

*“Students are our focus”*

# Rogue River School District #35

## **Employee Handbook**

Revised August 7, 2025

Rogue River School District #35  
Employee Handbook

**Table of Contents**

**PREFACE**

District Mission Statement

**STAFF ORGANIZATION**

**GENERAL INFORMATION**

Associations

Board members

Board meetings/communications - Policies BD/BDA, BG

Buildings hours

Community use of buildings - Policies KG, KG-ARs

Conference affiliation

District office hours

**STAFF OPERATIONS**

Absences

Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA) - Policy GCBDA/GDBDA

Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA)

Admission to district extracurricular activities - Policies DFEA, DFG

Animals in district facilities - Policy ING

Breaks

    Expression of milk in the workplace - Policy GBDA

Care/use of district property - Policies EDC, KGF

Cash in district buildings

Checkout

    Workday Checkout

    Year-end Checkout

Child abuse reporting - Reporting of Suspected Abuse of a Child - Policy JHFE

Classroom security

Communicable disease - Policies GBEB, GBEBAA

Complaints

    Student/Parent Complaints - Policies KL, KL-AR KLD, KLD-AR

    Staff Complaints - Policy GBM

Computer use - Policies IIBGA, IIBGA-AR

Contracts and compensation

Copyright - Policies EGAAA,

    Fair Use

Criminal records checks/fingerprinting - Policy GCDA/GDDA

    Processing/Reporting

    Appeals

Daily bulletin/announcements/email

Drug-free workplace - Policy GBEC

Emergency closures - Policy EBCD

Evaluation of staff - Policy GCN/GDN

Fund raising - Policies IGDF, IGDF-AR  
Grievances  
Guest speakers/controversial speakers - Policies, IICB  
Hazing/harassment/intimidation/cyberbullying/menacing - Policies GBNA, JFCF  
Health insurance portability and accountability act (HIPAA)  
Injury/illness reports - Policy EBBB  
Job sharing  
Lesson plans  
Mail and delivery services  
Materials distribution - Policy KJA  
Meetings  
Parental rights/surveys - Policies IGBBB, IGBC, IGBC-AR KAB, KAB-AR  
Personal communication devices and social media - Policy GCAB  
Personal property  
Personnel records - Policy GBL  
Petty cash - Policy DJB  
Prep periods/instructional staff planning time  
Purchase orders - Policies DJ, DJC, IGDG  
Release of general staff information - Policies KBA, KBA-AR  
Research/copyrights and patents - Policies EGAAA,  
Resignation of staff - Policy GCPB/GDPB  
Safety committee - Policy EBAC  
Security system  
Sexual conduct (Reporting Requirements) - Policy JHFF  
Sexual harassment - Policy GBN/JBA, GBN/JBA-AR  
Staff development - Policy GCL/GDL  
Staff dress and grooming - Policy GBCA  
Staff ethics - Policy GBC  
Staff health and safety - Policies GBE, GBEBAA/JHCCBA/EBBAB, EBBA  
Staff room  
Teaching about religion - Policy IGAC  
Telephones - Policy GCAB  
Threat Response  
Tobacco-free environment - Policy KGC/GBK/JFCG  
Use of private vehicles for district business - Policy EEBB  
Vacancies/transfers  
Volunteers - Policies GCDA/GDDA, GCDA/GDDA-AR, IICC, IICC-AR  
Weapons - Policy JFCJ

### **STUDENT OPERATIONAL PROCEDURES**

Administering non injectable medicines to students - Policies JHCD, JHCD-AR  
Communicable diseases/students with HIV, HBV, AIDS\* - Policies JHCCA, JHCCB  
Corporal punishment - Policy JGA  
Use of restraint and seclusion - Policies JGAB, JGAB-AR  
Dismissal of classes  
Drug, alcohol and tobacco prevention, health education - Policy IGAEB  
Emergency drills - Policy EBCB  
Feature films/videos - Policies IIABB, IIABB-AR  
Field trips and special events - Policies IIC/IICA, IIC/IICA-AR  
Flag salute - Policy INDB

Grading - Policy IKA  
Human sexuality, HIV/AIDS, sexually transmitted diseases, health education - Policy IGAI  
Make-up work  
Media access to students - Policy JOD  
Moving class/holding classes outdoors  
Program exemptions - Policy IGBHD  
Release time for religious instruction - Policy JEFB  
Resuscitation  
Retention of students - Policies IKE, IKE-AR  
Student conduct - Policy JFC  
Student detention - Policy JGB  
Student discipline - Policies JG, JGDA/JGEA, JGDA/JGEA-AR  
Student performances  
Student transportation in private vehicles - Policies EEAE, EEBB  
Student withdrawal from school - Policies JECE, JN, JHFDA, JHFDA-AR  
Visitors - Policy KK

### **SPECIAL PROGRAMS**

Alternative education program - Policies IGBHA, IGBHA-AR, IGBHB, IGBHB-AR, IGBHC, IGBHC-AR  
Assessment programs - Policy IL  
Bilingual education [English Language Learners] - Policy IGBI  
Breakfast/lunch programs - Policy EFAA  
Counseling and guidance program - Policies IJ, IJ-AR, IJA  
Health-services programs - Policy JHC  
Special education services - Policies IGBA through IGBAL-AR  
Speech and language program  
Talented and gifted programs - Policies IGBB, IGBBA, IGBBA-AR, IGBBC, IGBBC-AR  
Teacher/student advisor program  
Title I programs - Policies IGBC, IGBC-AR  
Bell schedules

All district policies can be viewed on the district website at: <http://www.rogueriver.k12.or.us>

## **PREFACE**

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

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice.

