachers to better meet the needs of students as appropriate; to have formal and informal observations to assess the performance of duties and

job responsibilities; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make improvement(s) within specific timelines.

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

Copies of the District's evaluation procedures will be available to all staff. Evaluations of all staff will be conducted in accordance with established Board policy and applicable District evaluation procedures, negotiated agreements and Oregon Revised Statutes.

FAIR LABOR STANDARDS ACT

Regular working hours for all non-exempt staff will be set by the supervising administrator. Non-exempt staff are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the supervising administrator. All time sheets must be a true reflection of all time worked.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations and negotiated agreements.

Overtime for non-exempt staff is defined in negotiated agreements. A work week is defined as seven consecutive days covering Sunday through Saturday. If prior approval is obtained, overtime will be compensated at one and one-half times the employee's rate of pay. Compensatory time at time and one-half may be allowed. Exceptions to overtime shall be in compliance with negotiated agreements.

FIELD TRIPS AND SPECIAL EVENTS

Field trips and other student activities involving travel may be authorized by the building principal, superintendent, or school administrator when such trips or activities contribute to the achievement of desirable educational goals. See [Board Policy IICA](#) for details.

Requests should be submitted to the building principal well in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers.

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

FUNDRAISING

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

Fundraising requests must include an explanation or justification for the proposal consistent with building and/or District goals. Fund-raising must not interfere with or disrupt school. All money raised must be receipted and deposited to the school office.

GIFTS AND SOLICITATIONS

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

Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined as \$50 or more from a single source in a single year. See [Board Policy GBC](#) for details.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without building principal approval. The solicitation of staff by salespeople, other staff or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the building principal.

GUEST SPEAKERS

Guest speakers may be used by teachers from time to time when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the building principal of the date, time, and nature of the presentation whenever such use is planned. Please refer to [Board Policy INB](#).

Prior approval from the building principal is required for all guest speakers.

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

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

1. Profanity, vulgarity, and lewd comments are prohibited.
2. Use of a tobacco product or inhalant delivery system or other similar device is prohibited;
3. Sexist, racial remarks or derogation of any group or individual is prohibited.

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

Guest Speakers will show photo ID while checking in at the office.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/ CYBERBULLYING

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

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

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

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The district will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

“Protected health information” means individually identifiable health information that is:

1. Transmitted by electronic media;
2. Maintained in electronic media;
3. Transmitted or maintained in any other form or medium.

The electronic exchange of financial and administrative transactions related to an individual’s protected health information will meet the requirements of HIPAA, including national standards for transactions designed to ensure the security of health information created or received by the district.

Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about District compliance with HIPAA, should contact the Human Resources Office.

IDENTIFICATION BADGES

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

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

4. The district will not disclose the identification badge or card of an employee without the written consent of the employee if:
 - a.) The badge or card contains the photograph of the employee.
 - b.) The badge or card was prepared solely for internal use by the district to identify employees.

JURY DUTY

Employees drawn for jury duty or required to appear pursuant to court orders must follow these steps:

1. Provide a copy of the summons/subpoena with name and date to school or department.
2. Enter absence in district absence tracking system using appropriate coding.
3. Refer to collective bargaining agreement for work attendance requirements.

KEYS

Keys are issued to staff by the building principal. To protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key control procedures:

1. All staff shall complete a key issue agreement prior to being issued a building/room access key(s).
2. The duplication of keys or key cards is prohibited.
3. Keys are not to be left unattended and shall be always kept “on person.” Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
4. Keys or key cards shall not be “loaned.” Under no circumstances should staff provide keys to students to “run errands,” “unlock/lock” doors, etc. Keys may be checked out to non-staff at building administrator’s discretion.
5. Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect District property. Three days may be allowed for the finding or recovery of keys or key cards before any charges are assessed depending on the security risk posed by the lost key or key card as evaluated by District administration.
6. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys or key cards will be issued within 72 hours.
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys.

LESSON PLANS

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with District curriculum and appropriate to the individual needs of students. Lesson plans are to be kept by teachers in a place known and accessible to the principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the principal. Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the principal may monitor instruction to assure

that the educational program in a particular class or activity is consistent with the district-approved course of study.

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs should be included in all lesson plan books. General plans which cover the length of the course of study should also be prepared and readily available for principal and/or student and parent review.

