EAGLE POINT SCHOOL DISTRICT 9

District Staff Handbook

2024-2025

EAGLE POINT
SCHOOL DISTRICT 9
Every Student - Every Class - Every Day!

We cannot always build the future for our youth, but we can build our youth for the future.
~ Franklin D. Roosevelt

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INTRODUCTION

The material covered within this staff 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.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 revision or elimination. Appropriate notice will be provided.

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, and the district does not discriminate on the basis of an individual's perceived or actual race[1], color, religion, sex, sexual orientation, national or ethnic origin, marital status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged or mental or physical disability[2],or economic status, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following staff have been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Ryan Swearingen, HR Director
11 N Royal Ave
Eagle Point, OR 97524
swearingenr@eaglepnt.k12.or.us
541-830-6557

The following staff have been designated as the coordinator of Title IX of the Education Amendments:

Ryan Swearingen, HR Director
11 N Royal Ave
Eagle Point, OR 97524
swearingenr@eaglepnt.k12.or.us
541-830-6557

The following staff have been designated as the Civil Rights Coordinator:

Jennifer Patterson-Durham
185 E. Main Street
Eagle Point, OR 97524
pattersondurhamj@eaglepnt.k12.or.us
(541) 830-6107

The procedure to filing a complaint can be found on the district's home page at www.eaglepnt.k12.or.us

[1] Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race including but not limited to natural hair, hair texture, hair type, and protective hairstyles as defined by ORS 659A.001.

[2] This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106). Related federal law applies to employers with 15 or more employees. 42 U.S.C. 12111(5)(A). Refer to School Board Policy (CC), Administrative Organization.

GENERAL INFORMATION

GENERAL ASSOCIATION INFORMATION

The Eagle Point Education Association is the bargaining unit for all half-time (20 hours or more) to full-time licensed and classified staff.

BOARD MEMBERS

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of district schools. Board members are elected by residents of this district. Member names and contact information may be found on the District Web Site at www.eaglepnt.k12.or.us.

BOARD MEETINGS & COMMUNICATIONS

Regular Board meetings are typically held on the 4th Wednesday of each month in the District Office Board Room. Meetings begin at 5:30 PM. All regular and special meetings of the Board are open to the public unless as otherwise provided by law.

The board desires to maintain open communication between itself and the staff. The basic line of communication will be through the superintendent.

All formal communications or reports to the Board or any Board committee from staff members will be submitted

through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. Staff members are invited to Board meetings, which provide an opportunity to observe the Board's deliberations on matters of staff concern.

All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will provide appropriate communication to keep staff fully informed of the Board's priorities, concerns and actions.

School visits by Board members will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors.

BUILDING HOURS

Each building site will provide building hours. During summer and other non-school days, building hours may vary.

COMMUNITY USE OF BUILDINGS

The school buildings are open to community groups during the week and weekends for approved use when such use does not interfere with district programs and are outside of the regularly scheduled school day.

As classrooms may be scheduled outside regular building hours, all staff are encouraged to leave their rooms in order and to secure personal items. The district is not responsible for personal items left on district property.

CONFERENCE AFFILIATION

The district's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the Southern Sky Conference with schools comprised of comparable enrollments and activity programs. Refer to the High School Athletic Director for specific information regarding leagues, competitions, etc.

DISTRICT OFFICE HOURS

The district office is open between 8:00 AM and 4:30 PM during the school year.

During summer months and other non-school days, office hours may change.

ENFORCEMENT

The District is a complex organization. It is the responsibility of staff to know and abide by the policies and rules and to seek guidance from administrators. The failure, or refusal, to comply with the expectations of this handbook or other rules or policies does not in itself change the expectation. It may mean the employee's failure may have escaped previous notice. The failure on the part of the employee to comply with district rules or expectations at any time can be construed as insubordination. The previous failure to comply does not set a precedent or establishes a practice, it is evidence of non-compliance.

STAFF OPERATIONS

ABSENCES

All staff are to attend work regularly and report to work for all scheduled workdays at the assigned time, fit for duty and are required to report all absences to the principal/supervisor. All staff are to maintain satisfactory attendance, which shall mean reporting for duty and staying on duty during all assigned times, with no absences greater than one day per month, on the average, for sick leave and any other leave time provided by contract or agreement, outside of protected leave (i.e., FMLA/OFLA, etc.). Employees who will not be able to maintain attendance at this level due to a disability or medical condition that qualifies under the Americans with Disabilities Act or the Family Medical Leave Acts shall inform their supervisor so that appropriate arrangements can be made for substitutes; in such situations, the qualifying leave shall not be counted against satisfactory attendance.

Staff members unable to report to work for any reason must notify their administrator and enter their absence in Absence Management as soon as possible to ensure that the appropriate substitute arrangements may be made (if needed). Whenever possible, and as appropriate, substitutes will be retained during the course of the absence. Staff members may, at the time of the reported absence, request a particular substitute. **Requests that a substitute not be called may be made in advance through the school secretary only.** Final decisions regarding substitute use or nonuse will be made by the district. Substitute coverage **particular** for absences during work hours due to illness or emergency will be arranged as needed upon notification to the site front office.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy

and law.

The district is required to give an eligible employee leave, if they are a victim of domestic violence, harassment, sexual assault or stalking, or is a parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, or stalking. The leave may be unpaid.[3]

Any misuse or misrepresentation of leave may result in discipline, up to and including termination.

Unpaid Leave

Unpaid leave is strongly discouraged; however, the district recognizes that unpaid leave may be necessary from time to time and will be granted in accordance with state/federal laws and as required by contract. Unpaid leave will not be given to an employee unless one of the following occurs:

- Catastrophic circumstances such as natural disasters
- Rare circumstances, in which the timing is not under the control of the employee. (i.e., Does not include vacations, birthdays, graduations, and the like, etc. that discretionary leave could cover.)
- Part Time employees – Part time employees have no discretionary leave. On a case-by-case basis with supervisor approval, they could be granted three equivalent (equivalent means equal to their work day) unpaid leave days for very special events (e.g., weddings, graduations, etc.)

All unpaid leave must be approved in advance through the site administrator. By law, not reporting to work, without approval, is considered abandonment of one's job and may have serious performance or disciplinary consequences.

These criteria are for all employees, full-time and part-time. The philosophy of the district is that employees need to be available to support our students during their work time. Approved leaves, vacations and regularly scheduled unpaid days are designed to meet staff needs.

Sick Leave

Sick leave is referenced in the employee contract under Article 11 – "Paid Leave of Absence". Employees who are absent because of a medical/dental appointment, illness or injury for themselves or an immediate family member shall receive compensation on account of sickness during such absence in accordance with provisions and reservations pertaining to sick leave allowance. If an employee is using sick leave for purposes of medical/dental appointments the request must be submitted when possible no later than five days in advance unless it is an emergency situation or they have supervisor approval. It is also expected an employee will return to work upon conclusion of the medical/dental appointment unless the employee is eligible for sick leave due to illness or injury.

Sick leave is earned by employees for the purpose of providing a sick leave plan that will support the employee's leave needs when they are ill or other approved purposes as stated by the contract and law. If an employee misrepresents an illness or is dishonest in their use of sick leave and uses sick leave for any other purpose than is approved, the district will consider this serious misconduct and may have "Just Cause" to terminate employment.

Examples of Appropriate Use:

- Employee has an illness and cannot perform job duties.
- Employee has a physical injury and is unable to perform job duties.
- Employee's child is ill.

Examples of Inappropriate Use:

- Employee decides to spend time taking care of new grandchild.
- Employee schedules doctor appointment, not related to illness, and the employee requests a full day of leave for the appointment.

The district may assess each case individually, based on the medical needs of employee and/or family members.

Sick leave is to be used for employees if they are too sick to report to work. All sick leave must be called in to the appropriate contact person in advance so that the district may cover the employee's job, if needed. After 5 days of consecutive illness the district may request a Doctor's note to return to work. If for any reason there is an instance or pattern of sick leave that may constitute a misuse of sick leave, a Doctor's note may be requested for an individual's absence, even if for one day.

Doctor and Dentist appointments are to be scheduled on an employee's own time, whenever possible, unless the appointment is related to an illness that prevents the employee from performing their job duties. Any exceptions are to be requested five days in advance from the supervisor, unless it is an emergency situation. If the supervisor grants the use of sick leave for a doctor or dentist appointment, the employee is to return immediately to work after the appointment. The employee's sick leave will only be charged for the time they are absent.

Sick Leave Bank

Bargaining unit member's participation in the sick leave bank shall be voluntary. No later than October 15th of each year or 30 days after hire, whichever is later, an employee who wishes to participate in the sick leave bank will notify the district and indicate how many sick leave days (minimum .5 days) he/she wishes to contribute to the sick

leave bank. Participation is on an annual basis. Employees must notify the district and contribute to the sick leave bank each year in order to be eligible to access additional leave from the sick leave bank.

Sick Leave Bank hours shall only be used by bargaining unit members who have a doctor's opinion they are unable to perform their assigned responsibilities for more than five (5) consecutive work days due to a serious illness, injury, or physical or mental condition or other reason acceptable under OFLA/FMLA (excludes parental and sick child leaves and leave due to elective surgery which are not eligible for coverage). If a request is made under extenuating circumstances, the request may be reviewed by the district representative and Association representative resulting in additional leave being granted.

[3] This law applies if the district is the employer and has six or more employees. ORS 659A.272

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

Employees should contact Human Resources and review policy GCBDA/GDBDA – Family Medical Leave and administrative regulations.

Eligibility

In order for an employee to be eligible for the benefits under FMLA, the employee must have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and worked at a worksite that employs 50 district employees within 75 miles of the worksite. Generally, in order for an employee to be eligible for benefits under OFLA, the employees must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week. Special requirements apply during public health emergencies.

The district will comply with all provisions of the Family and Medical Leave Act (FMLA), the Oregon Family Medical Leave Act (OFLA) and Oregon Military Family Leave Act (OMFLA), as well as other applicable provisions of Board policies and collective bargaining agreements regarding family medical leave and military leave. The determination of qualification for FMLA/OFLA/OMFLA may be complicated and require a review and analysis of each situation on a case by case basis.

Contact the Human Resources Office for additional information regarding eligibility, length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA or OFLA leave.

Paid/Unpaid Leave

Family leave is an unpaid leave. The district requires the employee to use any accrued sick leave, vacation or personal leave days (or other paid time established by Board policy(ies) and/or collective bargaining agreements) before taking FMLA and/or OFLA leave without pay for the leave period.

Sick time provisions:

1. Provides a minimum of 40 hours for full-time employees who work a full year or sick time accrued at 1 hour for every 30 hours worked.
2. Leave will run concurrently with current sick accrued sick leave.
3. Employees are eligible to use sick time on the 91st calendar day of employment.
4. Accrues based on actual time worked.
5. There is a 180-day window of time after the employee last works for an employer to retain eligibility, accrual, and balance of sick time.
6. Shall be used in one-hour in minimum increments not to exceed four hours
7. Sick time may be used for the employee's or a family member's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.
8. When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.
9. Must notify workers at least quarterly of their sick time balance.

Application

Staff members shall submit to the district a written request at least 30 days prior to the anticipated leave date if the leave is foreseeable based on planned medical treatment.

Return to Work

Employees must have a "return to work" authorization releasing them to work, without restrictions, prior to returning to work. For the safety of our employees, employees that do not have a release may be sent home until such notice can be obtained.

Family Medical Leave Insurance (PFMLI AND PAID LEAVE OREGON)

The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan has been approved by the Oregon Employment Department. The district will file the Oregon Quarterly Tax Report as required.

ABUSE OF A CHILD REPORTING

Abuse of a child by district employees, contractors[4],agents[5], volunteers[6], or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy, GBNAB/JHFE – Reporting of Suspected Abuse of a Child Reporting Requirements, 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 district employee who has reasonable to believe that any person with whom the employee has come in contact has suffered abuse or neglect, shall make a report to the Oregon Department of Human Services through the centralized child abuse reporting system[7] 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 in the same manner described above.

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 DHS, through its centralized child abuse reporting system or to local law enforcement agency and to a designated licensed administrator.

Written documentation of this report must be completed and submitted to one of the following:

If the superintendent is the alleged perpetrator the report shall be submitted to the Director of Human Resources who shall also report to the Board chair.

Child abuse by district employees will not be tolerated. As district employees are subject to this policy and the accompanying administrative regulation, if a district employee is a suspected abuser, reporting requirements remain the same.

The superintendent will implement such regulations as are necessary to accomplish the intent of this policy and to comply with state law. Copies of this policy and applicable state laws will be given to all school employees.

District staff shall receive training each school year in the prevention and identification of child abuse and on the obligations of school employees under ORS 419B.005 and as directed by Board policy to report suspected child abuse. In addition, an annual training for parents and legal guardians of students attending district schools shall be provided on the prevention, identification of child abuse and the obligation of school employees to report suspected child abuse. Annual training designed to prevent child abuse will be made available to students attending district operated schools. Written documentation of this report must be completed and submitted to the principal. Forms are available in the office.

Oregon defines “abuse” in ORS 419B.005 (1).

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 of 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 child abuse may be a Class A violation.

[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.
[7] How to report abuse or neglect: Oregon DHS. Call 855-503-SAFE (7233)

SEXUAL CONDUCT REPORTING – H.B. 2062

H.B. 2062 went in to effect on July 1, 2010 and requires the following:

In addition to mandatory reporting of child abuse, the law imposes a requirement that all school employees must report "sexual conduct" to their supervisors or to a district-designated individual, so that an investigation can be conducted. This reporting obligation exists if the employee has "reasonable cause to believe" that another school employee has engaged in "sexual conduct."