No information in this document shall be viewed as an offer, expressed, or implied or as a guarantee of any employment of any duration.

Equal employment opportunity and treatment shall be practiced by the district regardless of an individual's perceived or actual race, color, religion, sex, sexual orientation, gender identity, 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, or economic status, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The Federal Programs Director has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act, Health Insurance Portability and Accountability Act (HIPAA) and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the District Office for additional information and/or compliance issues:

Michele Cleveland, Director of Special Programs/Title IX Coordinator  
1898 E Evans Creek Rd, Rogue River, OR 97537  
michele.cleveland@rogue.k12.or.us  
541.582.6003

The procedure for filing a complaint can be found on the district's website <https://www.rogue.k12.or.us>.

## **ROGUE RIVER SCHOOL DISTRICT MISSION STATEMENT:**

*“Rogue River School District will offer a high-quality instructional program to help students acquire necessary academic and life skills to succeed in a complex competitive world, while also learning the importance of respect, accountability, and responsibility.”*

### **STAFF ORGANIZATION**

#### **District Office Administration:**

Superintendent, Patrick Lee  
Business Manager, Don Sweeney  
Executive Assistant, Christina Schloegl  
Special Programs Director, Michele Cleveland  
Data Specialist, Quay Goff  
Technology Director, Cody Simants  
Maintenance Director, Ken Garrison  
Accounts Payable, Shelly Brown  
Payroll Specialist, Amy McColpin  
Administrative Assistant - HR, Pam Weaver

### **GENERAL INFORMATION**

#### **ASSOCIATIONS**

The Rogue River Education Association represents the bargaining unit for all licensed staff. Collective Bargaining Agreement can be viewed online at [www.rogueriver.k12.or.us](http://www.rogueriver.k12.or.us). [Association officers and building representatives are as follows:](#)

1. Heidi Bosworth and Sarah Collins, Co-Presidents
2. Jessa Fricke, Secretary
3. Kelly Gibson, Treasurer
4. Robert Lamphere, South Valley Academy
5. Jon Buckley, Rogue River Elementary School – West Campus
6. Heidi Bosworth, Rogue River Elementary School – East Campus
7. Bryan DeBolt, Rogue River Junior High School
8. Todd Rose, Rogue River High School
9. Bryan DeBolt, Bargaining Chair

The Rogue River Association of Classified Employees represents the bargaining unit for all classified staff. Collective Bargaining Agreement can be viewed online at [www.rogueriver.k12.or.us](http://www.rogueriver.k12.or.us). Association officers and building representatives are as follows:

1. Ann Allen, President, RRJSHS Rep
2. Cody McColpin, Leadership Team, Vice-President
3. Marla Smith, Treasurer, Leadership Team, East Campus Rep, Rogue River Elementary School
4. Trish Bale, Membership Chair, Leadership Team, West Campus Rep, Rogue River Elementary School
5. Nichole Radant, Secretary, Leadership Team, SVA Rep

## **BOARD MEMBERS**

---

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows:

Chair, Heather Friend  
Vice Chair, Bruce Sund  
Director, Erin Poston  
Director, Mysti Jacob  
Director, Jay Chick

## **BOARD MEETINGS/COMMUNICATIONS**

---

Regular Board meetings are held on the third Tuesday of each month, in the District Office Board room located at 1898 E. Evans Creek Road, Rogue River, OR 97537. Meetings begin at 6:00 p.m., unless pre-empted by executive session or work session. All meeting times are posted on the district website at [www.rogueriver.k12.or.us](http://www.rogueriver.k12.or.us). All regular and special meetings of the Board are open to the public unless as otherwise provided by law.

All staff members are invited to attend Board meetings.

All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the superintendent in accordance with established lines of authority, as approved by the Board. This does not restrict protected labor relations communication of bargaining unit members.

All official Board communications, policies and information of staff interest will be communicated to staff through the Superintendent to local building supervisors and administrators.

## **BUILDING HOURS**

---

The school buildings are accessible to staff during the course of the school year between the hours of 7:30 a.m. – 3:30 p.m., weekdays. Staff members requiring access at other times, including weekends may do so by contacting the facilities manager for accessibility.

During summer and other times during the school year when school is not in session, the building is open for staff access between the hours of 7:00 a.m. – 3:00 p.m. daily.

## **COMMUNITY USE OF BUILDINGS**

---

The school buildings are available to community groups during the week and weekends for approved use when such use does not interfere with district programs.

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. (See facility use policy KG.)

## **CONFERENCE AFFILIATION**

---

The district's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities.

The high school participates in the following OSAA-recognized activities: football, boys and girls soccer, volleyball, cross country, wrestling, boys and girls basketball, track & field, baseball, softball, boys and girls golf, cheerleading, dance, and student council.

## **DISTRICT OFFICE HOURS**

---

The district office is open between the hours of 7:30 a.m. – 4:00 p.m. weekdays during the school year.

During summer months and other times during the school year when school is not in session, the office is open between the hours of 8:00 a.m. – 3:30 p.m. most days.

## **STAFF OPERATIONS**

### **ABSENCES**

---

Staff members unable to report to work for any reason must input the absence into the Absence Management System formerly Aesop as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should input absence into Absence Management as soon as possible. Whenever possible, and as appropriate, substitutes will be retained during the course of your absence.