LICENSE REQUIREMENTS

It is the responsibility of each licensed staff member to keep their license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

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

MAIL AND DELIVERY SERVICES

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

District mailing and postage may be used for school District business only. Staff are not allowed to use interschool mail for the delivery of personal letters, notes, and materials to other employees.

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

All staff are to check their mailboxes before and after school and remove mail daily.

MANDATORY REPORTING

ABUSE OF CHILD REPORTING

Abuse of a child by district employees, contractors¹, agents², volunteers³, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy, [JHFE/GBNAB](#) and [JHFE-AR](#) – Reporting of Suspected Abuse of a Child, and the accompanying administrative regulation.

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

Any staff member who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect shall immediately orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services or local law enforcement agency within the county where the person making the report is located at the time of the contact.

Any district employee who has reasonable cause to believe that **any person** with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to Oregon Department of Human Services (DHS), its designee, or to the law enforcement agency within the county where the person making the report is located at the time of the contact.

Any district employee who has reasonable cause to believe that **another district employee, contractor, agent, volunteer, or student** has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer, or student shall immediately report such to the DHS, its designee, or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.

Written documentation of this report must be completed and submitted to the building administrator or Director of Human Resources.

Forms are available in the office and online <https://www.roseburg.k12.or.us/board/board-policies/sec-j/jhfe-ar>.

Oregon law recognizes these, and other types of abuse:

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse or sexual exploitation.

¹ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

Failure to report a suspected abuse of a child or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal.

A staff member who, based on reasonable cause, participates in good faith in making an abuse of a child report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law. A substantiated report of abuse by an employee shall be documented in the employee's personnel file. Intentionally making a false report of abuse of a child may be a Class A violation.

SEXUAL CONDUCT

Sexual conduct by district employees, contractors⁴, agents of the district⁵, and volunteers⁶ is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers of the district are subject to [Board Policy JHFF/GBNAA –Suspected Sexual Conduct with Students and Reporting Requirements](#).

“Sexual conduct” means verbal or physical conduct; or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involves 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 a student's educational performance or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school 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; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district 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.

Sexual conduct is separate from sexual abuse, which commonly involves inappropriate physical contact with a minor. Sexual conduct may include grooming behavior (this is behavior in which adults develop trust to break down a child's defenses so that the adult may engage the child in sexual conduct or sexual abuse). Examples of sexual conduct may also include (but not be limited to):

- Inappropriate sexual or suggestive conversations;
- Suggestive or obscene language;

⁴ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁵ “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁶ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

- Sharing of obscene or suggestive photos;
- Giving a student gifts;
- Videotaping or photographing a student in revealing or suggestive poses, or without permission of a parent;
- Texting or phoning a student outside of school regarding matters that do not involve school-related assignments or issues;
- Sharing your own sexual exploits or marital difficulties;
- Inappropriate discussion or expressed interest in a student's personal affairs, such as the student's out-of-school social activities and dating behavior;
- Meeting a student outside of school, especially singly and without parent permission;
- Trying to establish a relationship that is more like a peer relationship instead of an adult - student relationship;

If an employee becomes aware that a student is exhibiting inappropriate or excessive interest in the employee, the employee must report that immediately to his/her supervisor. All District employees are required to follow Policy [JHFF/GBNAA](#). This means that if an employee has **reasonable cause** to believe that another District/school employee or volunteer has engaged in sexual conduct with a student, she/he must immediately notify her/his immediate supervisor or the Director of Human Resources of this. Failure to do so would be a violation of this policy and could result in disciplinary action against the employee for failure to report. [CLICK HERE TO ACCESS THE FORM](#)

School employees also have a duty to report (both to the district and to the Department of Human Services and/or law enforcement), and to refrain from any kind of "child abuse, "including "sexual abuse."

Child abuse includes physical abuse, emotional abuse, sexual abuse, threatening with abuse, and/or, in some cases, neglect. Sexual abuse is any incident of sexual contact including, but not limited to, rape, sodomy, incest, and sexual penetration with a foreign object, as those acts defined in ORS Chapter 163 and Policy [JHFE/GBNAB](#). [CLICK HERE TO ACCESS THE FORM](#)

When the District receives a report of suspected sexual conduct by a District employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation.