- "Sexual conduct" is defined as misconduct that does not constitute child abuse, but is commonly referred to as "grooming behavior." The law defines "sexual conduct" as "any verbal or physical conduct by a school employee that (a) Is sexual in nature; (b) Is directed toward a kindergarten through grade 12 student; (c) Has the effect of unreasonably interfering with a student's educational performance; and (d) Creates an intimidating, hostile or offensive educational environment."
- School districts may not enter into any collective bargaining agreement or severance agreement that "has the effect of suppressing information" relating to an ongoing investigation or a substantiated report of child abuse or sexual conduct.

Sexual Conduct Defined

Sexual conduct is defined as any verbal or physical contact by a school employee that is sexual in nature; is directed toward a K-12 student; has the effect of unreasonably interfering with a student's education performance; and creates an intimidating, hostile or offensive environment. 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 sexual conduct or sexual abuse).

Examples of sexual conduct may also include (but not be limited to):

- Staff performing back rubs on a student
- Kissing students
- Touching students frequently
- Commenting on students' bodies or appearance in a sexual manner
- Exchanging romantic gifts or communications with a student
- Showing obscene or suggestive photos to the student
- Videotaping or photographing a student in revealing or suggestive poses
- Discussing/writing about sexual topics unrelated to curriculum with students, making sexual jokes, gestures, and innuendoes or engaging in inappropriate banter with students (e.g., discussion of student's dating behavior)
- Sharing your own sexual exploits or marital difficulties
- Intentionally invading the student's privacy
- Using e-mail, text-messaging, or instant messaging to discuss sexual topics with individual students
- Dating students

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

Staff members designated by the building principal with responsibility at extracurricular activities are admitted free of charge. All other staff members attending district extracurricular activities are assessed the uniform district admission rate, as established by the Board.

ANIMALS IN DISTRICT FACILITIES

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the Superintendent that are part of an approved curriculum or co-curricular activity are allowed in district facilities.

Animals, except those service animals serving persons with disabilities, may not be transported on a school bus.

BREAKS

Scheduled breaks and meal periods are provided to all nonexempt employees to ensure safety, efficiency and to meet the requirements of law. Employees will receive a paid rest period of not less than ten (10) minutes nor more than fifteen (15) minutes for every four (4) hours or major part thereof worked in one work period. It will be taken after a two (2) hour and fifteen (15) minute period of continuous work. Time for breaks within these requirements will be controlled by the immediate supervisor. Breaks are not to be taken in conjunction with any other break (such as an a.m. or p.m. break) and may not be used to extend the lunch period or be used to leave work early.

Nonexempt employees are expected to adhere to the break schedule established by the administrator/supervisor. Deviation from the regularly scheduled break period requires prior approval.

Licensed employees receive a 30-minute continuous duty-free lunch period.

MOTHER FRIENDLY WORKPLACE

A reasonable effort will be made to provide a room or

other location in close proximity to an employees' work area, other than a restroom, where an employee can breast-feed her child or express milk in privacy.

A 30-minute, unpaid rest period to express milk or breast- feed during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period.

See your building principal or supervisor for the designated location in your workplace.

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, musical instruments and other electronic equipment are priority items for theft and damage.

Employees must ask for written approval prior to removing property belonging to the district, other employees, students or patrons, unless authorized in writing by the party who owns the property.

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

District materials and equipment will be used only for school purposes by district personnel. Employee negligence leading to loss or damage to district materials or equipment will lead to a fee assessed to the employee to cover the repair or replacement costs.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the office on a daily basis. The staff member will count the money and prepare a 2-part cash submission slip available from the school bookkeeper. Separate paper money by denomination and align all bills uniformly. All coins should be rolled in coin wrappers when appropriate, separate remaining loose coins by denomination.

The school bookkeeper will receive the money, verify the total, and sign the cash submission slip. The bookkeeper will prepare a 3-part receipt giving the original to the staff member with a copy of the cash submission slip. The bookkeeper will then prepare the money for deposit to the bank.

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

At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

Staff are not to reimburse themselves from fund raised money for any expenses incurred during the fund raising; receipts are to be turned in to the bookkeeper for processing.

CHECKOUT / SCHEDULE

Check In-Check Out/Schedule/Timesheets

The check-in/check-out procedure may include a sign-in or sign out form, a time sheet or other electronic method to account for staff work hours. These options are a few examples and do not limit or restrict the administration from other strategies or methods for tracking employee work hours.

All staff are required to check out/in with the office or their principal/supervisor. This will enable office staff or the supervisor to respond appropriately in the event of a message or emergency situation that may arise. Check in/out procedures and process are at the discretion of the supervisor/administrator.

Classified Staff

Classified Staff may not alter their work schedule without the permission of their principal or supervisor.

Year-end Checkout

Year-end checkout procedures are determined by each site.

CLASSROOM SECURITY

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

Staff are asked to refrain from keeping personal items of value in or about their desks. Personal items 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.

COACHING/ADVISING

Extra duty responsibilities are duties that extend beyond the normally scheduled work day. Employees are responsible for meeting their commitments, responsibilities and their legal obligations to the district before assuming the responsibilities of the extra duty position.

Classified employees are hourly employees. If they miss any part of their regular work day, for involvement in an extra duty position, they must do the following:

1. First, receive permission, in advance, from the principal/supervisor, to miss their regular work time.
2. If permission is granted, then the principal/supervisor and the classified employee must submit in writing an agreement for one of the following options:
   a. Re-adjust the work week to meet the schedule obligation (i.e., come early, stay late)
   b. Dock time for missed work (leave without pay)

      Reschedule the missed hours at a later agreed-upon date (e.g., vacation, end of the year) and be paid at the time the hours are worked.

The principal/supervisor must agree to one of the above options, in advance of any missed time. Any agreements will be submitted to the Human Resources Department for final approval.

**Note: These options are available only for employees of Eagle Point School District 9. There will be no accommodations for any employee who coaches outside of the district.

Any misuse of district leave (e.g., sick leave) for other employment purposes may be immediate grounds for discipline, up to and including termination.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Reasonable protection from communicable diseases is generally attained through immunization exclusion or other measures in accordance with Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education and the Oregon Health Authority. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established through Board policy and administrative regulations for staff and student protection.

A staff member may not attend work while in a communicable stage of a restricable disease or when an administrator has reason to suspect that the staff member has or has been exposed to any disease for which exclusion is required, in accordance with law and per Board policy GBEB – Communicable Diseases –in Schools.

All staff shall comply with all other measures adopted by the district and with all rules set by the Oregon Health Authority, Public Health Division, and the local health department.

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

COMMUNICATION

The district's primary method for communicating to employees is the district email system. Employees are responsible for knowing the content and it is expected that emails will be read within a reasonable amount of time, as email communications may be time-sensitive.

COMPLAINTS Student/Parent Complaints The district recognizes that complaints regarding staff performance, discipline, grades, student's progress or 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 first 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 necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

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

All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and collective bargaining agreements

regarding the handling of complaints.

Additional complaint procedures include:

1. Discrimination or harassment on a basis protected by law: Board policy AC, AC-AR;
2. Bias incidents or display of symbols of hate: Board policy ACB, ACB-AR;
3. Sexual harassment (staff): Board policy GBN/JBA, GBN/JBA-AR(1), GBN/JBA-AR(2);
4. Sexual harassment (student): Board policy JBA/GBN, JBA/GBN-AR(1), JBA/GBN-AR(2);
5. Workplace harassment: GBEA, GBEA-AR;
6. Hazing, harassment, intimidation, bullying, menacing or cyberbullying (staff): Board policy GBNA, GBNA-AR;
7. [Hazing,] [H][h]arassment, intimidation, bullying, [menacing,] cyberbullying, or teen dating violence (student): Board policy JFCF, JFCF-AR;
8. Sexual conduct with a student (staff): Board policy GBNAA/JHFF, GBNAA/JHFF-AR;
9. Sexual conduct with a student (student): Board policy JHFF/GBNAA, JHFF/GBNAA-AR;
10. Instructional resources or instructional materials: Board policy IIA, IIA-AR;

Complaints regarding the Talented and Gifted Program (TAG): Board policy IGBBC, IGBBC-AR.

Staff Complaints

Any staff member who believes there is evidence of, and wishes to report a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority; or a substantial and specific danger to public health and safety caused by the actions of the district 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 administrative regulations.

Disputes and disagreements related to the provisions of any collective bargaining agreement will be resolved as provided in the grievance procedure of the agreement.

Bias Incident Complaints

All employees are entitled to work in an environment that is free from discrimination or harassment.

"Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

"Symbol of hate" means nooses, symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property, or in an education program, except where used in teaching curriculum that is aligned with state standards of education for public schools.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.

DISTRICT 9 ACCEPTABLE USE POLICIES

Computer Use:

Staff may use the district's electronic communications system to conduct business related to the management or instructional needs of the district or to conduct research related to education and otherwise when in compliance with board policy and administrative regulations.

District email and internet use is not to be used for personal business or other organizations (non-school) related business or activity. Using work time and/or student contact time, for personal/non-school business shall be considered a misuse of work time. Employees may be considered deficient in their performance obligations and/or subject to discipline up to and including termination.

Personal use of the district's system or district-owned computers or devices including Internet and e-mail access by district staff may be permitted when consistent with Oregon ethics laws, Board policy and administrative regulations when used on school property, and when on own time.

Staff who violates this Board policy or related administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal.

Violations of law may be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC) rules Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system

are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited.

To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring.

By using the district's system, individuals consent to have that use monitored by authorized district personnel.

The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

The primary purpose of Eagle Point School District 9, hereafter referred to as EPSD9 or D9, electronic communications network is to enhance and support a tool for life-long learning which prepares students for success.

Providing access is an investment in the future of both our students and staff.

EPSD9 expects everyone to exercise good judgment and use D9 equipment, software and network resources in a professional manner.

EPSD9 recognizes that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with D9 business, and is not otherwise prohibited by D9 policy or procedures.

As users of the EPSD9 networking system, which encompasses all D9 equipment, software and networking resources, you are ultimately responsible for your actions in accessing and using these resources.

The term "user" applies to all EPSD9 employees who are granted access to the D9 network. All users need to adhere to the "appropriate use" protocol. JCSD 9 defines "appropriate use" as, "Use that is consistent with general education purposes, D9's mission and goals, procedures, and policies." This includes but is not limited to, the following protocol:

<u>System Users Will:</u>

- Adhere to the same standards for communicating on-line that are expected in the classroom and consistent with Board policy and administrative regulations.
- Take pride in any written communications by verifying spelling and grammar.
- Respect the privacy of others. Do not read the mail or files of others without their permission.
- Adhere to the copyright law or applicable provisions of use and license agreements.
- Be responsible for making sure passwords and log-in access information remains confidential and is not shared with other users.

<u>System Users Will Not:</u>

- Attempt to use the EPSD9's system for unauthorized solicitation of funds, collection of signatures, membership drives, and/or transmission of any materials regarding political campaigns.
- Attempt to degrade, disrupt or vandalize D9's equipment, software, materials or data.
- Attempt to send, intentionally access and/or download any text file or picture, and/or engage in any communication that includes material which may be interpreted as harmful to minors. This includes, but is not limited to:
- Obscene or child pornography as defined by law, or indecent, vulgar, profane or lewd, as determined by EPSD9.
- A product or service not permitted to minors, by law.
- Transmit any material in violation of local, state or federal law.
- Divulge their network password to anyone, including substitutes.
- Attempt to harass, intimidate, menace, threaten, insult and/or the usage of abrasive words, which cause a disservice to others.
- Participate in any defamatory, libelous, reckless, or maliciously false activity which potentially gives rise to a civil liability.
- Promote discrimination or any criminal offense that violates any law, rule, or regulation that is set forth in the D9 board policy and/or administrative regulations.
- Attempt to gain unauthorized access to any service via the EPSD9's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs.
- Attempt to post or publish personal student contact information, unless authorized by the system coordinator or teacher, and is consistent with D9 Board policy that addresses releasing and/or divulging student directory information or

personally identifiable information.

- Indulge in any activity which results in the disruption of the proper and orderly operation of the school, or school activity.
- Sell and/or purchase illegal items or controlled substances, or any unauthorized sale/purchase of merchandise or services.
- Violate any Board policy and/or administrative rules.

EPSD9 reserves the right to disclose any electronic message and/or file to law enforcement officials, and under some circumstances, may be required to disclose information to the public and/or other third parties. This may transpire as a response to a document production request made in a lawsuit involving the EPSD9 or by a third party against the user or pursuant to a public records disclosure request.

Internet Protocol

- Be discreet about where you go and what you do. Do not visit any site, download, or share any material that might cause anyone to question your professionalism, or that of EPSD9.
- Do not assume that because something is on the internet, you may copy it. Assume everything is copyrighted, and do not copy it unless there is a notice, stating that you may do so.

Email Protocol

- It is the district expectation that staff check their email regularly.
- E-mail encourages informal communication because it is easy to use. Unlike a telephone call, e-mail creates a permanent record that is archived, and often transmitted to others. Remember that when you delete an e-mail from your mailbox, it is still permanently archived.
- Be discreet about what you send, and to whom. Do not say anything in an e-mail that you would want to see republished throughout EPSD9, in e-mail, or on the front page of a newspaper.
- Protect yourself and EPSD9 from any liability that could be generated if you "publish" (type or resend) words that defame or belittle another individual or institution.
- Users should not expect that files stored on EPSD9 server will be private.

Software Protocol

D9 software is licensed to EPSD9 by a large number of vendors and may have specific license restrictions. Users of D9 software must obtain permission from the EPSD9 prior to copying or loading D9 software onto personal computers.

Any unauthorized software installed on your computer that causes problems or errors will not be supported by EPSD9's Technology Department.

The Technology Department can deem, at any time, to wipe, clean, re-image, update and reconfigure D9 equipment. The user will be responsible for reinstalling any software that has not been purchased through the Technology Department.

Penalties for Improper Use

The use of an EPSD9 account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for users, including dismissal from EPSD9 employment, or criminal prosecution by government authorities.

Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by OAR 584-020-0041. Violations of ORS 244.040 will be reported to GSPC.