Staff members may, at the time of the reported absence, request a particular substitute. Requests that a particular substitute not be called may be made in advance through the Human Resource Department. Final decisions regarding substitute use or nonuse will be made by the district. Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others either for all-day or temporary absences from their duties.

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

In lieu of an absence report form, all absences must be entered into the employee portal on Employee Access (aka OKTA). The link for the portal may be found on the district website under staff resources.

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

Numerous or excessive absences shall be reviewed on a case-by-case basis by the immediate supervisor to determine the impact of the absences on the program services. Counseling, disciplinary action and/or a program of assistance for improvement may be initiated by the supervisor in response to the absences.

A covered employer<sup>4</sup> 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 if the employee has no accumulated district leave. The employee also has the right to go through Paid Leave Oregon to seek compensation.

**FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)/OREGON FAMILY LEAVE ACT (OFLA)  
MILITARY FAMILY LEAVE ACT (MFLA)/OREGON MILITARY FAMILY LEAVE ACT (OMFLA)  
PAID LEAVE OREGON (PLO)**

---

Employees should contact Human Resources department and review policy GCBDA/GDBDA - Family Medical Leave and accompanying administrative regulations, if applicable. Refer to Policy GCBDA/GDBDA

**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 district curriculum or co-curricular activity are allowed in district facilities. Companion and comfort animals are not considered service animals.

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

**BREAKS**

---

Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work four or more consecutive hours are entitled to one 15-minute break. Those working eight-hour days are entitled to two 15-minute breaks.

Classified employees who work a shift of more than four hours receive a 30-minute meal break, unless otherwise provided by law.

Nonexempt (e.g. includes some confidential) employees are expected to adhere to the break schedule established by the building principal. Deviation from the regularly scheduled break period requires prior supervisor approval.

**CARE/USE OF DISTRICT PROPERTY**

---

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the building principal.

Certain district-owned equipment including, but not limited to, laptops, cell devices, or iPads, may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain or avoidance of personal financial loss. An equipment use form must be submitted and approved. Forms are available in the office.

In the event of loss or damage, a fee will be assessed by the district according to 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 District's designated depository whenever the sum accumulated in any one day by a class, staff member or others exceeds \$1,000. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

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

## CHECKOUT

---

See Building Administrator for specific requirements.

### Workday Checkout

Teachers may leave the building and district grounds during lunch, as necessary. Departures during preparation periods must be approved by the building principal or assistant principal.

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

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

### Year-end Checkout

See Building Administrator for individual building procedures.

## REPORTING OF SUSPECTED ABUSE OF A CHILD

---

Abuse of a child by district employees, contractors<sup>5</sup>, agents<sup>6</sup>, volunteers<sup>7</sup>, 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, and the accompanying administrative regulation.

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

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

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

Written documentation of this report must be completed and submitted to one of the following<sup>8</sup>:

1. Ashtyn James, Principal, Rogue River Elementary School, 541.582.3233
2. Angela Caschera, Assistant Principal, Rogue River Elementary School, 541.582.3234
3. Tori Kirkpatrick, Principal, Rogue River Jr/Sr High School, 541.582.3297
4. Emily Figueroa Wolfe, Assistant Principal, Rogue River Jr/Sr High School, 541.582.3297
5. Jennifer Parks, Principal, South Valley Academy, 541.582.6010

If the superintendent is the alleged perpetrator the report shall be submitted to the Special Programs Director, Michele Cleveland, 541.582.6003, who shall also report to the Board chair.

Forms are available in the office.

Oregon law recognizes these, and other types of abuse:

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

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 abuse of a child may be a Class A violation.

## **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 is 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.

## **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 restrictable 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 administrative regulation GBEB-AR – Communicable Diseases – Staff.

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.

## HBV\*/Bloodborne Pathogens Training and Immunization

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

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

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

Employees who use medical sharps in the performance of their duties (e.g. administering injectable medicines to students, such as epinephrine and glucagon) will annually be provided an opportunity to identify, evaluate and select engineering and work practice controls (e.g. sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate.

## Infection Control Procedures

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

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV\*, HBV and/or bloodborne pathogens;
2. Whenever possible, students would be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves if care giver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and water as soon as feasible;
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse

with an Environmental Protection Agency (EPA) approved disinfectant\*\* following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables;

8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood;
14. If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

\* HIV – Human Immunodeficiency Virus

\* HBV – Hepatitis B Virus

## COMPLAINTS

---

### Student/Parent Complaints

The district recognizes that complaints regarding staff performance, discipline, grades, student progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that they 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 for appropriate building administrator follow-up. If the complaint is against the superintendent, the complaint will be referred to the Board chair.

All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and collective bargaining agreements regarding the handling of complaints. Refer to policy KL – Public Complaints.

## Bias Incident Complaints

All employees are entitled to work in an environment that is free from discrimination or harassment[ based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin].

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, 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.

## 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 for informal discussion and resolution. If the staff complaint is against the superintendent, the complaint should be referred to the Board chair.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement.

## **COMPUTER USE**

---

Staff may be permitted to use the district’s electronic communications system only 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.

Personal use of the district’s system or district-owned computers or devices, including internet and email access by district staff is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Ethics Commission (OGEC) guidance (e.g. “occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual’s keyboard proficiency and software component familiarity”). Such use is restricted to the employee’s own time.

Staff who violate Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law may be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

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

Files and other information, including email, 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 email system.