An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee, or student who is the subject of the report. If the subject of the report is a District employee, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district's decision through the appeal process provided by the District's collective bargaining agreement. A substantiated report is one that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee's personnel file.

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

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the Director of Human Resources will follow up on the receipt of a report. In the event that the designated person is the suspected perpetrator, the Superintendent shall receive the report. When the District takes action on the report, the person who initiated the report must be notified.

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

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to all employees, at the time of hire, a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.370 for all District employees.

MEDIA ACCESS TO STUDENTS

Media representatives are required to report to the building principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Staff should check with their building principal or office staff before releasing student information to make sure the student's parents have not requested such information be withheld.

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structures.

All staff are expected to attend staff meetings unless prior arrangements have been made with the building principal. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

MOTHER FRIENDLY WORKPLACE

The district recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast feeding or expressing milk in the workplace. To meet this need, and to be in compliance with Oregon law, the district has adopted a policy outlining the process and procedures. If you have questions, please refer to [Board Policy GBDA](#). Also, feel free to contact your principal or the Human Resources Office. The following locations have been identified in each facility for milk expression:

1. District office: Conference room;
2. Eastwood Elementary: Room 22
Fir Grove Elementary: Room 7

- Fullerton IV Elementary: Room 7
- Green Elementary: Conference room
- Hucrest Elementary: Gym girls locker room
- Melrose Elementary: Room 14
- Rose Elementary: Small office behind the main office
- Sunnyslope Elementary: CDS office
- Winchester Elementary: Room 2
- 3. Fremont Middle School: Room in the girl's locker room
- JoLane Middle School: Medicine Room;
- 4. Roseburg High School: Small room in the teen health center.

PARTICIPATION IN POLITICAL ACTIVITIES

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level on the same basis as any citizen in public or private employment and within the law. No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may an employee use any time during the working day for campaign purposes.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of District duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with District curriculum and their assigned duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. Please refer to OAR 584.020-0035, ORS 260.432, Board Policies [INB](#), [GCAB](#).

PAYROLL & FRINGE BENEFITS

The district's payroll cut-off and paydays can be found under the Business Operations Department page of the district website.

The procedure for issuing remuneration to teachers and other staff participating in School Improvement activities and in-service sessions needs clarification to ensure consistent application across the district. All remuneration and expenses (registrations, travel, lodging, meals, etc.) will be determined on a case-by-case basis and will consider the funding source (budgets, grants) or project. Activities will, of course, need to be related to school/District improvement plans.

If an employee is required by the district to use their personal automobile for district purposes, the employee shall be reimbursed at the IRS rate. Reimbursement requested shall be submitted using the district process for mileage reimbursement. Requests occurring between July 1 and the last working day in December must be submitted by December 31. Those occurring between January 1 and June 25 must be submitted by June 25. The final submission deadline for the fiscal year is June 25.

Clarification of any remuneration arrangement(s) will be originated by the project, grant, or budget administrator prior to participation by any staff member. Please refer to the Methods of Pay memo on the [Business/Operations web page](#)

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA [Policy GCAB](#)

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

A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

Personal cell phones/pagers and other digital audio and video devices shall be silenced during instructional time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignments.

Cell phones which have the capability to take photographs or video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal communication devices brought to district property and district-sponsored activities.

Staff members, while on duty and off duty, will utilize social network websites, public websites, and blogs, judiciously by not posting confidential information about students, staff, or district business. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting to prevent substantial disruption in school. Communication with students using personal electronic devices is strongly discouraged.

Communication with students should be limited to district provided platforms. If communication with a student on a personal device is unavoidable, staff must notify their supervisor prior to contacting the student.

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

PERSONAL REFERENCES FOR EMPLOYMENT

Employees are to contact the Human Resources Office prior to responding to any requests (written or oral) for references of/for employment. District letterhead will only be used with permission from the Human Resources Office. Please see [Board Policy GBL](#).