CONFIDENTIALITY

All employees are responsible to maintain the confidentiality of student records, student information and other confidential information (e.g., personnel information) that is acquired in the course of their job or as a result of their job. If an employee is unsure as to whether certain information is confidential, it is the employee's responsibility to raise this question with his/her employer. Failure to maintain confidential information is a significant breach of the employee's ethical and professional obligations.

CONTRACTS AND COMPENSATION

A contract teacher is employed pursuant to two-year employment contracts. "Contract teacher" means any teacher who has been regularly employed by a district for a probationary period of three successive school years and who has been retained for the next succeeding school year.

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

The superintendent may recommend that a teacher's contract not be renewed for a new two-year term. Following a recommendation, the Board may elect to provide written notice to the teacher prior to March 15 of

the first year of the contract.

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.

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

Classified staff are not to work beyond the scheduled workday without the prior consent of the principal/supervisor.

COPYRIGHT

Employees are expected to follow copyright law in accordance with federal law and Board Policy EGAAA - Reproduction of All Copyrighted Materials and accompanying administrative regulation EGAAA-AR.

CONFERENCES

Planned conferences between teachers and parents can aid the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences may be scheduled each fall and spring. The student may be included if the teacher or parent so desires.

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

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 as necessary. Parents may wish to schedule conferences for specific issues. This type of conference may, with administrator approval, take place at another time.

CRIMINAL RECORDS CHECKS AND FINGERPRINTING

All newly hired employees[8] not identified under Oregon Revised Statutes (ORS) 342.223[9] are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district[10] or private school, and has not resided outside the state between the two periods of employment.

Licensed or registered educators, including a person in student teaching, practicum or an internship regulated by Teacher Standards and Practices Commission (TSPC), are required to comply with criminal records check and fingerprinting rules established by TSPC. Other specialists must comply with criminal records check and fingerprinting rules established by regulating agencies and the district. Those applying for reinstatement of a license or registration that has expired for more than three years are required to submit to criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students[11] or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

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

The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students in the following positions:

1. Head coaches
2. Assistant coaches

The district shall not begin the employment of an individual before the return and disposition of the required criminal records check.

Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district shall be paid by the individual.
A permanent staff member, not requiring licensure or registration, may request that the required fees be withheld from their first paycheck.

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

Processing/Reporting

The following procedures will be used for all employees' subject to criminal records checks and/or fingerprinting:

1. The individual shall complete the appropriate forms or requirements approved by ODE.
2. If the individual is subject to fingerprinting per state

law, they are responsible for reporting to an authorized fingerprinter within three (3) working days for fingerprinting as required by the district. Fingerprints may be collected by one of the following:

a. Employing district staff;
b. Contracted agent of employing district; or
c. Local or state law enforcement agency.

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

Termination of Employment or Withdrawal of Employment/Contract Offer

1. A subject individual required to submit to a criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status or withdrawal of offer of employment or contract will be made by the district upon:
   a. Refusal to consent to a criminal records check and/or fingerprinting; or
   b. Notification from the Superintendent of public instruction that the employee or candidate has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction, or in Oregon under a different statutory name or number.
2. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law maybe terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.
3. 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.
4. Any volunteer who refuses to submit, when requested to submit to a criminal records check or a fingerprint-based criminal records check in accordance with law and/or Board policy will be denied the ability to volunteer in the district.
5. If the district has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction for any crimes listed in ORS 342.143, or the substantial equivalent, or any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual will be denied the ability to volunteer.

Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

Appeals

A subject individual may appeal a determination, from ODE that prevents employment or eligibility to contract with the district, to the Superintendent of Public Instruction as a contested under ORS 183.413 – 183-470.

[8] Any individual hired within the last three months. This does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

[9] ORS 342.223 includes teachers, administrators, personnel specialist, school nurses, persons participating in supervised clinical practice experience, practicum or internship as a teacher, administrator or personnel specialist. See statute for details.

[10] As is defined in OAR 581-021-0510(9); includes school districts, the Oregon School for the Deaf, and educational program under the Youth Corrections Education Program, public charter schools and ESDs.

[1] "Direct, unsupervised contact with students" means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision. (OAR 581-021-0510)

CURRICULUM

Curriculum materials are available for all courses taught in the district. District adopted curriculum reflects a consistent and coherent structure to the education of district students.

The curriculum established for courses provides the flexibility necessary to meet the individual needs of

students and their divergent learning rates and styles. Deviations from established curriculum, textbooks and instructional materials are permitted with building principal approval. Teachers with questions should contact the building principal. Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction.

Teachers shall meet the licensing requirements for the courses they teach. Teachers shall also meet, when required, Highly Qualified requirements for the curriculum being taught. Any courses being added shall meet the licensing, "HQ," TSPC, legal and budget requirements for curriculum being taught in our district.

BULLETIN/ANNOUNCEMENTS

All staff are asked to provide time, in class and as indicated by their site, to read the daily or weekly bulletin to their students to help keep students informed about district and school activities and to help promote the school's effort to recognize the accomplishments of staff and students.

DISCIPLINE AND DISCHARGE

The Board will use due process and will comply with relevant portions of the collective bargaining agreement when disciplining and/or dismissing employees.

DRUG-FREE WORKPLACE

No staff shall buy, sell, transport, possess, provide or use intoxicants or any controlled substances as defined by law.

No staff member engaged in work in connection with a direct federal grant of $100,000 or more shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V or section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15.

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and 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 any kindergarten through 12 grade student with whom the employee has 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 direct federal grant or contracts of $100,000 or more must notify their supervisor of a conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

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

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

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

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

Pre-Employment Drug Testing
For all new employees the district requires pre-employment drug testing as a condition of employment. See School Board Policy GBED and GBEDAR.

Employees Transferring Jobs
Current employees will be required to follow district policy when transferring into an identified position, regardless of previous assignment. For example: a non-identified employee who transfers in to an identified category must follow the district drug screening process.

Employees Who Report to Work Under the Influence
If an administrator/supervisor has reasonable cause to believe that an employee is under the influence of drugs or alcohol, the administrator/supervisor may direct an employee to a drug testing facility. The administrator/supervisor will arrange for the transportation of the employee to the testing facility. The

administrator/supervisor may put the employee on paid administrative leave until the test results are obtained and a determination has been made. If the employee is found to be under the influence, he/she may be disciplined up to and including termination. Note: Impairment on the job due to the use of prescription medications may also be a cause for discipline. Any employee taking prescription or nonprescription medications that might impair his/her ability to perform his/her job duties should bring this information and a physician's verification to the attention of his/her supervisor immediately.

EMERGENCY CLOSURES

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

The superintendent will develop and maintain such plans and procedures as are necessary to carry out alternate school and bus schedules.
At the beginning of each school year students, parents and staff will be informed of the procedures used to notify them in case of an emergency closure.

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

EMERGENCY PLAN

The district will maintain a comprehensive safety program for all employees and students. Copies of the emergency plan will be available in every school office and other strategic locations throughout the district.

EVALUATION OF STAFF

Licensed staff evaluations shall be based on the core teaching standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with teachers and any exclusive representative of the licensed staff.

An effective evaluation program is essential to a quality educational program. It is an important tool to determine the current level of a teacher's performance of the teaching responsibilities. It is also an important assessment of classified employees and current performance of their job assignments. Under Board policy, administrators are charged with the responsibility of evaluating the staff. An evaluation program provides a tool for supervisors who are responsible for making decisions about promotion, demotion, contract extension, contract non-extension, contract renewal or non-renewal, dismissal and discipline.

All classified employees will be formally evaluated by their immediate supervisor at least twice during their first year of employment and at least once every two years thereafter. Evaluation of licensed staff shall be conducted to conform with applicable Oregon Revised Statutes and any applicable collective bargaining provisions.

As per TSPC rules, only someone with an administrative license may evaluate a licensed staff member. An evaluation is defined as the final written Performance Evaluation for an employee signed by the administrator. A complaint, when investigated and determined to be valid, constitute information that may be used and referenced in the employee's formal evaluation. Complaints do not constitute "written input" as referenced in Article 9. Bargaining unit members shall not evaluate other bargaining unit members, except for the position of Driver Trainer in Transportation.

EMPLOYEE NOTARY

- The services of any district sponsored Notary Public during work hours are for district business only.
- A Notary has the sole responsibility to accept or refuse notarization.
- Notary services provided by the district are not for the personal business of employees or community.
- A Notary has the responsibility to meet all legal and ethical requirements.

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the building administrator. Classified staff are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the building administrator.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

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

FUNDRAISING

Fund-raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year.

No staff member may solicit funds in the name of the school or the district through the use of, but not limited to, internet-based or crowd-funding types of fund raising, without the approval of the principal. 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.

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

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

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

GIFTS AND SOLICITATIONS

Staff members are discouraged from accepting anything of value offered by another for the purpose of influencing their professional judgment.

Staff members are prohibited from accepting items of material value from anyone who has a financial interest in a decision that the staff member will be making. Material value is defined as $50 or more from a single source in a single year.

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

The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the building principal.

GRIEVANCES

See Article 26 of the Collective Bargaining Agreement.

GUEST SPEAKERS/CONTROVERSIAL 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.

Prior building principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.
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 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 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.

HARASSMENT, WORKPLACE

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

"Workplace harassment" means conduct that constitutes discrimination prohibited by ORS 659A.030 (i.e., discrimination in employment based on race, color, religion, sex, sexual orientation, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault[12] or that constitutes conduct prohibited by ORS 659A.082 (i.e., discrimination against person in uniformed service) or 659A.112 (i.e., discrimination in employment based on disability).

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure and may file a report through the Bureau of

Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

The district will make Board policy, GBEA – Workplace Harassment, available to all district employees and it shall be made a part of district orientation materials provided to new district employees at the time of hire.

[12] "Sexual assault" means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

HAZING/HARASSMENT/ INTIMIDATION /MENACING/CYBERBULLYING

Hazing, harassment, intimidation, cyberbullying or menacing 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 staff will be reported to the Teacher Standards and Practices Commission (TSPC). Students will be subject to discipline up to and including expulsion.

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

If you are subjected to, witness or suspect any violation, report the matter immediately to the building administrator. If you feel that you are being harassed or are not comfortable discussing the matter with your administrator, you should report the incident directly to Human Resources.
Retaliation against the victim, any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is strictly prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a report or complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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 by the district.

Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with HIPAA, should contact the personnel office.

IDENTIFICATION BADGES

Staff members issued an identification badge will be subject to the following requirements:

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends an identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. An identification card lost, stolen or damaged due to circumstances beyond the employee's control will be replaced by the district at no cost to the employee. Other replacement costs will be charged to the employee;
5. Identification badge requests must be made directly to the building administrator;
6. The appropriate administrator will be responsible for collecting staff identification badges at the end of the assigned work shift in the event of employee resignation, nonrenewal, non-extension or termination;
7. The district will not disclose the identification badge or card of an employee without the written consent of the employee if:
   a. The badge or card contains the photograph of the employee;
   b. The badge or card was prepared solely for internal use by the district to identify employees.

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

INJURY/ILLNESS REPORTS

All injuries/ or illnesses[13] sustained by the employee while in the actual performance of the duty of the employee,

occurring on district property, in a district vehicle or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the district safety officer immediately. Staff members will report self-administered first-aid[14] treatment to an immediate supervisor. Reports will cover property damage as well as personal injury. A completed injury/illness report form must be submitted to the district safety officer within 24 hours or the next scheduled district work day, as appropriate.

All accidents involving employees, students, visiting public or district property will be reported immediately to a supervisor.

In the event of a work-related illness or injury to an employee resulting in in-patient hospitalization for medical treatment other than first aid, loss of an eye, amputation or avulsion[15] the district safety officer will report the incident to the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes[16] will be reported[17] to OSHA 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 the pre-existing condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder.

The following are not considered medical treatment: visits to a health-care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

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

[13] The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

[14] For employees, "first aid" means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, or similar injuries that do not ordinarily require medical care. Such one-time treatment and subsequent observation is considered first aid even though it is provided by a physician or registered professional personnel. (OAR 437-001-0015(34))

[15] Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

[16] "Catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11))

[17] Reporting must be done in person or by telephone. (OAR 437-001-0704(3)).

INVENTORY

The district will inventory, identify and manage district equipment as a "fixed asset inventory" in accordance with generally accepted accounting principles.

JOB SHARING

Job share requests will be reviewed based on the current Bargaining Agreement.

KEYS

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

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
   Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands."
4. Lost or stolen keys must be reported to the building principal immediately after discovery of the loss or theft so that measures may be taken to protect district property.
5. Upon notification of a lost or stolen key, presentation of any broken or damaged key(s) and submission of any fees, replacement keys will be issued within 72 hours;
6. Charges for lost or stolen keys may be assessed to the staff member to whom the key(s) has been issued.
7. All keys are to be checked in at the end of the school year, exceptions are at the discretion of the principal. Appropriate forms will be completed and are available in the office, with prior approval from supervisor/principal. Staff with summer duties necessitating building access may make arrangements to keep their keys, as appropriate.

LESSON PLANS

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

Teachers are expected to prepare lesson plans on a weekly basis. A principal may ask for written planning to be done for a longer period of time (e.g., two-week period or more). Lesson plans are to be kept by teachers in a place known and accessible to the building principal.

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

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district- approved course of study.

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs should be included in all lesson plans.

General plans which cover the length of the course of study should also be prepared and readily available for building principal and/or student and parent review.

Staff members who may be deemed less than satisfactory or deficient in their planning may have a more specific planning expectation.

*Special Education Staff will have their weekly Collaboration notes for Specially Designed Instruction available upon request by the principal.

LICENSE REQUIREMENTS

For all positions that require licensing, the district must be able to verify the current license before the Board will consider approving their employment. It is the responsibility of each licensed staff member to keep their license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district. Teachers are expected to, at a minimum, maintain all licenses and endorsements that they had when they were initially hired.