## **CONFERENCES**

---

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled each fall and spring. 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 after-school or preschool time to meet with students as necessary.

## **CONTRACTS AND COMPENSATION**

---

Contracts will be issued for all licensed and classified district employees.

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

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

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

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 and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of collective bargaining agreements.

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

Notice will be given to staff in compliance with rules of the insurance carrier and current relevant collective bargaining agreement regarding domestic partner benefits.

## **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.

## **CRIMINAL RECORDS CHECKS/FINGERPRINTING**

---

All staff not requiring licensure or registration as a teacher, administrator, personnel specialist, or school nurse and newly hired are required to submit to a criminal records check including fingerprinting as required by Board policy and Oregon law.

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.

Individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students are required to submit to a criminal records check or fingerprint-based criminal records check.

A volunteer allowed by the district into a position that has direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting as established by Board policy and as required by law.

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.
3. Overnight chaperone.
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district- sponsored activity.

The district may begin the employment of a subject individual on a probationary basis before the return and disposition of the required criminal records check and/or fingerprinting.

Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district shall be paid by the individual.

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 to report to an authorized fingerprinter as directed 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.

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

3. To ensure the integrity of the fingerprinter 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.

#### Termination of Employment or Withdrawal of Employment/Contract Offer

1. A subject individual required to submit to a criminal records check 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 may be 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 required, 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 may be denied the ability to volunteer.
6. 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.]

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 case under ORS 183.413 – 183.470.

Refer to Policy GCDA/GDDA

#### **CURRICULUM**

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

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

## **DISCIPLINE AND DISCHARGE**

---

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

## **DRUG-FREE WORKPLACE**

---

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

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

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

Each staff member 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 must abide by the terms of the district's drug-free workplace policy.

The district, upon determining that a staff member has engaged in the manufacture, distribution, dispensation, possession or use, on or in the workplace, of a controlled substance or alcohol, or upon having reasonable suspicion of a staff member's use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take appropriate action with regard to the employee. 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 appropriate action with regard to the employee, which may include discipline up to and including dismissal; and/or
2. Require satisfactory participation by the employee in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

## **EMERGENCY CLOSURES**

---

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

Employees and public will be notified via phone, email and/or text message in the event of delayed openings or school closures. Local media outlets will also be notified of any closures or delays.

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 PROCEDURES AND DISASTER PLANS**

---

Copies of the emergency procedures plan will be available in the office and other strategic locations throughout the building, detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member and the authorized use of force on school property.

## **EMPLOYEE ASSISTANCE PROGRAM**

---

EAP benefits are available to all employees and their families. Check with the District Office for more information on how to access these services.

## **EVALUATION OF 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 nonrenewal, dismissal and discipline.

### **Licensed Staff**

Evaluation of licensed staff shall be conducted to conform with applicable Oregon Revised Statutes and any applicable collective bargaining provisions.

Teachers' evaluations shall be customized based on collaborative efforts and include the core teaching standards adopted by the State Board of Education.

Evaluations must attempt to:

1. Strengthen the knowledge, skills, disposition and classroom practices of teachers;
2. Refine the support, assistance and professional growth opportunities offered to a teacher, based on the needs of the teacher and the needs of the school and district;
3. Allow the teacher to establish a set of classroom practices and student learning objectives that are based on the individual circumstances of the teacher, including classroom and other assignments;
4. Establish a formative growth process for each teacher that supports professional learning and collaboration with other teachers;
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the teacher.

### **Classified Staff**

All classified employees will be formally evaluated in accordance with the current collective bargaining agreement.

Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, collective bargaining agreements and Oregon Revised Statutes.

## **EXPRESSION OF MILK OR BREAST-FEEDING IN THE WORKPLACE**

The district shall provide the employee a 30-minute rest period to breast-feed or express milk 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.

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

1. District office: Director of Technology or Business Managers office downstairs;
2. Rogue River Elementary School: Small office near Assistant Principal's Office;
3. Rogue River Junior/Senior High School: Room 16;
4. South Valley Academy: Vestibule off of guest bathroom.

## **FAIR LABOR STANDARDS ACT**

---

The Board acknowledges the Fair Labor Standards Act and maintains the expectation that the administration of the district will implement and enforce all relevant aspects of the Act as it pertains to district employees.

Regular working hours for all classified staff will be set by the building principal. 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 principal.

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.

Administrators, directors and/or supervisors shall give written notification to nonexempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations:

1. What constitutes nonexempt working hours;
2. What constitutes normal working hours;
3. That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
4. That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
5. That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked in excess of eight (8) hours in any one day or 40 hours in one week. A week is defined as five consecutive days covering Monday through Friday.

If funds are available, overtime will be compensated at not less than one and one-half times the employee's rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed, and is cashed out at the employee's current rate no later than June 30<sup>th</sup>.

## **FUND RAISING**

---

Fund raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the 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 office.

All money raised must be receipted and deposited with the school or 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 to avoid 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 by law 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 without building principal approval. Any solicitation should be reported at once to the building principal.

## **GRIEVANCES**

---

Refer to collective bargaining agreements.

## **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. 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.

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.

Prior to his/her participation, guest speakers are to be given in writing the following regulations:

1. Profanity, vulgarity and lewd comments are prohibited;
2. Use of a tobacco product or inhalant delivery system or another 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, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault 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 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.

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING /CYBERBULLYING**

---

Hazing, harassment, intimidation, bullying, menacing or cyberbullying 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.