PERSONNEL RECORDS

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

All records containing medical condition information such as workers' compensation reports and release/permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records. Except as provided below, or required by law, district employees' personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee or designee may arrange with the Human Resources Office to inspect the contents of his/her personnel file on any day the office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained, will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Attorneys for the District or the District's designated representative on matters of District business;
8. Upon receiving a request from a prospective employer issued under ORS 339.374(1)(b), the district, pursuant to ORS 339.378(1) shall disclose the requested information if it has or has had an employment relationship with a person who is the subject of the request, no later than 20 days after receiving such request. The records created by the district pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
9. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;
10. Upon request from a prospective employer or a former employee, authorized district officials may disclose information about a former employee's job performance to a prospective employer and such disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under ORS 659 or ORS 659A.

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

PROGRESS REPORTS

Teachers are expected to report quarterly to parents and guardians regarding their students' progress toward achieving the academic content standards. Parents will receive reports on their students' absences.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.

No grade of "D" or "F" should be issued without a written progress report having been sent home notifying the student and his/her parents of academic deficiencies.

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

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

"Tobacco product" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew, or snuff in any form. This does not include USFDA approved tobacco products or other therapy products used for the purpose of cessation.

"Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

PURCHASE ORDERS

No obligation may be incurred by any staff member unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy.

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

Additionally, at least three competitive quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies, and services more than \$3,000.

All other purchases are subject to the Board's policy governing Bidding Requirements, and administrative regulations specifying exemptions from competitive bidding and such other requirements as may be specified by law.

Staff members with questions should contact the business manager for details.

RELEASE OF GENERAL STAFF INFORMATION

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

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

RESEARCH/COPYRIGHTS AND PATENTS Board Policy [GCQBA](#)

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

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

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

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

RESIGNATION OF STAFF

A resigning staff member is required to deliver a written and signed notice of resignation to the supervising administrator or Human Resources Department. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified by the Director of Human Resources.

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

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to suspend the teacher's license for the remainder of the school year. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

Non-licensed employees are expected to submit a written and signed notice of resignation at least two weeks prior to the date the employee wishes to leave district employment.

RETIREMENT

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

SAFETY COMMITTEE

In accordance with law, a district-wide and building safety committees have been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff, and others while on district property.

The building safety committee meets monthly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring. Minutes from each committee shall be posted in each building. Any employee may have a health or safety concern placed on the agenda of the building safety committee; if the employee believes that no adequate response was made, the member may place the concern on the agenda of the district-wide safety committee.

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

Employees who work with students who are recognized as physically aggressive and/or combative shall have access to appropriate District-approved training and will be provided with and use protective equipment as mutually agreed to by the employee and administrator.

SECURITY SYSTEM

All District buildings are equipped with security systems. Staff shall "verify" with the building administrator those areas that are covered by the system, alarm codes to be utilized, and alarm use (arm/disarm) protocols to prevent false alarms from after-hours access or building use.

SEXUAL HARASSMENT Board Policy [GBN](#), [GBN-AR](#)

Sexual harassment of or by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district. "District" includes district facilities, district premises and non-district property while a staff member or student is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students, staff members or third parties shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform the job; or
 - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

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 other students or others as to appearance, sexual activity or performance.

Reports and complaints of sexual harassment should be made to the Human Resources Director. The district official receiving the complaint shall issue the required written notice as outlined under Oregon Procedures in Board policy GBN/JBA - Sexual Harassment.

Complaint Process:

Step 1

The district official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy GBN/JBA - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties 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 within 30 days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 2

If a complainant is not satisfied with the decision in Step 1, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal within 5 working days of receipt of the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 3

If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent or designee in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's or designee's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent's or designee's decision in Step 2 is final.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding the filing of a complaint may be obtained through the principal, compliance officer or superintendent.

The initiation of a complaint in good faith about behavior that may violate the district's sexual harassment policy shall not adversely affect any terms or conditions of employment or work environment of the staff complainant.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal.

SITE COUNCIL

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

The 21st Century Schools Council responsibilities include the development of plans to improve the professional growth of staff, the improvement of the school's instructional program and the development and coordination of plans for the implementation of programs under Oregon's Educational Act for the 21st Century at the school site and for the professional development of teachers and classified employees as provided for in Oregon Revised Statutes and Oregon Administrative Rules.

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

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

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

Membership selection information may be obtained by contacting an association representative or the building principal. Refer to [Board Policy IFCA](#) and OAR 581-020-0130.

SPECIAL INTEREST MATERIALS

Supplementary materials from non-school sources require principal approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources.