MAIL AND DELIVERY SERVICES

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff. Staff are not allowed to use interschool mail 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.

Staff are to check their mailboxes before school and after each working day and remove mail daily. Students should not pick up mail from staff mailboxes. District mailing and postage may be used for school district business only.

MATERIALS DISTRIBUTION

Requests to 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 school administration. Materials and the proposed method of distribution shall be subject to review and a decision made based on the educational concerns and interests of the district.

MEETINGS

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

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

Meetings sponsored or called by recognized collective bargaining units must be conducted after the work day and are subject to prior approval by the building principal. A facility request is required as it would be for any member of the public. Attendance of staff members at such meetings is left to the discretion of each employee.

When a principal has called a staff meeting “upon prior request, a council representative will be allowed to speak at the conclusion of any work site meeting.” See Contract, Article 17G.

The district does not support meetings during the school day that are not school related. The use of district facilities during the school day is for student and school business.

EXPRESSION OF MILK [OR BREAST-FEEDING] IN THE WORKPLACE

The district recognizes that a normal and important role

for mothers is to have the option and ability to express milk or breast-feed in the workplace. Unless otherwise agreed upon by the district and the employee, the district shall provide the employee a 30-minute rest period to express milk or breast-feed during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.

The following locations have been identified in each facility for milk expression or breast-feeding:

School/Department	Designated room
Eagle Point High School	EC 9.5
Eagle Point Middle School	Private office in Library
Eagle Rock Elementary	Rm 102
Hillside Elementary	Private Conference Room
Lake Creek Elementary	Health Room
Shady Cove School	FRO #1
Table Rock Elementary	B5 (upper) Room C24 (lower)
White Mountain Middle School	Office #4
URCEO	28A
District Office	Room #26
Maintenance	Key room office #1
C-Tak/Technology	Room 13
Transportation	Computer room upstairs

An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The district must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.

Board policy GBDA – Expression of Milk or Breast-Feeding in the Workplace only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger.

NON-SCHOOL EMPLOYMENT

All employees are expected to accomplish those tasks required by the district. Employees must avoid outside employment that interferes with the performance of their responsibilities and the maintenance of productive relationships with students, parents, and other staff members. If outside employment interferes with job performance, the employee will be required to make a choice between district employment and outside employment.

PARENTAL RIGHTS/SURVEYS

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

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

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification. A student's parents or a student 18 years of age or older will be given an opportunity to inspect any instrument used to collect such information and student personal information will be released only with permission
Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings

administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PARKING/TRAFFIC CONTROLS

Rules and expectations are available at each site.

PARTICIPATION IN POLITICAL ACTIVITIES

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any citizen in public or private employment and within the law.

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

On all controversial issues, staff members are encouraged to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. Staff members only speak on behalf of the district when specifically authorized to do so. Official communications will be made using established district websites and accounts.

No staff member may use district facilities, equipment or supplies in connection with their political activities nor may they use any time during the work day for such political activities.

PETTY CASH

In order to expedite the purchase of minor school supplies, postage, freight and other emergency items, a petty cash account has been established. Staff members may purchase items costing less than $25 with prior approval from the building principal. Staff members must then turn in the receipts for the pre-approved petty cash expenditure within 10 days of purchase in order to be reimbursed.

Expenditures from petty cash are drawn from budgeted line item accounts and may be authorized only as such funds are available to cover the cost of the purchase.

Requests for petty cash replenishment will be authorized only upon submission of appropriate receipts to the business department.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Staff possession or use of personal devices on district property, in district facilities during the work day while staff are on duty, including duty in attendance at district-sponsored activities may be permitted, subject to the limitations in Board policy and consistent with any additional rules as may be established by the superintendent or designee. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty, the responsibility for the supervision of students or in a manner that violates any other district policy.

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

Personal cellular telephones/pagers and other digital audio and video devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignments. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee for use directly related to and consistent with the employee's assigned duties. 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 electronic devices brought to district property and district-sponsored activities.

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

Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff [should] [will] [shall] use district email using mailing lists and/or other internet

messaging to a group of students rather than individual students. Texting students during work hours is prohibited unless a plan is approved by a principal that designs the use of this technology into a lesson for academic purposes. Texting a student while off duty is strongly discouraged.

Exceptions to the prohibitions set forth may be made for educational, health, safety or emergency reasons with principal or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is academically dishonest, illegal or violates the terms of Board policy GCAB-Personal Electronic Devices and Social Media –Staff. Staff actions on social network sites, public websites, blogs and other social media. While on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A "disruption" for purposes of this policy includes, but is not limited to, one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or threatened or actual negative impact on the learning environment.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise – commonly called texting, sexting, emailing, etc. -may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

Cell Phones

Please turn off cell phones while you are in the classroom and check messages during breaks or lunch periods. The best way to get information from friends and family during the day is to have them call the office so that we can get a message to you immediately, if necessary.

Employees are not to use personal or work cell phones

during work hours for personal business or other organizations (non-school) related business or activity. Using work time and/or student contact time, for personal/non-school business shall be considered a misuse of work time. Employees may be considered deficient in their performance obligations, subject to discipline up to and including termination.

Employees are not to use cell phones or cell phone devices (e.g., Bluetooth earpieces, wired ear pieces, etc.) while driving any school equipment.

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, 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 may arrange an appointment with the personnel office to inspect the contents of their personnel file on any day the personnel office is open for business;
2. Others designated by the employee in writing may arrange to inspect the personnel file in the same manner described above;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The Superintendent and members of the central administrative staff designated by the superintendent;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. The personnel office;
8. Attorneys for the district or the district's designated representative on matters of district business.
9. 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 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);

10. Upon request from a law enforcement agency, the Department of Human Services or the Teachers 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;
11. 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 their 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.

PICTURE/LIKENESS

Employee's picture or likeness may be used for school district purposes (i.e. webpage, handbooks, news, newsletters, etc.). If the employee has any objection to the use of his/her picture or likeness, the employee may put his/her objection in writing and submit it to their principal or supervisor with a signature and date.

PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME

Expectations will be determined at each site and by contract. See Article 5 of the Collective Bargaining Agreement for more information.

PROFESSIONAL EXPECTATIONS

It is the expectation that all staff are responsible for monitoring, supporting and facilitating the effective and professional expectations of every day operations. These are day-to-day experiences that require each of us to view our responsibilities seriously in order to assist each other professionally and particularly to take care of the educational needs of our students.

All staff members are part of a team responsible for monitoring, supporting and facilitating the effective and professional operation of the work site and district. Each staff member is responsible to ensure that students are educated in a productive, safe, and caring educational environment.

Each staff member is required to assist other employees as needed and to work cooperatively with other employees to meet the educational needs of our students.

Please note: OAR 584-20-035(3)(c) (TSPC Ethical Rules) requires licensed staff to "respond to requests for evaluation of colleagues and keep such information confidential as appropriate."

PROGRESS REPORTS

Teachers are expected to report to parents and students, at least annually, their students' progress in achieving the academic content standards. Progress reporting intervals are determined by the district. 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 or a phone call notifying the student and the parents of academic deficiencies.

Progress Report Forms are available in the student records program.

PUBLIC / EMPLOYEE/PERSONNEL RECORDS REQUEST

Requests for public records and Association requests for any records associated with employee or personnel issues will be produced in accordance with state law. A charge of .10 cents per page plus cost of employee time shall be assessed. Employee time to be calculated into the cost assessment shall include: time spent locating requested records (files, e-mails, etc.), reviewing located records, redacting exempt material, and copying located records. Overtime wages may be factored in if the project is particularly large, complex, and/or requested on a short timeline. Other costs may be included in the charge, if in the opinion of the district, the request requires review by

district legal counsel. The estimated cost must be paid in advance, before any records will be copied or provided. The district may, at its sole discretion, waive part or all of the copying costs on a case-by-case basis.

PURCHASE ORDERS

No obligation may be incurred by any staff member unless that expenditure has been authorized in the budget or by Board action and/or Board policy. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system must be used.

No purchase, including purchases from student body funds, and with the exception of a petty cash purchase will be authorized unless covered by an approved purchase order. Forms are available in each site's office. No bills will be approved for payment unless purchases were made on approved orders.

At least three competitive quotes with the vendor's business name and amount of the quote shall be obtained for all goods, materials, supplies and services more than $10,000.

All other purchases are subject to the Board's policy governing bidding requirements, administrative regulation 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.

Any time a service from an independent contractor is needed, the Site Administrator must discuss the scope of work with the Business Manager who will determine whether to enter into a services contract or a temporary employment agreement. The Business Manager will meet with the potential provider and approve the appropriate contract or agreement.

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

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

Requests for reimbursement for approved purchases may be authorized only upon prior administrator approval and submission of appropriate receipts.

RELEASE OF GENERAL STAFF INFORMATION

A staff member's or volunteer's personal residential address, personal electronic email address, date of birth, social security number and personal phone numbers, and other information listed in ORS 192.345, 192.355 and other laws may be exempt from public disclosure. District electronic mail addresses assigned by the district to district employees are generally not exempt.

Such information will be released by the district only upon written permission of the staff member or volunteer, unless otherwise required 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.

REQUIRED TRAINING

The district is required to have employees complete annual training. The district uses Frontline to assist in meeting this requirement for our staff. Employees are required to meet the expectations of the required trainings in the time frame allocated.

RESEARCH/COPYRIGHTS AND PATENT

Copyrights and Patents

District staff who propose to engage in research, e.g., study toward advanced work or for use in classroom instruction using district resources or students, will submit a proposal to the building principal for approval prior to commencing such research. 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 their 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.

Research

Staff members who wish to conduct research with the assistance of their students must complete the Guidelines

"For Conducting Research" in Eagle Point School District

9. The "Guidelines" handout sets the expectations, forms and signed agreements that must be completed before this type of research will be approved. Before beginning the Guideline application process, applicants must have any necessary approvals from universities or agencies in advance.

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.

Please contact the School Improvement Office for further information and required guidelines.

RESIGNATION OF STAFF

A licensed staff member who wishes to resign from their position with the district must give written notice at least 60 days upon or at the time of resignation. The superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that they must continue teaching for part or all of the 60-day period. Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

The superintendent is authorized to accept resignations of classified employees effective the day they are received.

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.

The superintendent is authorized to accept employee resignations on behalf of the Board.

For teachers during the contract period who are or will attain the age of 55 but have not attained the age of 62, who have a minimum of 15 years of experience with the district in a licensed position, or a minimum of 10 years of experience with the district in a licensed position and on Step 14 of the salary schedule, such teacher may voluntarily elect the option of early retirement. Any bargaining unit member hired after July 1, 1994, must be on the maximum step of the salary schedule and have a total of 20 years' service in Eagle Point School District 9 to qualify for early retirement benefits.

There shall be no district retirement benefits for employees hired after July 1, 2005.

SAFETY COMMITTEE

A District Safety Committee has been established to help implement and monitor the district wide safety program. The district will comply with state and federal law regarding safety committees. The Committee's goal is to help ensure the health and safety of students, staff and others while on district property.

The Safety Committee meets monthly and site members conduct periodic inspections of each site to locate and identify safety and health hazards.

All significant safety or health related incidents are investigated promptly to prevent similar incidents from reoccurring. Potential hazards are to be reported immediately to the building principal. If the employee does not believe the issue has been adequately addressed, he/she may complete a Work Environment Concern Form and submit it to the District Office.

NON-SCHOOL RELATED CONTACT

The following guidelines have been established as to not interfere with the educational program and to ensure that all employees are protected from intrusions.

1. During the work day sales people and others seeking to contact employees regarding non-school related matters will not have access to employees.
2. Employees may have contact with a sales person or persons regarding other non-school-related matters during their own time. However, they must meet off site. The facility is for school purposes only during the day. Every effort is made to prevent non-school groups from having accessibility to our student environment.
3. Preparation time is considered work time and staff are not available during this time for non-school related contact.
4. Sales people and others who have non-school-related reasons to contact the employee may drop off material for the employee at work.
5. General Sales Material for employees may be dropped off at the school at the discretion of the principal.
6. Any meetings in which staff are invited for a sales purpose or other non-school-related purpose would require a facility request and principal approval as it would for any other community meeting and would

have to be held after the workday.

"Staff shall not visit with salesman or other persons concerning personal business during working hours." School Board Policy GB *General Personnel Policies*

"Students and staff are to be protected from intrusions by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the school." School Board Policy KI *Public Solicitation in District Facilities*

SECURITY SYSTEM

Security procedures at each site may differ, however staff shall be responsible for the security of the buildings or site by setting the security alarm upon being the last person to leave. Security cards or codes shall be issued at the principal or supervisor's discretion. Any lost or stolen cards or codes must be reported to the principal or supervisor immediately.

SUSPECTED SEXUAL CONDUCT *(REPORTING REQUIREMENTS)*

Sexual conduct by district employees, contractors[18], agents of the district[19] and volunteers[20] as defined by Oregon law will not be tolerated. All staff, contractors and agents of the district will maintain professional and appropriate boundaries with students. All district employees, contractors and agents of the district are subject to this policy.

"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 one calendar year prior to the sexual conduct.

Any district employee, contractor, agent, or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer; or that another district employee, contractor, agent, or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the [21]designated licensed administrator or the alternate designated licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the Director of Human Resources who shall report the suspected sexual conduct to the Board chair.
When a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When the designee receives a report of suspected sexual conduct by a contractor, an agent or a volunteer, the district shall prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

An "investigation" means a detailed inquiry into the factual

allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses, and the person who is the subject of the report and results in a finding that the report is a substantiated report, cannot be substantiated or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contractor or a collective bargaining agreement, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation the district decides to take an employment action, the district will inform the district employee of employment action to be taken and provide information regarding the appeal process. [The employee may appeal the employment action taken through an appeal process provided by the applicable collective bargaining agreement.