An employee who has knowledge of conduct in violation of Board policy JFCF – Hazing/Harassment/Intimidation/Bullying/Menacing /Cyberbullying – Student shall immediately report his/her concerns to the designated district official.

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

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 or received by the district.

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

## **IDENTIFICATION BADGES**

---

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

All employees will be issued a District photo ID badge. Under no circumstances should photo ID badges be loaned to others. Photo ID found in the possession of others will be confiscated.

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. 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. 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.
  - c. The district will not disclose a duplicate of the photograph used on the badge or card.

## **INJURY/ILLNESS REPORTS**

---

All injuries/illnesses 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 main office and building principal immediately.**

Reports will cover property damage as well as personal injury.

A completed injury/illness report form must be submitted to the main office within 24 hours or the next scheduled district workday, as appropriate.

All accidents involving 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 overnight hospitalization for medical treatment other than first aid, the safety officer will inform the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours.

An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health-care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

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

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

Automated External Defibrillators (AED). The district has made these devices available for use during medical emergencies by properly trained district staff.

## **JOB SHARING**

---

The district may consider a request for job sharing. Job sharing is defined as the sharing and occupation of a single staff position by two individuals with each assignment being half time.

The district's overall cost of job share may not exceed that of one full-time equivalency. The amount of fringe benefits as may be afforded in current collective bargaining agreements and normally assigned to one staff employee position is shared in a manner agreeable to both job-sharing employees, providing the total dollar amount does not exceed the amount designated for one staff employee in a non-job sharing position.

Job sharing requests are considered on an individual basis and subject to approval.

## **KEYS**

---

Keys are issued to staff by the building administrator or Facilities Director. 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.;
3. Keys may not be loaned to anyone. Under no circumstances should staff provide keys to students to “run errands”, “unlock/lock” doors, etc.; District keys found in the possession of students will be confiscated.
4. Lost or stolen keys must be reported to the building administrator or Facilities Director within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any duplicates are made;
5. Upon completion of a lost or stolen key report, and presentation of the broken or damaged key(s), replacement keys will be issued within 72 hours;
6. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal and facilities manager 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. Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

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

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.

## **LICENSE REQUIREMENTS**

---

Teachers offered employment in the district must present their teaching license to the District Office before the beginning of their employment.

Applicants not presenting their license prior to the beginning of school or the first day employment is to begin, will not be employed until such license has been submitted.

Licensed staff are required to submit copies of all license endorsements to the District Office. 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.

## **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.

All staff are to check their mailboxes before school, at noon and after each working day and remove mail daily. Students should not pick up mail from staff mailboxes.

District mailing and postage may be used for school district business only.

### **MATERIALS DISTRIBUTION**

---

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

### **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 meeting unless prior arrangements have been made with the building principal. Staff members are expected to schedule their time accordingly to not conflict with these meetings. Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee.

Required meeting attendance will follow collective bargaining agreements.

### **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 nonemergency, 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.

## **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 expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

## **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

Staff possession or use of personal electronic devices on district property, in district facilities during the work day and while the staff is on duty, including duty in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the superintendent. At no time, whether on duty or off duty, will a personal 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 electronic 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 a use directly related to and consistent with the employee's assigned duties. Computers, tablets, iPads, or similar devices brought to school will be restricted to academic activities during on duty time.

Personal electronic 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 assignment. 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 a use directly related to and consistent with the employee's assigned duties. Computers, tablets, iPads, or similar devices brought to school will be restricted to academic activities during on duty time.

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 (e.g., Facebook, Instagram and Twitter), public websites and blogs, judiciously by not posting confidential information about students, staff or district business. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting 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 use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students. Texting students during work hours is discouraged. Electronic communication with students outside school related activities is strongly discouraged and may be investigated.

Exceptions to the prohibitions set forth in this policy 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 electronic device in any manner that is academically dishonest, illegal or violates the terms of this policy. 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 a threatened or actual negative impact on the learning environment.

The taking, disseminating, transferring or sharing of obscene, pornographic 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 obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

### **PERSONAL PROPERTY**

---

The district is not liable for lost, stolen or damaged personal property on district property.

### **PERSONNEL RECORDS**

---

The superintendent shall act for the Board in dealing with, assuring adequate protection for and in maintaining the privacy of all personnel records, both licensed and classified personnel. In the implementation of this policy the superintendent shall act within relevant policies established by the Board and within related established state and federal laws.

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 employee 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. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The Board designates the following individuals as those persons who may inspect personnel files:

1. The Superintendent;
2. The director of support services;
3. Building principals and vice-principals may inspect the files of those employees under their respective supervision;
4. Any person designated by the superintendent as an evaluator of the Rogue River School District employees;
5. The Rogue River School District attorney or any other person or persons representing the district, may inspect personnel records of any employee involved with the district in a grievance hearing, an Employment Relations Board hearing, non-renewal hearing, Fair Dismissal hearing, court and other formal hearings or in litigation of any kind;

6. A hearings officer conducting a hearing involving any employee of the Rogue River School District.
7. The disciplinary records<sup>1</sup> of a district employee convicted of a crime listed in ORS 342.143 are not exempt from disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records, the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record.
8. Upon request from a law enforcement agency, the Department of Human Services or the Teachers Standards and Practices Commission, a district shall provide the records of investigations of suspected child abuse by a district employee.