Generally, materials that are of obvious educational quality, supplement and enrich instructional and reference materials for definite school courses and are timely may be considered for approval.

VIDEOS AND FILMS

Building principal approval is required prior to showing a feature film/video to students in District classrooms. Only films/videos rated G, PG or PG-13 may be authorized for classroom use. Requests are to be submitted to the building principal at least five days prior to the proposed showing. Forms are handed out by teachers to get permission from parents to watch the films/videos.

1. The following information should be included:
2. Title and brief description;
3. Purpose for the showing;
4. Match with course objectives;
5. Proposed date of showing;
6. When and how parents will be notified, or if necessary, grant consent;
7. Audience rating.

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent. Parents should be provided with the opportunity to preview a feature film/video, whenever possible.

STAFF DEVELOPMENT

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with District and building goals and job assignment. Requests require prior approval from the building principal. Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees and like activities will not be considered as appropriate activities for the expenditure of District funds.

STAFF DRESS AND GROOMING

The Board believes that staff members set an example in dress and grooming for students and standards of professionalism for the District. A staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of professionalism, and encourages respect for

authority. These factors act in a positive manner toward the maintenance of discipline. Please see [Board Policy GBCA](#).

STAFF ETHICS

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

This means that:

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

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

STAFF HEALTH AND SAFETY

In order to assure the safety of staff and students, information and/or training as necessary is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

Safety Data Sheets (SDS), which accompany any hazardous substance used in the school setting, are maintained on file in the [office and elsewhere in the building, as necessary,] and readily available to any staff member who must handle such materials or who may have been exposed to such products.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the District:

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

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

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

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

STAFF INVOLVEMENT IN DECISION MAKING

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved on the school's 21st Century Schools Council and may participate in such District and building activities as the establishment of District and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning. Contact the building principal for additional information regarding possible building and District level committee work that may be available.

STAFF MANDATORY TRAININGS

The Roseburg School District is fully committed to the health and safety of all faculty, staff, students, and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the District customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and annually thereafter. The courses are available through the Vector Solutions online training system.

To begin, employees will need to complete the following on-line trainings by September 30, or within 30 days of hire. All employees will receive an email notice regarding the training. For convenience, the email will contain an Internet link to start training. Associated Board Policies are noted and include a link to the policy.

- Bloodborne Pathogen Exposure Prevention [EBBAB](#), [GBEB](#), [JHCC](#)
- Child Abuse: Identification & Intervention [JHFE/GBNAB](#)
- Child Abuse: Mandatory Reporting [JHFE/GBNAB](#)
- Cybersecurity Awareness for Employees at Education Institutions: Security Awareness Essentials
- Cybersecurity Awareness for Employees at Education Institutions: Social Engineering
- Cybersecurity Overview
- District Heat Illness Prevention Plan
- Email and Messaging Safety
- Employee Handbook/Employee Handbook for Conduct and Annual Notices [CHCA](#)
- Equal Employment Opportunity [GBA](#)
- Google Apps for Education Staff Agreement
- Hazard Communication: Right to Understand
- Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying-Staff [GBNA](#)
- Integrated Pest Management [EBB](#)
- Medication Administration Refresher (only specific job categories) [JHCD](#), [JHCDA](#)
- Overtime Pay and Compensatory Time Procedures (only specific job categories)
- Personal Electronic Devices and Social Media – Staff [GCAB](#)
- Protection Against Malware
- Reproduction of All Copyright Materials [GCOBA](#), [IIBGA](#), [EGAAA](#)
- Roseburg Public Schools Use of Restraint and Seclusion [JGAB](#)
- Roseburg School District Technology Acceptable Use Policy [IIBGA](#)

- RPS Workplace Expectations
- Sexual Harassment [GBN](#), [GBN-AR\(1\)](#), [GBN-AR\(2\)](#)
- Sexual Misconduct Staff to Student [JBA](#)
- Student Experiencing Homelessness: Awareness and Understanding [JECBD](#)
- Veterans' Preference [GBA-AR](#)

ONLINE TRAINING PROCEDURES

1. Go to the Staff page of the district website <https://www.roseburg.k12.or.us/staff>
2. Under the heading "Links and Resources" choose "Vector (SafeSchools)" link or go to: <https://roseburg-or.safeschools.com/login> .
3. Enter your username following the directions shown on the login screen.
4. You will be brought to a screen titled: "Mandatory Training." This screen shows you all the courses in which you have been enrolled.
5. For each course shown, click on the course title.
6. When the course has been completed, it will prompt you to print the certificate. Printing the certificate is optional.