If the employee decides not to appeal the employment action or if the determination of an appeal is sustained, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records of the school employee maintained by the district. 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 Human Resources director will follow upon receipt of a report. In the event that the designated person is the suspected perpetrator, the superintendent shall receive the report. When the Human Resources director or superintendent takes action on the report, the person who initiated the report must be notified.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, volunteer, or agent of the district in good faith, the student will not be disciplined by the Board or any district employee.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

A description of conduct that may constitute sexual conduct;

- A description of the investigatory process and possible consequences, if a report of suspected sexual conduct is substantiated; and
- A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

A district employee shall access, each school year, training made available by the district on prevention and identification of sexual conduct, the obligations of employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct, and appropriate electronic communications with students.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

[18] "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.

[19] "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.

[20] "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

[21] ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual conduct for a school building in the respective school building. A licensed administrator is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

SEXUAL HARASSMENT

For detailed information see Board Policy: GBN/JBA

The district is committed to the elimination of sexual harassment in district schools, activities and programs.

Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment: of students by staff members, other students or third parties; of staff members by students, other staff members or third parties; and of third parties by staff members and students. This policy applies to third parties who are on or immediately

adjacent to school grounds or district property, are at any school-sponsored or district-sponsored activity or program, or are off school or district property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored or district-sponsored activity or program.

"Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

"District" includes: district facilities; district premises and nondistrict property if the student or staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the jurisdiction of the district; or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with a staff member's district job responsibilities.

All staff members, students, and third parties are subject to this policy.

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 interferes with a student's educational program or activity or that creates an intimidating, offensive or hostile educational environment; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with the staff member's ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and
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.

All complaints or reports about behavior that may violate this policy shall be promptly investigated.
Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official so that the district official (and the reporting staff member when the victim of the harassment is a student or third party) may coordinate efforts to take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions that are necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the staff member who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint from a student or the student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(5) to the complainant.

The person who initiated the complaint and if applicable the student's parents or person's parents shall be notified when the investigation is initiated and concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal student confidentiality laws. The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the educational assignments or any terms or conditions of employment or of work or educational

environment of the person who initiated the complaint or who participates in the investigation. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board. Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in all grade 6 through 12 schools. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

Complaint Procedure:
Principals, the Director of Human Resources and the superintendent has responsibility for reports, complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step 1

Any sexual harassment information (i.e., reports, complaints, rumors, etc.) shall be presented to district officials, this includes officials such as the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates. The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. The rights of the student, student's parents, staff member, person or person's parents who filed the complaint;
2. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parents may pursue, including the person designated for the school or district for receiving complaints;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the student, student's parents, staff member, person or person's parents and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment; and

Notice that students who report information about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and
3. Be made available to students, students' parents, staff members and members of the public at each school office, at the district office and on the school or district website.

Step 2
The district official receiving the information or complaint shall promptly initiate an investigation and will notify the complainant when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The official conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the 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 3
If a complainant is not satisfied with the decision at step 2, 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 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 4
If a complainant is not satisfied with the decision at step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed and the notice to the complainant when the investigation is initiated. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed and the notice to the complainant when the investigation is initiated. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

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

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

SITE COUNCIL

All site council meetings are advisory in nature and subject

to the Public Meetings Law. See Article 19 in the Collective Bargaining Agreement.

SPECIAL INTEREST MATERIALS

In general, supplementary printed materials from non-school sources should have the approval of the superintendent or designee before being used in the schools. This approval may be given to materials that are of obvious educational quality, supplement and enrich text and reference book materials for definite school courses, and are timely.

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

Teachers may use special aids such as models, films, slides, pictures, charts and exhibits for educational purposes with the express approval of the principal even though these materials may bear the name of a commercial business firm that provided the aid.

Educational films and all video rentals secured from or through commercial sources will be approved by the principal prior to their use in the schools.
All copyright laws regulating the use of such material will be strictly followed.

STAFF CONDUCT

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

Application of Rules

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

Definitions

The following definitions apply to OAR 584-020-0000 through 584-020-0045 unless otherwise indicated by context:

1. Administrator - Any supervisory educator who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license;
2. Competent - Discharging required duties as set forth in these rules;
3. Educator - Any licensed or registered or certified person who is authorized to engaged in an instructional program including teaching, counseling, school psychology, school social work, administering and supervising.
4. Ethical - Conforming to the professional standards of conduct set forth in these rules;
5. 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 involve a student and that are:
   a. Sexual advances or requests for sexual favors directed toward the student; or
   b. Of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance, or of creating an intimidating or hostile educational environment; or

6. "Sexual conduct" does not include:
   a. Touching or other physical contact
      i. 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
      ii. For which there is no sexual intent;
   b. 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

i. 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

ii. Arise out of a consensual relationship between students,

iii. Do not create an intimidating or hostile educational environment and

iv. Are not prohibited by law, any policies of the district or any applicable employment agreements.

7. Sexual harassment - Any unwelcome conduct with an individual which includes but is not limited to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
   a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
   b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
   c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive environment.
8. Teacher - Any person who holds a teacher's license as provided in ORS 342.125.
9. "Student" means any person who is:
   a. In any grade from pre-kindergarten through grade 12; or
   b. Twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution of education; or
   c. Who was previously known as a student by the person engaged in a sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The Competent Educator

The educator demonstrates a commitment to:

1. Recognize the worth and dignity of all persons and respect for each individual;
2. Encourage scholarship;
3. Promote democratic and inclusive citizenship;
4. Raise educational standards;
5. Use professional judgment;
6. Promote equitable learning opportunities.

Curriculum and Instruction

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

The competent teacher demonstrates:

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

The competent administrator demonstrates:

1. Skill in assisting individual staff members to become more competent educators by complying with federal, state and local law, rules and lawful and reasonable district policy and contracts;
2. Knowledge of curriculum and instruction appropriate to assignment;
3. Skill in implementing instructional programs through adequate communication with staff; and skill in identifying and initiating any needed change which helps each student toward realization of personal learning potential.

Supervision and Evaluation

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

The competent teacher demonstrates:

1. Multiple ways to assess the academic progress of individual students;
2. Skill in the application of assessment data to assist individual student growth;
3. Procedures for evaluating curriculum and instructional goals and practices;
4. Skill in the supervision of students and
5. Skills in differentiating instruction

Management Skills

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

needed to assist the growth of students. The competent teacher demonstrates skills in:

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

The competent administrator demonstrates:

1. Leadership skills in managing the school, its students, staff, and programs as required by lawful and reasonable district policies, rules and regulations, state and federal laws and regulations, and other programs as assigned and assures that staff is informed of these requirements; and skills in planning and staff assignment.

Human Relations and Communication

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

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

The competent administrator demonstrates:

1. Skill in helping students, staff, parents, and other patrons to learn about the school, the district and its program;
2. Skill in communicating district and school goals to staff and the public;
3. Willingness to be flexible in cooperatively working with others; and

Skill in reconciling conflict.

The Ethical Educator

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

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

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

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

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

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

and participate in interviews with a TSPC representative relating to a TSPC investigation, except subject to the exercise of any legal right or privilege.

STAFF DEVELOPMENT

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

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

All requests for district payment of college course tuition require prior administrative approval and meet the contractual requirements.

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, availability of substitutes, consistency with district and building goals and job assignment. Requests require prior building principal or supervisor approval before electronically submitting the request to the Office of Teaching and Learning.

Completion of continuing professional development plan requirements as set forth in OAR Chapter 584, Division 255 by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of associations of educators, 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

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

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

Staff are expected to dress in a professional manner, setting a good example for students in every possible way.

The district may develop a set of dress and grooming expectations which will be provided to staff.

As adults and professionals, staff are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

Each type of employment within the district may have different expectations and require different types of appropriateness and suitability dependent upon the job.

Expectations differ for different types of employment if the employee has questions or needs clarification for dress expectations for their particular position it is their responsibility to contact their supervisor for that information.

STAFF ETHICS

District employees are prohibited from engaging in, or having a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regards to their duties and responsibilities district employees. This also applies to any personal financial benefit for the district employee's relative[17] or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.

This means that:

1. Employees, relatives or members of the district employee's household will not use the employees' position to obtain financial gain or avoidance of financial detriment from students, parents, other staff, or others;
2. Any device, publication or any other item developed during the staff member's paid time shall be district property;
3. Employees 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;
4. No district employee may serve as a Board or budget committee member in the district.
5. 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;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

District facilities, equipment or materials may not be used in performing outside work except under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS

Chapter 244.

Staff shall not engage in overly familiar e-mails or any other exchanges with staff and/or students including use of social media during work time. Overly familiar exchanges with students may also be problematic on personal time on personal computers.

[17]"Relative," for Oregon Ethics Law purposes, means the spouse (includes domestic partner), parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also include any individual for whom the employee has a legal support obligation, whose employment provides benefits to the employee, or who receives any benefit from the employee's public employment.

STAFF HEALTH AND SAFETY

In order to assure the safety of staff and students, information and/or training are provided as necessary 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 site 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.

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 a 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);
    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 stored;
    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 articles shall not be moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects;
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 DECISION MAKING

Staff members are encouraged to participate in the decision making process whenever practicable. Staff may become involved or serve with the school's Site Council and may participate in such district and building activities. Contact the building principal or supervisor for additional information regarding possible building and district level committee work that may be available.

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 or parental plan that curtails the rights of the noncustodial parent.

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

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities.

Such information will be maintained on file in the office and provided to staff, as appropriate. Staff members with questions regarding custodial and/or noncustodial parent rights with respect to particular students should contact the site office.

STAFF ROOM

A staff room is provided for staff use during break, lunch and preparation periods, as may be appropriate. All staff are expected to "pitch in" as needed, to help keep this gathering area clean and orderly.

The staff room is district property and therefore any usage and function is at the district's discretion.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. The district will not be liable for loss or damage to personal items brought to district property and district-sponsored activities.

Students are not permitted in the staff room.

SUBPOENA

Because of the work that school district staff do every day, staff may be called upon by the courts, the juvenile justice system, or attorneys who represent parents to answer questions about students. The district's expectation is that if a court or attorney wishes to discuss issues with you, obtain copies of a student's education records, or receive your written input regarding the student, the district must first receive either written consent from the custodial parent, or a lawfully issued subpoena.

Even if a parent provides written consent, staff are under no obligation to discuss a student with a parent's attorney, unless the attorney schedules a deposition or subpoenas the staff member to appear in court. You may receive a subpoena that requires your testimony in court and/or production of student records. In accordance with the subpoena, you may have to appear in court, provide written or oral testimony, be interviewed by phone, or attend a deposition.

Due to confidentiality laws that pertain to student information and student records, please do not provide any information to individuals or entities other than the student's parents unless you have (a) received written consent or a subpoena; and (b) informed your supervisor.

Parties who are subpoenaed are legally required to comply with the terms of the subpoena; however, because there are certain procedural steps that must first be taken, and because certain testimony is prohibited even when a subpoena is issued, you are advised to first inform your supervisor or central office, so that the district may seek the advice of district legal counsel.

As long as a subpoena pertains to information you have acquired in your role as a district employee, and requires your appearance during work hours, you will be allowed to use work time to appear in court or as otherwise required. If the subpoena requires your appearance during non-work hours and is related to your role as a district employee, the district may assist you with payment for your time and expenses on a case by case basis, at the discretion of the district. If you receive a subpoena for personal business, you will be expected to use your own approved leave for any times that you may need to be absent.

The subpoenaed party may receive monetary compensation. If a check is received, when you are absent during work time and you receive compensation from the

district, the check must be surrendered to the district. Mileage reimbursement from the attorney or court is yours to keep.

When responding to inquiries, it is important to remember that you are just providing the facts. It is not your role to interpret the information, speculate, or guess as to information of which you do not have firsthand knowledge. Be sure to only provide the information that you know to be true from your own personal knowledge and observation.

SUNSHINE/HOSPITALITY COMMITTEE

A "Sunshine Committee" is at the discretion of each site.

SUPERVISION OF STUDENTS

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

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

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

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

TEACHING ABOUT RELIGION

Teachers shall be permitted to teach or present to students information concerning religions and religious beliefs, but teachers shall not promote or inhibit, openly or covertly or by subtlety, a particular religion, religious belief or nonreligious belief.

Students and staff members may be excused from participating in programs or activities which are contrary to their religious beliefs without penalty.
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TELEPHONES

Telephones are available throughout the building for staff convenience. Long distance calls for district business purposes may be placed. Local personal telephone calls made during working hours from district telephones should be brief, infrequent and only placed during non-working time. Personal long-distance calls may not be made on district telephones.

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

To comply with state law the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on all district property and in district-owned buildings and vehicles, on school grounds including parking lots, 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, snuff in any form., This does not include products that are USFDA approved for sale as a tobacco cessation product or
for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

"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 products that are USFDA-approved for sale as tobacco cessation products or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

Violation of the policy by staff will result in discipline up to and including dismissal.

MANDATORY TRAINING

District rules, expectations, policies, state and federal regulations require training to take place with staff (e.g., Child Abuse, Sexual Misconduct, Blood Borne Pathogens, Diversity, etc.) All staff will need to comply with any training/staff development expectations as required. Failure to comply with those expectations may lead to discipline up to and including termination.

TUTORING

No private tutoring for which a staff member receives a fee is permitted in district schools on school time. District facilities, materials or equipment may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

VEHICLES

Private Vehicles

The Board discourages the use of private vehicles for district business, including the transportation of students. Staff will use district-owned vehicles whenever possible and should schedule activities or transportation far enough in advance to avoid any non-emergency use of private vehicles.

The superintendent will develop regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability. The Board will review such regulations at least annually. No staff member will use a private vehicle for district business, including the transportation of students, without approval in accordance with established district procedures. When using any vehicle while on district business, staff shall use seat belts.

Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board.

No student will be allowed to perform district business with a district owned vehicle without the authorization of the superintendent or designee.

District Vehicles

District provided vehicles are only to be used within the confines of assigned worksites and are not be utilized for personal transportation.