The personnel file of a teacher shall be open for inspection by the teacher and to such other persons as are officially designated by the teacher in accordance with the following procedures:

1. Inspection of personnel files shall be in the presence of the superintendent of his/her designee(s);
2. Arrangements for inspection of a personnel file should be made prior to the scheduled time of inspection;
3. Persons designated by the teacher to inspect the personnel file must present written authorization from the teacher prior to receiving access to the file. The written authorization shall be filed in the personnel file and becomes part of the permanent records in the file.

It is understood that all confidential employees in the district office shall have access to all personnel files for the purpose of maintaining the files. Confidential employees need not sign the Record of Access Sheet when entering a file for maintenance purposes only.

#### **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.

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 reimbursement for approved purchases may be authorized only upon submission of appropriate receipts to the business manager.

#### **PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME**

---

Refer to collective bargaining agreement.

#### **PROGRESS REPORTS**

---

Teachers are expected to report their students' progress to the students and their parents. K-12 progress reports are issued at the conclusion of each grading period.

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

#### **PURCHASE ORDERS**

---

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

No purchase, with the exception of a petty cash purchase, will be authorized unless covered by an approved purchase order. Forms are available in the office.

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

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

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

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

#### **RELEASE OF GENERAL STAFF INFORMATION**

---

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

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

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

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

#### **RESEARCH/COPYRIGHTS AND PATENTS**

---

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

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

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

In the event that a staff member produces items described above partly on his/her own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district for

assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

## **RESIGNATION OF STAFF**

---

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

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission 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 employee's 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.

When an employee has at least fifteen (15) years of service in District 35 and is PERS retirement eligible, the employee may apply for early retirement through the personnel office. Notification of retirement under this provision shall be one hundred twenty (120) days prior to the intended effective date of such retirement. See collective bargaining agreements for further details.

## **SAFETY COMMITTEE**

---

A building safety committee has been established to help implement the district's safety program and as a part of any ongoing effort to help ensure the safety and health of student, staff and others while on district property.

The building safety committee meets monthly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

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

## **SECURITY SYSTEM**

---

All employees will be issued a District photo ID badge. Under no circumstances should photo ID badges be loaned to others. Photo ID found in the possession of others will be confiscated.

All buildings have intrusion control alarms. Staff members will be given access information in their individual building(s) including alarm codes and operation instructions. If a staff member sets off an alarm they should remain in the building to meet with the responding police department.

## **SEXUAL CONDUCT (Reporting Requirements)**

---

Sexual conduct by district employees, contractors, agents of the district and volunteers is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers of the district are subject to Board policy, GBNAA/JHFF –Suspected Sexual Conduct with Students and Reporting Requirements.

*“Sexual conduct” as defined by Oregon law is any verbal, physical or other 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 a student or that have the effect of unreasonably interfering with a student’s educational performance or creates 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. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Child Abuse.*

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

Any district employee, contractor, agent, and volunteer of the district 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 must immediately report such suspected sexual conduct to their building principal or the building assistant principal, 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 Special Programs Director who shall report the suspected sexual conduct to the Board chair. If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements..

When the district 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) in accordance with administrative regulation. 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.

The district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation.

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

If the district 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 superintendent will follow up on receipt of a report. When the 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 Board member, district employee, contractor, agent of the district, or volunteer in good faith, the student will not be disciplined by the Board or any district employee, contractor, volunteer, or agent of the district.

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:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences, if a report of suspected sexual conduct is substantiated; and
3. 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, information and 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.

## **SEXUAL HARASSMENT**

---

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board Members or third parties. "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 employee 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 control of the district or where the employee is engaged in district business.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature or based on sex or sex-based stereotypes when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to:
  - a. Was the conduct or communication unwelcome or offensive ?
  - b. Would a reasonable person in the same position as the student or employee view the conduct or communication as unwelcome or offensive?
  - c. The nature of the conduct;
  - d. How often the conduct occurred and how long it continued;
  - e. The age and sex of the complainant;
  - f. Whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment;
  - g. Number of individuals involved;
  - h. The age of the alleged harasser;
  - i. Where the harassment occurred; and
  - j. Other incidents of sexual harassment at the school involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of 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 sexual appearance, sexual activity or sexual performance.

The District will promptly investigate all complaints of sexual harassment and all incidents of sexual harassment of which it has knowledge. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, compliance officer or superintendent, who have overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. 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. Employees 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 Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the Teachers Standards and Practices Commission.

The superintendent shall ensure appropriate periodic sexual harassment training awareness or information is provided to all supervisors, staff 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. The District will make this policy as well as the complaint procedure available to all students, parents of students and staff in student/parent and staff handbooks, and on the District's website. The district's policy shall be posted in all grades 6 through 12 schools. Such posting shall be by a sign of at least 8.5 by 11 inches.

The superintendent will establish a procedure for receiving complaints and allegations of sexual harassment.

Building principals, the Title IX compliance officer and the superintendent are responsible for investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

**Step I** Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building 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.

**Step II** The district official receiving the information or complaint shall promptly initiate an investigation. He/She 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. Within ten working days after meeting with all concerned parties, he or she will make findings. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing.

A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step III** If a party is not satisfied with the decision, he or she may submit a written appeal to the superintendent or designee, by giving written notice within 10 working days after receipt of the Step II 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 IV** If a party is not satisfied with the decision at Step III, he or she may submit a written appeal to the Board, by giving written notice within 10 working days after receipt of the superintendent's decision. The Board shall, within 20 working days, conduct a hearing at which time the appellant shall be given an opportunity to present the appeal. The Board shall provide a written decision to all parties within 10 working days following completion of the hearing.