STAFF/PARENT RELATIONS

The district encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to their student and consult with teachers concerning their student's welfare and education.

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

In the case of joint custody, it is the responsibility of the parents to provide the district, in writing, with any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the office.

STUDENT DISCIPLINE

An employee who is assigned to teach or supervise a student may ask the building administrator(s) to discuss any disruptive situation involving that student and explain how the situation was handled and any ongoing developments.

If the employee completes a written behavioral referral to the principal, the teacher will receive written feedback about the action taken within a reasonable time frame, generally expected to be forty-eight (48) hours.

In accordance with ORS 339.327, the district will establish procedures for alerting any employee whose name appears on a targeted list threatening violence or harm to the district employee and when threats of violence or harm are made by a student or others.

SUBSTITUTES

Neither the absent employee nor the building principal may assign a substitute to fill an absent employee's position who is a relative or member of the absent employee's or principal's household.

SUICIDE AWARENESS AND PREVENTION

Protecting the health and well-being of all students is of the utmost importance to the Roseburg Public Schools. The school board has adopted a suicide prevention policy, [JHH](#), which will help to protect all students through suicide awareness, prevention, intervention, and postvention.

Please review the following information about your responsibility as a staff member. More comprehensive information on the district's Suicide Prevention Plan can be found on the district website. Please contact your administrator if you have any questions about this information.

Warning sign that may indicate an immediate danger or threat:

Someone who has already taken action to die by suicide
Someone threatening to hurt or kill themselves
Someone looking for ways to die by suicide - seeking access to pills, weapons, or other means
Someone talking, joking, or writing about death, dying, or suicide
All warning signs should be taken seriously, and staff should always error on side of caution

Staff response:

If a suicidal attempt, gesture, or ideation occurs or is recognized, staff will ensure the continuous supervision of the student and report it to a school suicide prevention coordinator or school administrator right away. If there is imminent danger, call 911. A Suicide Response Protocol Level 1 is only performed by a trained school staff member.

Trained school staff members:

Only trained school staff members should act as screeners who perform Level 1 suicide response protocols and safety planning.
Examples of trained screeners in your school are:

- School Counselors/CDS
- School Psychologists
- Administrators
- If you are uncertain who the specific trained screeners are in your building, ask your building administrator

SUPERVISION OF STUDENTS

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

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

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

No other staff member may leave their assigned group unsupervised except if appropriate supervision arrangements have been made to take care of an emergency.

During school hours, or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

TEACHING ABOUT RELIGION

Religious education is the responsibility of the home and religious institution. Public schools are obligated to maintain neutrality in all such matters.

As religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

Though teachers may be permitted to expose students to information concerning religious beliefs, a teacher may not advocate, openly, covertly or by subtlety, a particular religion or religious belief.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for District business, including the transportation of students, is generally discouraged. Staff members should use District-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff member may use a private vehicle for District business without permission from the building principal.

VACANCIES/TRANSFERS

Announced vacancies for licensed and classified positions are posted on the District Web Page. Voluntary and involuntary transfer of staff members may be authorized by the superintendent or designee based on District personnel needs and in accordance with District procedures and collective bargaining agreements.

VISITORS

All visitors to the buildings must check in at the office and receive a visitor badge. If you see people in the buildings that are not wearing a name tag or visitor badge, please welcome them and escort them to the office for assistance.

VOLUNTEERS

The district encourages the participation of volunteers to perform appropriate tasks during and after school hours under the direction and supervision of staff.

Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact their principal.

WEAPONS

In accordance with Oregon law, any district employee who has reasonable cause to believe a student, staff or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by the district's weapons policy, shall immediately report such violation to an administrator, his/her designee, or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

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

A person making a report as described above who has reasonable grounds for making the report is immune from liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the report in accordance with ORS 339.315(1)(b). The identity of a person participating in a good faith report as described above may not be disclosed except when allowed by law.

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