UNMANNED AIRCRAFT SYSTEM (UAS) a.k.a. DRONE

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A small unmanned aircraft, as defined by law, may be operated by the district. A small unmanned aircraft must weigh less than 55 pounds, including the weight of anything attached to or carried by the aircraft and must be registered through the Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA). The district will register as a user of such with ODA.

Publicly supported K-12 school programs and publicly supported entities that support K-12 schools or after school K-12 programs are exempt from the requirement to pay the ODA registration fee.

Any employee, volunteer or representative of the district operating an unmanned aircraft system shall do so in accordance with Board policy, all applicable (FAA) and (ODA) regulations, and local laws.

Operation of a UAS at Oregon School Activities Association (OSAA) sanctioned events will be done in accordance with OSAA policies.

Prior to operating a UAS, the district will review all airspace, certification, registration, and other requirements. When operating in the National Airspace System (NAS), the supervisor (instructor/teacher) of the educational UAS shall hold a current pilot certification described in 14 C.F.R. Part 107 or have a Certificate of Authorization as described in 49 U.S.C. § 44801, so any student(s) can fly under their direct supervision, and be in compliance with current FAA[22] regulations. District staff will not operate more than one UAS at the same time.

District employees will work with administrators to ensure that proper insurance, registration as required by FAA and ODA, reporting to FAA and authorization from district administration are in place prior to use as part of the district's curriculum.

A staff member in violation of the policy may be subject to disciplinary action, up to and including dismissal.

[22]https://www.faa.gov/uas/educational_users/

VACANCIES/TRANSFERS

Vacancies for licensed and classified positions are posted on the district's website.

VOLUNTEERS

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the school office. Suggestions and opinions of volunteers are always welcome, however it is the professional staff that is held responsible, by law, for the decisions that are made regarding the instruction of students and school management. For this reason, volunteers always work under the supervision of the professional staff.

Volunteers should never:

- Discipline students
- Have access to materials in students' permanent record files
- Diagnose student needs

- Evaluate achievements
- Counsel students
- Discuss student progress with parents
- Is not considered a substitute for a member of the school staff.

Any person authorized by the district for volunteer service into will be required to undergo a criminal history check and complete a volunteer application. Volunteers cannot be used, or granted access to students, until the principal or designee has given approval. The use of volunteers requires prior administrator approval.

Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students shall submit to a nationwide criminal records check.

The district shall require a nationwide criminal records check based on fingerprinting for a volunteer with direct, unsupervised contact with students in the following positions:

5. Head coaches;
6. Assistant coaches;

Any electronic communications with students by a volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a volunteer for the district is prohibited.

WEAPONS

In accordance with Oregon law, any district employee who has reasonable cause to believe a student or other person, while in a school, is or 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 or designee or law enforcement.
Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device.

Parents will be notified of all conduct by their student that violates the district's weapons policy.

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

WEINGARTEN RIGHTS

OVERVIEW: Weingarten is a short-handed term used to refer to the right of a bargaining unit member, at the employee's request, to have a union representative present during an "investigative interview" which the employee reasonably believes could lead to discipline. The term Weingarten is drawn from a private sector decision, NLRB v. J. Weingarten, Inc., 420 U.S. 252 (1975).

- An Association representative may be present at any grievance meeting.
- A pre-disciplinary investigatory meeting - that is, a meeting where the employee will be questioned and the employee could reasonably believe that discipline may result from the outcome of the investigation - is the sole circumstance under which *Weingarten* rights apply. *Weingarten* means only that the employee may be accompanied by an Association representative; however, the principal still has the right to question the employee and insist that the employee - not the representative - answer the questions.
- Also, *Weingarten* does not require that the Association representative have an opportunity to caucus with the employee during the meeting, nor does it require that the representative be allowed time to meet with the employee at the start of the meeting; the representative will need to make such arrangements for a pre-meeting on his/her own time.
- If the choice of representative unreasonably disrupts the process when other representatives are easily available, the employee "does not have an unfettered right to select a particular *Weingarten* representative." Advice Memorandum - NCLRB - March 13, 2003.
- If a principal has scheduled an investigatory meeting and does not have advance notice the Association representative will be attending, the principal cannot refuse to allow such attendance, under *Weingarten*; however, the principal can reschedule the meeting to a time when another administrator can attend, as well.
- If an administrator is conducting an investigatory meeting where the employee being interviewed is a witness only - that is, may have relevant information about the topic being investigated, but is not in any way possibly subject to disciplinary action as a result - then the employee has no right to be accompanied by an Association representative, and the administrator may refuse to allow a representative to attend. In doing so,

the administrator should clearly state to the employee that this is not a matter where disciplinary action may result from the employee being interviewed.

- Meetings concerning staff evaluation, including goal-setting meetings, meetings to review data and observations related to goal-setting, pre and post-observation meetings, and meetings to review a written evaluation: There is no right to Association representation in these meetings under *Weingarten*, because these are not disciplinary situations, and there is no right to such representation in the Collective Bargaining Agreement.
- Meetings concerning Programs of Assistance for Improvement: For certified employees, the meeting where the employee is informed that he will be placed on a PAI is still an evaluation meeting for which no right to Association representation exists. However, if the principal is sharing a draft PAI or starting to discuss the content of the PAI, then a right to representation would exist, because of the language in the Evaluation provision of the collective bargaining agreement (Article 9(D)). From that point forward throughout the life of the PAI, the employee has the right to representation at any meeting concerning the PAI.
- For classified employees, Association representation is allowed per the Collective Bargaining Agreement at the conference in which the employee's performance is deemed unsatisfactory and the supervisor is informing the employee orally and/or in writing of the type of deficiencies, expectations, assistance to be provided, and timeline for corrections. There is no requirement for subsequent or follow-up meetings in which the employee's performance deficiencies and/or progress toward the expectations are discussed; however, if any such meeting is held, the collective bargaining agreement does not provide for Association representation. If a decision is made to recommend the employee's termination for failure to improve his/her performance, the employee would have the right to Association representation in a pre-termination meeting before the superintendent or her designee. If the employee requests a post-termination hearing before the Board, he/she would have the right to Association representation at that hearing, as well.
- Even where a right to representation exists, it is the responsibility of the employee to assert such right; the building principal has no obligation to inform the employee that the right exists. Also, even where a right to representation exists, if the principal does not have advance notice that the Association representative will be in attendance, the principal has the right to reschedule the meeting (so long as any applicable timelines are adhered to).
- Under ERB case law, the role of the representative includes three functions: (1) To ask about and clarify the purpose of the meetings at the beginning of the meeting; (2) To inform the employee of any contractual rights; and (3) At the end of the principal's questioning, the representative may ask additional questions of the employee to bring out any other relevant information. If the Association representative exceeds these functions and/or attempts to answer for the employee or in any other way disrupt or disturb the purpose of the meeting, the representative may be instructed to cease and desist immediately, or the meeting will be terminated.
- Where no right to representation exists, the administrator may choose to allow it; however, if the representative impedes the purpose of the meeting, the administrator may stop the meeting at that point and ask the representative to leave.

WHISTLEBLOWER

When an employee has good faith and reasonable belief the employer has violated any federal, state or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or has created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.
4. Direct an employee or to encourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:

a. Any member of the Legislative assembly;
b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service district.

An employee’s good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related

to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

The district will use the complaint process in Public Complaints Procedure to address any alleged violations of this policy.

STUDENT OPERATIONAL PROCEDURES

MEDICATIONS

Students may be permitted to take medication at school or at school-sponsored activities, while under the supervision of school personnel and in transit to or from school or school-sponsored activities.

Training will be provided to designated personnel authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities, while under the supervision of school personnel and in transit to or from school or school- sponsored activities.

The training will provide an overview of applicable provisions of Oregon law, Administrative Rules, District Policy and Administrative Regulations and include, but not be limited to, safe storage, handling, monitoring medication supplies, disposing of medications, record keeping, reporting of medication administration and reporting of errors in administration, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality.

Students in grades 9-12 may be permitted to administer medication to themselves without assistance from designated personnel in accordance with the following procedures:

1. A permission form from a parent (or guardian) (unless the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675) and written instructions have been submitted for all medications. In the case of prescription medications, instruction from prescriber or other Oregon licensed health care provider is also required and shall include information that the student has been instructed in the proper use of the prescribed medication. Such permission may be indicated on the prescription label. Permission from a building administrator and a prescriber or registered nurse practicing in the school setting is also required for all self-administration of medication requests;
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated personnel. A permission form and written instructions will be required as provided above;
3. All medication must be kept in its appropriately labeled, original container, as follows:
    a. Prescription labels must specify the name of the student, name of the medication, method of administration, dosage, frequency of administration and any other special instruction;
    d. Nonprescription medication must have the student's name affixed to the original container.
4. The student may have in their possession only the amount of medication needed for that school day;
5. Sharing and/or borrowing of any medication with another student is strictly prohibited;

Permission to self-medicate may be revoked by the building principal if there are any abuses of these procedures.

All other students will be administered medication only by designated personnel after receipt of required parent permission forms and written instructions.

A process shall be established by which, upon parent written request, a backup prescribed auto injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual while on school premises who the designated personnel believe, in good faith, is experiencing a severe allergic reaction regardless of whether the student or individual has a prescription for epinephrine.

An individualized health care plan will be developed for every student with a known life-threatening allergy and for every student whom the district has been given proper notice of a diagnosis of adrenal insufficiency.

ASSEMBLIES

Students are required to attend all assemblies, unless excused by the principal. Those who refuse are to be referred to the office.

All staff are assigned specific supervision duties during assemblies and are expected to be in their assigned areas.

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

ASSIGNMENT OF STUDENTS TO CLASSES

The assignment of students and classes to teachers is the responsibility of the building principal. Parents have the right to discuss student class assignments with the building principal or designee.

Any request to change a student's assignment to a particular class by a student, parent or teacher should be referred to the principal or designee.

Students are to be added or dropped from teacher class rosters only when the student presents an add/drop slip or when otherwise notified by the office.

Any student with the proper add slip, or who has otherwise been added to a particular class is to be admitted to class. Teachers with questions regarding a student's placement should contact the principal, counselor or academic advisor.

CHAPERONES

Chaperones must be approved by the building principal in advance of any event. Failure to obtain the appropriate number of approved chaperones may result in the event being cancelled.

CLASS INTERRUPTIONS

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

CONTESTS FOR STUDENTS

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

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

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

Materials or activities initiated by private sources are to be referred to the building principal for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

CORPORAL PUNISHMENT

The use of corporal punishment in any form against a student is strictly prohibited by the district. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain on a student. No teacher, administrator or other school personnel will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A staff member is authorized to employ reasonable physical force upon a student when and to the extent the application of physical force is consistent with ORS 339.285-339.303 (Restraint and Seclusion). Physical force shall not be used to discipline or punish a student.

Corporal punishment does not include physical pain or discomfort resulting from or caused by training for or participation in athletic competition or other such recreational activity, voluntarily engaged in by a student. It does not include physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects.

[No volunteer shall be allowed to inflict corporal punishment and if found in violation of Board policy JGA - Corporal Punishment as determined by a school official may be subject to sanctions and/or prohibited from volunteer service for the school or district as determined by the superintendent or the Board.]

USE OF RESTRAINT OR SECLUSION

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students. See Board policy JGAB - Use of Restraint or Seclusion and its accompanying administrative regulation.

If restraint or seclusion is used on a student, by trained staff, or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency (e.g., teacher or administrator), it will be used only for as long as the student's behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or

others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued.

The use of a seclusion cell is prohibited.

Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:

    a. A description of the restraint or seclusion including:

        i. The date of the restraint or seclusion;
        ii. The times the restraint or seclusion began and ended; and
        iii. The location of the incident.

    b. A description of the student's activity that prompted the use of the restraint and seclusion;
    c. The efforts to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
    d. The names of staff of the district who administered the restraint or seclusion;
    e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
    f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting and
    g. Immediate[23], written notification of the existence of any records related to an incident of restraint or seclusion (including photos or audio or video recording).

The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

The district shall preserve, and may not destroy, any records related to an incident of restraint or seclusion, including an audio or video recording. The records must be preserved in the original format and without alteration in accordance with law.

Use of restraint and/or seclusion in an emergency with a student who does not have restraint or seclusion as a part of their IEP or Section 504 plan is subject to all of the requirements established by Board policy JGAB - Use of Restraint or Seclusion and its administrative regulation with the exception of those specific to plans developed in an IEP or Section 504 plan.

[23] "Immediate" means to act as soon as possible without undue delay, but in no case later than within 24 hours of the incident. (OAR 581-021-0556 (2)(e))

DISMISSAL OF CLASSES

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

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION

Students have a right to attend school in an environment conducive to learning. The district will not tolerate the possession, sale or use of unlawful and harmful drugs (illicit drugs, nontherapeutic use of prescribed drugs, misuse of solvents and other dangerous substances and drug paraphernalia), alcohol or tobacco in the schools, on district property, on a school bus or while participating in any school-sponsored activities whether on district property or at sites off district property.
An age-appropriate drug, alcohol and tobacco prevention curriculum is provided for all students in grades K-12 as a part of the health education curriculum. For students in grades 9-12 not enrolled in health education classes, a program of activities which meets the requirements of the drug, alcohol and tobacco prevention rule has been developed. At least annually, high school students will receive age-appropriate instruction.

Drug Prevention Program
The district has adopted a drug, alcohol and tobacco prevention curriculum for grades K-6 and the ODE infused alcohol/drug curriculum guide.

Each classroom K-8 shall receive drug, alcohol and tobacco prevention instruction as part of the health education program.

A curriculum for students 9-12 will be developed by the district's health education committee. Instruction will be integrated in the health education curriculum and will be consistent with the State Board of Education adopted Health Education Common Curriculum Goals.