**Step V** The employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; A student may complain to the Regional Civil

Rights Director, U.S. Department of Education, Office for Civil Rights, Seattle Office, 915 2<sup>nd</sup> Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building 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 participating in a practicum under OAR 584-015-0070 or 584-016-1075 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 the Teacher Standards and Practices Commission within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Services to Children and Families representatives as possible child abuse. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board chairman.

## **SITE COUNCIL**

---

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

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

All council decisions are subject to superintendent and Board review. Council decisions may not nullify any provisions of district labor agreements or law.

Meeting times and locations will be announced through the office and will follow the notice, meeting and record-keeping requirements of the Public Meetings Law. All staff are invited to attend 21<sup>st</sup> Century Schools Council meetings.

Membership selection information may be obtained by contacting an association representative or the building principal.

## **STAFF DEVELOPMENT**

---

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

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

Professional growth application forms are available in the school office.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and job assignment. Requests require prior approval. Forms are available in the office.

Continuing professional development plan requirements as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee and shall be consistent with the qualified district continuing professional development program.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees and like activities will not be considered as appropriate activities for the expenditure of district funds.

Refer to the collective bargaining agreement for additional information.

### **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 job at hand.

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

Teaching as a profession, demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

### **STAFF ETHICS**

---

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

This means that:

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

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. District facilities, equipment or materials may 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.

### **STAFF HEALTH AND SAFETY**

---

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

Material Safety Data Sheets (MSDS), which accompany any hazardous substance used in the school setting, are maintained on file in the staff lounge in all buildings and readily available to any staff member who must handle such materials or who may have been exposed to such products.

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

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

#### **STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES**

---

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

---

### **STAFF INVOLVEMENT IN DECISION MAKING**

---

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

---

### **STAFF/PARENT RELATIONS**

---

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

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

Noncustodial parents will not be granted visitation or telephone access to their student during the school day unless a signed agreement has been submitted to the school by the parent having sole custody of the child/children. Students may not be released to the noncustodial parent without the written permission of the parent having sole custody.

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

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

---

### **STAFF ROOM**

---

A staff room is provided to 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.

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.

Students are not permitted in the staff room. Parents and community members should not be conducting business in the staff room.

---

### **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.

## **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 his/her assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

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

## **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.

## **TELEPHONES**

---

Telephones are available throughout the building for staff convenience. Long distance calls for district business purposes may be placed from a telephone with an unrestricted line, located in the office. Local personal telephone calls made during working hours from district telephones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students. Personal long distance calls may not be made on district telephones, even if staff offers to reimburse the district for such charges. If it becomes necessary to make personal long distance calls while at work, such calls must be made with the staff member's personal cell phone or calling card.

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

## **THREAT RESPONSE**

---

The Rogue River School District places student and staff safety as our highest priority. The school district takes all threats seriously whether we think the threat may be real or not. All threats of violence will be investigated by administration.

When a threat of violence is learned by school officials, school policy including JFCM will direct the schools response. School officials may refer the case to law enforcement for investigation and legal action. School officials working with law enforcement will determine the appropriate level of response based on the level of risk and information known at that time.

Communication with parents will be consistent with district policy and with the level of school response determined necessary by school and law enforcement.

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

To comply with state law and to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, 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 a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose. .

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

### **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 not be used.

### **UNMANNED AIRCRAFT SYSTEM (UAS) A.K.A. DRONE**

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 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 a 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.

### **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

---

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

When using any vehicle while on district business, staff shall use seat belts. Failure to do so is grounds for dismissal.

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

All volunteer drivers, including staff, must meet requirements and be on the approved volunteer drivers list.

### **VACANCIES/TRANSFERS**

---

Announced vacancies for licensed and classified positions are posted in all buildings and on the District website at <http://www.rogueriver.k12.or.us/> per collective bargaining agreement timelines. Copies of the postings are sent to all building secretaries for posting in all district buildings.

Voluntary and involuntary transfer of staff members may be authorized by the Superintendent based on district personnel needs and in accordance with district procedures and collective bargaining agreements.

### **VACATIONS**

---

The Board shall provide for annual vacation for all regular 12-month employees, consistent with any pertinent statutes, contractual obligations and pursuant to the provisions of this policy and related administrative rules.

The purpose of vacation is to provide an interval of rest and relief from the routine of work. The Board believes such a respite, taken regularly, will increase the employee's productivity and serve the welfare of the employee.

The Board reserves the right to specify the conditions under which vacation may be taken. The superintendent shall develop procedures which will assure that all employees regularly use their accrued vacation. Any carryover of vacation, past August 31, must be reviewed by the Superintendent and cannot exceed 10 days.

### **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 office.

The use of volunteers requires prior Oregon criminal records check approval. Forms are available in the office or on the district website at <http://www.rogueriver.k12.or.us>.

### **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 has unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, their 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 for firearms or destructive devices 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 this policy.

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

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

## **WHISTLEBLOWER**

---

When an employee has a 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 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 discourage 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, any agency of the state, or political subdivision in the state, or any person authorized to act on behalf of the state, any agency of the state, 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 administrative regulation KL-AR - Public Complaints to address any alleged violations of Board policy, GBMA - Whistleblower.

## **STUDENT OPERATIONAL PROCEDURES**

### **ADMINISTERING NONINJECTABLE MEDICINES TO STUDENTS**

---

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary. Training will be provided by a qualified trainer to designated school staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or off district property.