For students not enrolled in health education, the district's wellness team will develop a program of activities which reflects current research and meets the requirements of the district's prevention and intervention program. Activities may include: workshops, conferences, clubs, assemblies and a review of the school climate.
Each year the district will review the curriculum in consultation with the district's drug, alcohol and tobacco prevention committee and revise as necessary to reflect current research.

The district is committed to an aggressive intervention and referral program to eliminate prohibited drug, alcohol and tobacco use.

The program shall include training for staff and a compilation of information on school and community resources and procedures for responding to drug-related medical emergencies.

Parents, students and staff shall receive annually in handbooks information and detailed procedures regarding the district's intervention/referral program.

Each year students and parents shall receive a code of conduct explaining expected behaviors and related consequences for violations of the conduct code which may include discipline up to and including expulsion.

Students violating the code of conduct prohibiting substance abuse, possessing, selling and/or using unlawful drugs or alcohol may be subject to an assessment and, if appropriate, referred to law enforcement officials.

Each year the district will actively seek funds to support the activities identified in the district's drug, alcohol and tobacco prevention program.

The superintendent shall provide staff development activities for all employees addressing the district's drug, alcohol and tobacco prevention and intervention program/plan, the employee's responsibilities within the plan and current drug, alcohol and tobacco information.
The district will develop a public information plan for students, staff and parents.

The district's Drug, Alcohol and Tobacco Prevention, Health Education policy, related policies, rules and procedures will be reviewed annually and updated, as needed.

EMERGENCY DRILLS AND INSTRUCTION

All teachers are required to provide instruction on fire, earthquake and safety threats dangers and drills for at least 30 minutes each school month in accordance with the requirements of law.

- At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.
- At least two drills on earthquakes and two drills for safety threats will be conducted each year.

A map/diagram of the fire escape routes to be followed should be posted near the classroom doorways and reviewed with students. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation and other actions to take when there is a threat to safety.

The warning signal for a fire alarm/drill is available at each site. Upon the sounding of a fire alarm, teachers are required to:

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

Earthquake Drill

The warning signal for an earthquake alarm/drill is available at each site. In the event of an earthquake, teachers are required to:

1. Immediately direct all students to "drop, cover and hold on." Students should drop to a crouched position with head bent to knees; hands clasped behind the neck, arms against ears, eyes closed and back towards the windows.
   Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. Wait until shaking stops;

3. Evacuate building following established evacuation procedures;
4. Take attendance and report any unaccounted students to the administration;
5. Upon "all clear" signal announced by administration, not bell/alarm signal escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Drop low to the ground and protect head and neck.

There shall be other various disaster drills such as 911 drills practiced periodically using the district disaster drill model.

FEATURE FILMS/VIDEOS

Instructors are required to preview all film media before showing to students. Prior to showing a feature film/video, the instructor must seek the written approval of the administrator. At least five days prior to the showing, the instructor shall submit to the administrator, in writing, the following information about the film:

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

Recognizing that the rating system is a voluntary system sponsored by the Motion Picture Association of America and the National Association of Theater Owners, instructors should pay close attention to the presence of adult themes, language, violence and sex/nudity. These are all criteria of interest and concern to parents and the school Board. For this reason, instructors should strive to use edited versions of PG-13 or R films, when possible.

Additionally, instructors should consider using excerpts rather than entire films to maximize instructional time. If the learning objective can best be met by showing the film in its entirety, teachers should indicate so by citing specific objectives and alignment with course curriculum. When a film is not rated by the Motion Picture Association of America and the National Association of Theater Owners, it must be available to administration for preview. After administrative approval for content, instructors will comply with the parent notification process.

Parent notification should include the name of the course and the film, when the film will be shown, the film's rating, a brief explanation of why the film has that rating, a description of the film or excerpt and an explanation of how the use of the film relates to the course or lesson objectives.

FIELD TRIPS AND SPECIAL EVENTS

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

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

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

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

It is the expectation of the district that the application for out of state travel is received well in advance to meet the Board Meeting deadlines.

FLAG SALUTE

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

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

GRADING

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

The primary purpose of grading is to effectively communicate student achievement toward specific standards at a certain point in time. A grade should reflect what a student knows and is able to do. Teachers are expected to report a student's progress toward achieving academic content standards to the student and their

parents. Parents can access academic and student absences on our electronic Student Records System.

At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades. All grading expectations should include the grading standards and the criteria for earning the grades.

Teachers should use a variety of communication devices, including telephone and personal conferences, as well as written grade reports to keep parents well informed.

It is mandated that teachers use the electronic grade book. At least one grade should be recorded in core subjects each week.

There will be no minus (-) or plus (+) signs used in grading on report cards. Proficiency grading will be on a quarterly basis for elementary and a semester basis for secondary students.

Grades K-4

Symbol	Description and Definition
4	*ADVANCED (Exceeds Standard)* Demonstrates enhanced knowledge and skills at grade level standard
3	*PROFICIENT (Meets Standard)* Demonstrates knowledge and skill at grade level standard
2	*DEVELOPING (Below Standard)* Demonstrates partial knowledge and skills at grade-level standard.
1	*BEGINNING (Far Below Standard)* Demonstrates minimal knowledge and skills at grade level standard
0	*NO EVIDENCE* No demonstration of learning was submitted.

Grades 5-12

Domains and Strands, Priority Standards, Learning Targets Definitions

1. **Domains and Strands** - subject-specific, overarching categories listed on the report card.
2. **Priority Standards** - These standards have been selected and prioritized from the Oregon State Curriculum Standards for Assessment and Learning.
3. **Learning Targets** - daily objective statements deconstructed directly from priority standards. These targets clearly state what a student should know and be able to do in order to meet the proficiency of the standard.

Performance Descriptor
ACADEMIC

Mark	Description and Definition
A	*Mastery (Exceeds Standard) 90-100%* Demonstrates extended knowledge and skills at grade level standard
B	*Advanced (Above Standard) 80-89%* Demonstrates enhanced knowledge and skill at grade level standard
C	*PROFICIENT (Meets Standard) 70-79%* Demonstrates knowledge and skill at grade level standard
D	*DEVELOPING (Below Standard) 60-69%* Demonstrates knowledge that does not meet minimum grade-level standards
F	*BEGINNING (Far Below Standard) 0-59%* Does Not Meet Minimum Academic Standards
INC	*Insufficient Evidence of Learning* Requirements of the class have not yet been satisfied

Calculating Overall Grades

Once a series of assessments are administered to measure a student's proficiency on standards, grades will be reported and communicated on progress reports and report cards in ParentVUE. Grades are calculated by finding the average of the standards it contains.

Grading will be reported as follows:

Reported Grade	Assessment Scores
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

Assessment Types:

Students may earn grades by demonstrating knowledge acquisition through:

- Process Work (30%) **–***formerly known as formative assessment* Process work helps students and teachers know where students are in relation to the goal. Process work helps drive instruction in the classroom and determine the next steps for learning. These assessments may include daily classwork, assigned group projects, labs, or periodic teacher informal assessments. Process assessments will typically assess student progress on specific learning targets but may assess an entire priority standard. Process assessments also include Employability Standards: Task Related Skills, Interpersonal Relationships, Communication Skills, Maturity, Commitment to Work Experience, Personal Conduct, Problem Solving & Decision Making, and Health & Safety Habits.

- Performance Assessments (70%) - *formerly known as summative assessment* These assessments are designed to assess and certify a student's overall grasp of learning targets and priority standards at the end of the learning cycle. Performance assessments may include comprehensive assessments, quizzes, projects, tests, labs, or other demonstrations of a student's overall knowledge of the learning target(s).
- Extra Credit will continue to not be accepted.

Performance Assessment Policy:
All students will take assessments on assigned dates as determined by the teacher.

- All assessments count on the day of the assessment and will be considered the first attempt. *Test day is test day!*
- In the event of an absence on the day of the first attempt, students will be expected to make up the assessment by agreement with the teacher and according to EPSD9 absence guidelines. *(see school handbook)*

Grading Policy

- **70% of a student's grades are based on Performance Assessments of content standards.** Performance Assessments are given at the end of a learning cycle to determine, at a particular point in time, student learning relative to content standards. Some examples of Performance Assessments are standards-based quizzes and tests, large projects, final drafts, lab reports, mastery assessments, performance presentations, and demonstrations of proficiency.
- **30% of a student's grade is based on Process Assessments of Content Standards** and assessments of the following Employability Standards: Task Related Skills, Interpersonal Relationships, Communication Skills, Maturity, Commitment to Work Experience, Personal Conduct, Problem Solving & Decision Making, and Health & Safety Habits.
  - **Employability Standards must be recorded as a Process assessment ONLY.** (If the Employability Standards are the only standards in the course's grade book, then it is recorded as a Performance Assessment it will have 80% weight in the mark) (5-12)
  - Students who scored below proficiency may retake Performance Assessments or portions of Performance Assessments. See the retake policy below for guidance.

Guidelines & Retake Policies for Each Reassessment:

- Middle School Reassessment Standards of Practice and Plan for Relearning
- EPHS Reassessment Standards of Practice

Deadline Policy

- Students have 10 school days after the receipt of scores to turn in late or missing assignments that receive a grade.
- After 10 school days, late/missing assignments will not be accepted.
- No assignments will be accepted in the final week of the semester except for assignments included as part of a final Performance Assessment or a Relearning Plan.
- Extenuating circumstances may apply in extreme cases. Appeals can be made to the school Administration.

Missing Assignments

- Missing assignments will be turned in within ten school days of the due date, except for those with extenuating circumstances.
- Missing assignments will be entered into the grade book as "O_M". After the tenth day, the "M" will be removed leaving the grade of zero or replacing the zero with the grade earned.
- If a student was absent for the material/learning, the student should be given the opportunity to learn the material prior to completing the assignment. In this case, a teacher could consider allowing alternative evidence of learning to be graded.

End of the Semester Guidelines for Students with Passing Grades:

- Submit grades as usual in Synergy
- For students who have extenuating circumstances, but are ending the grading period with a passing grade, teachers still have the discretion to offer a Relearning Plan for grade improvement when deemed necessary
  - Student should complete a Relearning Plan/completion plan
  - Accept and grade the missing or make-up work
  - Enter the grade updates in Synergy
  - Submit a grade change request to the registrar for the newly updated grade

End of the Semester Guidelines for Incompletes:

- An Incomplete for a course means: "insufficient evidence of learning" due to a student's unique circumstances out of their control.
- An incomplete can be given at the end of the semester if the student meets the following criteria:
  - the student has prearranged a relearning plan with the teacher by the last day of the

semester
    - the student is currently not passing the class (i.e. incompletes are not for a passing student to increase their grade)
    - the student must have completed at least 50% of the class to be eligible for the incomplete mark past the end of the semester.
    - *the teacher always reserves the right to make exceptions to the above in the event of extenuating circumstances (i.e. multiple illnesses/quarantine periods, family/personal tragedy, etc.)*
- Courses are graded on overall evidence of learning for a course. The full picture should be considered.
- An Incomplete grade should be avoided at the end of a term. If there is enough evidence of learning, students should not receive an Incomplete at the end of a term.
- If an Incomplete is given at the end of a term, it should be in a case-by-case situation and a grade change request would need to occur as soon as possible after the term grade is posted.
- An incomplete grade will not temporarily affect GPA but will automatically turn to earned grade at the agreed-upon due date.

End of the semester guidelines for students with non-passing grades:

- Credit Retrieval: If a student takes a class and does not earn a passing grade, students can complete a credit retrieval option for a pass (P) or no pass (NP). The F grade is left on the transcript and a P is entered with a notation of credit retrieval(CR). To be eligible for credit retrieval, students must complete 50% of the class they have failed.

Grade replacement: If a student does not want the grade (F) left on the transcript or would like a higher grade than earned, the student must complete the entire class over. This can be done in-seat or online using the approved online curriculum.

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

HUMAN SEXUALITY, HUMAN IMMUNODEFIENCY VIRUS (HIV)/AQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS), SEXUALLY TRANSMITTED DISEASES, HEALTH EDUCATION

Human sexuality, HIV/AIDS* and sexually transmitted infections and disease prevention curriculum has been cooperatively developed and aligned with the Oregon Health Education Standards and Benchmarks by parents, teachers, administration, local health department staff and others as an internal part of health education and other subjects. The HIV/AIDS and sexually transmitted infections and disease prevention education and the human sexuality education comprehensive plan shall provide adequate instruction at least annually, for all students in grades 6 through 8 and at least twice during grades 9 through 12.

Teachers are expected to notify parents of minor students in advance that the material regarding any human sexuality or HIV/AIDS/Hepatitis B Virus (HBV) will be taught. Any parent may request their student be excused from that portion of the instructional program.

A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12.

*HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus

HOMEWORK

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the students. Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home.

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

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

MAKE-UP WORK

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

Any student truant from school will be permitted to make up missed work at the discretion of the principal.

A student suspended from school is to be permitted, as

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

See site requirements for specific make-up work expectations that are in addition to the procedures stated above.

MEDIA ACCESS TO STUDENTS

The media may, at the discretion of the principal, be allowed to interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

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

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MOVING CLASS/HOLDING CLASSES OUTDOORS

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the building principal.

From time to time, certain class assignments may be more appropriately conducted outdoors. Prior building principal approval is required for all such activities.

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

The district does not sponsor, endorse or financially contribute to the variety of outside-sponsored study and athletic tours/trips/competitions available to students.

Students who raise funds for their personal participation in such activities may not raise moneys for travel and other activity expenses as a representative of the school. Students may not use school supplies, materials or facilities in conjunction with such trips or their related fund raising.

Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by the district which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students. The counseling center or school office may contain pamphlets which will assist parents who have questions about selection of such activities.

PERSONAL COMMUNICATION DEVICES

Student possession or use of personal communication devices on district property, in district facilities during the school day and while the student is in attendance at school-sponsored activities may be permitted subject to limitations and as may be established by the building principal and approved by the superintendent.

At no time will any device be allowed which provides for a wireless, unfiltered connection to the Internet.

Cell phones and other devices must be turned off during class time, passing times, or any other time where such use of the device would cause a disruption of school activities.
Students are subject to disciplinary action, up to and including expulsion for using a personal communication device in any manner that is academically dishonest, illegal or violates the term of school board policy. In some instances, personal communication devices are subject to confiscation and will be released to the student's parent or property owner, as appropriate.

PROGRAM EXEMPTIONS

Students may, at the discretion of the district, be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district, upon the written request of the parent. The request shall include the reason(s) for the request and a proposed alternate activity.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

Students may be excused from school for religious instruction, not to exceed two hours for grades 1-8 and five hours for grades 9-12 in any school week. Teachers will be notified by the office of any students in their class so excused.

Any student unable to attend classes on a particular day due to religious beliefs is to be excused from attendance requirements for that day.

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon his/her return to school or at such other times as may be deemed appropriate by the teacher.

RESUSCITATION DECISIONS/LIFE-SUSTAINING EMERGENCY CARE

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

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death.

Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation and cardiopulmonary resuscitation (CPR).

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

RETENTION OF STUDENTS

The professional staff is expected to place students at the grade level best suited to them academically, socially, emotionally and according to age.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. A recommendation for retention or promotion of a student will be made only after prior notification and explanation to the student's parent or guardian.

STUDENT ACTIVITY FUNDS

All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the building principal and person in charge of the student activities program.

All expenditures from the general account of student activity funds must also be approved by the school-recognized student government organization if such organization exists. Funds derived from the student body as a whole shall be expended to benefit the student body as a whole.

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff advisor.

Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those students currently in school who have contributed to the accumulation of the funds.

STUDENT CONDUCT

All students are to comply with district policies and administrative regulations, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner at school and during school-sponsored activities.

In addition to adopted Board policies governing student conduct, administrative regulations and school rules specifying student conduct expectations have been established.

These regulations and rules apply to actions which occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school or district-sponsored activities on transportation provided or approved by the district; at the bus stop; or whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

A student handbook, code of conduct or other document shall be developed and distributed to parents, students and employees. Each school shall publish any additional rules specific to the school and distribute it to students and parents. Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

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

STUDENT DETENTION

Teachers may detain a student after school hours for disciplinary reasons, with advanced principal permission, provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student's transportation home. Prior administrative approval must take place in all instances.

Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted. Students who are detained after school are not to be left unsupervised during their detention.

STUDENT DISCIPLINE

Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff. Discipline procedures are listed in the School's Student/Parent Handbook. Student discipline will offer corrective counseling and sanctions that are age appropriate and to the extent possible, are shown through research to be effective.

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

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Non accidental conduct causing serious physical harm to a student or employee;
2. When a school administer determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.
The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion.

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

Any discipline imposed will be in accordance with Board policy JGDA - Discipline of Students with Disabilities.

STUDENT DISMISSAL PRECAUTIONS

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

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

STUDENT/PARENT HANDBOOK

A student/parent handbook may be provided to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year. If a printed copy is not available an electronic copy will be available on the school website.

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

STUDENT PERFORMANCES

Teachers are encouraged to arrange for individual student and group public performances when such performances contribute to the educational process and are consistent with district and course goals.

All performances involving students must be approved by the building principal and may not interfere with other scheduled activities or classes within the school.
The extended use of one particular group of students is generally discouraged. Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities only with prior building principal approval. The parent, employee or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district.

The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with a passenger side air bag.

No student is to be permitted to perform district business with their own vehicle, a staff member's vehicle or a district- owned vehicle.

STUDENT WITHDRAWAL FROM SCHOOL

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

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment or other district property including replacement costs, if known and submit the list to the office. In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid.

STUDENT SUICIDE PREVENTION PLAN

The district has a suicide prevention plan that includes procedures relating to suicide prevention, intervention, and activities that reduce risk and promote healing after a suicide; identification of the school official responsible for responding to reports of suicidal risks; a procedure by which a person may request a district to review the actions of the school in response to suicidal risk; methods to address the needs of high risk youth (including: youth bereaved by suicide; youth with disabilities, mental illness, or substance abuse disorders; youth experiencing homelessness or out -of -home settings, such as foster care; youth identifying as lesbian, gay, bisexual, transgender, queer, and other minority gender identities and sexual orientation; and youth identifying as Native American, Black, Latinx, and Asian); a description of, and materials for, any training to be provided to school employees as part of the plan; procedures for reentry into the school environment following a hospitalization or behavioral health crisis; and a process for designating staff to be trained in a evidence based suicide prevention program.

VISITORS

Students are not permitted to bring visitors to school without prior approval of the building principal.

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

SPECIAL PROGRAMS

ALTERNATIVE EDUCATION PROGRAM

Alternative education programs have been developed and identified to meet the individual needs of students. These programs are made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; who have not met or who have exceeded all of Oregon's academic content standards; when the district determines that the placement serves the student's educational needs and interests and assists the student in achieving district and state academic standards; or when a public or private alternative education program is not otherwise readily available or accessible. The involvement of staff, parents and the community in recommending alternative education programs for Board approval is encouraged.

Alternative education programs consist of instruction or instruction combined with counseling and may be public or private. Home schooling is not a permissible alternative education option.

When a student is placed in an alternative education program by the district the district is obligated to pay the actual private alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per-student net operating expenditure, whichever is less. If the student is not successful in the alternative education program, there is no obligation to propose or fund a second alternative.

The district provides individual notification to students and parents regarding the availability of alternative programs semi-annually or when new programs become available under the following situations:

1. When two or more severe disciplinary problems occur within a three-year period. Severe disciplinary problems are defined in the student/parent handbook];
2. When attendance is so erratic the student is not benefitting from the educational program. Erratic attendance is defined on a case-by-case basis];
3. When an expulsion is being considered;
4. When a student is expelled;
5. When an emancipated minor or a student's parent or legal guardian applies for exemption from compulsory attendance on a semi-annual basis.

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

ASSESSMENT PROGRAMS

The district's assessment program has been developed to meet state requirements and local district needs.

Assessment results are used to measure the academic content standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education.

Additional services, alternative educational or public school options are made available to any student who has not met or has exceeded all of the state-required academic content standards.

The district's assessment program consists of the following:

1. Criterion-reference assessments, including performance-based assessments, content-based assessments and other valid methods as may be required by state and federal accountability systems;
2. District-wide and grade level-wide assessments;
3. Star 360
4. Individual diagnostic and ability evaluations;
5. Assessments by individual teachers

Dates for district and state assessments will be announced by the building principal, as appropriate.

An adult student or a parent on behalf of a student may annually opt-out of taking the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the parent or adult student.

COUNSELING PROGRAM

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

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

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

Students generally schedule appointments to see a high school counselor through the Eagle Center. Prior notice to a teacher that a student will be missing class may not always be possible because of the emergency nature of many of the appointments.

High school teachers may refer a student to a counselor by contacting the high school counselor directly or by completing a referral form. High school teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the high school counseling office.

High School counselors and teachers with counseling responsibilities are expected to fully respect the right of privacy of those with whom they enter counseling relationships. Confidential matters are not to be discussed over the phone.

Confidentiality is not to be abridged except as allowed by law:

1. When there is clear and present danger to the student or others;

2. To consult with other professional persons when this is in the student's interest;
3. When the student waives this privilege in writing.
4. When specifically authorized or required by law.

ENGLISH LANGUAGE LEARNER PROGRAM

The goal of the Eagle Point School District 9's English Language Learner (ELL) Program is that all students will have the opportunity to meet the State of Oregon's Certificate of Initial Mastery Standards by the time they complete grade 12. Each student will achieve a score at or above the State recommended growth over time as measured by the statewide assessments.

Students whose primary language is a language other than English are provided appropriate assistance through the district's ELP program until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal or signed communication in a language they can understand.

Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact the Office of Teaching and Learning.

MEAL PROGRAMS

The district participates in the National School Lunch, School Breakfast and Commodity Programs. All EPSD9 students eat free meals.

EARLY CHILDHOOD EDUCATION – Readiness to Learn

The district recognizes the necessity to ensure that all children have access to early education opportunities to better develop the skills, attitudes and habits expected of kindergarten and first grade students. To this end, the district has coordinated and/or collaborated with a variety of programs for children birth through age five. These programs include early childhood special education, state and federal Head Start programs, Healthy Start and child development.

Additionally, early education opportunities are provided to students between kindergarten and grade three. These include targeted services for "at-risk" children; ongoing curriculum and education practices review and improvements that encourage parent participation and promote consistency with research findings about how children learn and sensitivity to individual differences; interagency agreements among the district and health-care and social-service providers; ongoing review of program goals; and planned transition from prekindergarten to kindergarten through grade three.

HEALTH-SERVICES PROGRAMS

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

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

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

Non Emergency invasive physical examinations and screenings that are required as a condition of attendance, but not otherwise required or permitted by state law may take place under federal law only with prior parental notification and the option for parents to excuse their students from the activity.

Oregon Revised Statute (ORS) 336.201 requires:

1. One registered nurse or school nurse for every 125 medically fragile students; or
2. One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; or
3. One registered nurse or school nurse for every 225 medically complex students.

The district may use the most cost effective means available to meet the above requirements.

HOMEBOUND INSTRUCTION

Homebound instruction is provided to any student whose health or impairment causes them to be absent from school for at least 10 days. A physician's statement substantiating such absence is required in order for the district to

authorize homebound instruction.
The amount of instructional service provided will be related to each educational needs, physical and mental health.

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

TUTORING SERVICES

Tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of 10 consecutive school days.

A physician's statement substantiating such absence is required in order for the district to authorize home tutoring.

The tutor will work with the student's teacher(s) to provide the necessary instructional support needed to help the student maintain their academic progress.

Tutoring will also include services for expelled students and other needs as determined by the district.

LIBRARY/MEDIA SUPPORT SERVICES

Teachers should contact library/media staff for assistance in obtaining materials and equipment.

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

A professional collection of books and current periodicals may be available for staff use in the library/media center. Materials may be checked out through library/media staff. Teachers may schedule with staff to bring entire classes to the media center for project work, as appropriate. Individual students may be admitted for specific project work during class time with a note from the student's teacher, depending on the policy at the school.

PREGNANT/PARENTING STUDENT PROGRAMS

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

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

SPECIAL EDUCATION SERVICES

Students ages kindergarten through 21 living in the district who have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free appropriate public education (FAPE).

The related services and educational programs provided are designed to meet the needs as specified by the student's Individualized Education Program (IEP).

Special classes, separate schooling or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. A child with a disability is not removed from education in age-appropriate regular classrooms solely because of needed modifications in the general curriculum.

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

Subject to federal laws related to the confidentiality of educational or health records, all district employees assigned to work with a student with specialized needs to assist the student with the educational, behavioral, medical, health or disability-related support needs of the student must:

1) Have access to the individualized education program, 504 Plan, behavior intervention plan, medical support protocols or any other documentation related to the school district employee's responsibilities to assist with the student's educational, behavioral, medical, health or disability-related support needs.

2.) Be consulted with when the education plan for the

student is being developed, reviewed or revised, including being invited to, and compensated for attending, meetings regarding:

a. The student's individualized education program, 504 Plan or behavior intervention plan; or
b. The student, when the decisions made and issues discussed are related to the responsibilities of the school district employee to support the student or when the school district employee has unique information about the student's needs and present level of performance.

All district employees assigned to work with a student with specialized needs to carry out duties related to the implementation of an individualized education program, 504 Plan, behavior intervention plan or medical support protocol must be provided by the school district with adequate training to safely carry out each of the specialized duties assigned to the school district employee.

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

All teachers are expected to work:

- Cooperatively with special education staff to modify curriculum, instructional strategies and grading as necessary to meet the academic and/or behavior goals of a student's IEP).
- Know their students with disabilities, and the requirements of their IEP's.
- Regular education teachers are primarily responsible for implementation of IEP accommodations and modifications.
- Keep records of the student's academic and behavioral progress.
- Implement instruction, accommodations and modifications according to the IEP.
- Refer students of concern through the referral process established in the school.
- Attend IEP meetings when requested.

TALENTED AND GIFTED PROGRAMS

The district has developed a written plan for the identification of, and provisions for a programs and services for, academically talented and/or intellectually gifted students. This process of identification shall include as a minimum:

1) Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2) Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
3) Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:

   Students who are racially/ethnically diverse;
   a) Students experiencing disability;
   b) Students who are culturally and/or linguistically diverse;
   c) Students experiencing poverty; and
   d) Students experiencing high mobility.

4) Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
5) Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

Identified students must score at or above the 97th percentile on standardized one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted may be identified.

Talented and Gifted Students are identified in the student records system. Teachers are expected to modify curriculum, instructional strategies and grading, as necessary, to meet the needs of student

The district has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district's program and who wish to request reconsideration. A complaint procedure has been developed for a person who resides in the district or a parents of a student attending school in the district to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students.

Staff should refer parents with questions to the building principal.

ORS 343.409 Talented and Gifted Programs Required. School districts shall provide educational programs or services to talented and gifted students enrolled in public schools under rules adopted by the State Board of Education.

TITLE IA PROGRAMS

In order to help meet the needs of disadvantaged students, the district participates in Title IA federally-funded programs that provide basic skills instructional services for educationally disadvantaged students in grades K-8. Students identified in need of Title IA services are provided instruction on a daily schedule, as appropriate. Title IA staff will meet with general education teachers regarding scheduled instruction.

Children with disabilities and Limited English Proficient children are eligible for Title IA services on the same basis as other children who are selected for services.

Teachers with questions or concerns regarding student placement or scheduling in this program should contact the Building Principal.

BELL SCHEDULES

Bell Schedules are provided by each building site.

Information/Handbooks

Licensed Evaluation Handbook
Licensed Evaluation Handbook-Addendum for Specialists
Educational Support Professional Evaluation Handbook
Volunteer Information
2023-2026 Employee Contract
Board Policies

Site Staff Handbook – on school website
Student/Parent Handbook – on school website