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 and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.

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

- a. Grades K-8: Self-medication of prescription and nonprescription medication is not allowed except in cases when directed by a physician or other licensed health care professional, where a student must carry such medication on their person for immediate access and the necessary permission form and written instructions have been submitted as required above.
  - b. Grades 9-12: Self medication of prescription and nonprescription medication may be allowed. No permission form is required for self-medication of nonprescription medications (9-12<sup>th</sup> only).
1. A parent (guardian) permission form and written instructions have been submitted for all prescription and nonprescription medication. In the case of prescription medications, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. Building principal permission is also required for all self-medication requests;
  2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided above;
  3. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
    - a. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction;
    - b. Nonprescription medication must have the student's name affixed to the original container.
  4. The student may have in their possession only the amount of medication needed for that school day except for manufacturer's packaging that contains multiple dosage, the student may carry one package;
  5. Sharing and/or borrowing of medication with another student is strictly prohibited.

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

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

## **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.

## **COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS\***

---

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in Oregon Revised Statutes and rules of the county health department. A student with certain

school restrictable disease is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school. The district will inform the appropriate staff member to protect against the risk of exposure, as necessary.

Parents of a student six years of age or older who is infected with HIV or HBV and is not a special risk student as defined by the Oregon Department of Human Services, Health Services, are not required by law to report their student's condition to the district. Those students also, as provided by law, have a right to continue school. "Special risk students" means those students infected with HBV or HIV whose health-care provider has reasonable grounds to believe present a special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student's ongoing history of biting others, spitting or scratching, lack of control of body secretions or uncoverable, oozing lesions.

Parents of an HIV student five years of age or younger, a special risk HIV student (as defined above), or of any student with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department, excluding the student from school or the parent may voluntarily withdraw the student from school. If the district is informed of the student's infection and written parental permission is obtained, a planning team is convened to address the nature, duration and severity of risk as well as any modification of activities needed.

\*HIV – Human Immunodeficiency Virus

\*HBV – Hepatitis B Virus

\*AIDS – Acquired Immune Deficiency Syndrome

## **CORPORAL PUNISHMENT**

---

The use of corporal punishment in any form is strictly prohibited by the district and will be considered cause for discipline up to and including dismissal. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain. 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 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:

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;
3. Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects.

## **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.

## **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, non-therapeutic 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 activity, 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, senior high school students will receive age-appropriate instruction.

Each year, a planned staff development and public information program that addresses the needs and responsibilities for the entire staff is developed by the superintendent. The program includes current basic drug, alcohol and tobacco information and an explanation of district drug, alcohol and tobacco policies, procedures and programs. The input of staff in planning and implementing the district's staff development and public information program is encouraged to ensure a drug, alcohol and tobacco program that best meets the needs of district students.

## **EMERGENCY DRILLS**

---

All teachers are required to provide instruction on fire, earthquake, safety threats 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 a horn strobe. 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 close door;
3. Take roll book;
4. Escort class to at least 100 feet from the building and take roll. Report any unaccounted students to the building principal;
5. Upon "all clear" signal, differing by building, escort students directly back to class. Check roll.

The warning signal for an earthquake alarm/drill differs by building. 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 roll and report any unaccounted students to the administration;

5. Upon “all clear” signal, differing by building, 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.

### **FEATURE FILMS/VIDEOS/OTHER MEDIA**

---

Building principal approval is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated G, PG or PG-13 may be authorized for classroom use.

Requests are to be submitted to the building principal at least two days prior to the proposed showing. Forms are available in the office.

The following information should be included:

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

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

### **FIELD TRIPS AND SPECIAL EVENTS**

---

Field trips and other student activities involving travel may be authorized by the Superintendent or designee 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, either from within school staff or from volunteers.

Written parental permission must be obtained for each approved trip. The signed forms showing parental approval and acknowledgement of the student conduct guidelines will be maintained on file for a period of one year.

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

Any out-of-state travel must be approved by the Board.

### **FLAG SALUTE**

---

Students will be provided an opportunity to salute the United States flag at least weekly 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 a United States flag of an 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 the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents are essential.

Teachers are expected to report a student's progress toward achieving academic content standards to the student and their parents. Parents will receive reports on their student's absences.

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

Letter grades will be used in grade 7-12 as follows:

- A – Superior
- B – Above Average
- C – Average
- D – Below Average
- F – Failing
- P – Pass – Credit granted, non-graded course
- NP – No pass – Credit denied, non-graded course
- I – Incomplete
- W – Withdrawal

Elementary grading systems will be communicated to families at the beginning of the school year.

Grade reduction or credit denial based on a student's attendance may be permissible only when the student's attendance is not used as a sole criterion for the grade reduction or credit denial. Prior to a grade reduction or credit denial, teachers are required to provide notice to the student, parents or guardians that includes the following information:

1. Identification of how the attendance and class participation is related to the instructional goals of the subject or course;
2. Parents and students will be informed;
3. Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for nonattendance are considered and the grade is not reduced or credit denied based upon absences due to:
  - a. Religious reasons;
  - b. A student's disability; or
  - c. An excused absence, as determined by the district's policy.

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

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

## **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.

## **HUMAN SEXUALITY, HIV/AIDS, SEXUALLY TRANSMITTED DISEASES, HEALTH EDUCATION**

---

Human sexuality, HIV/AIDS and sexually transmitted disease prevention curriculum has been developed and aligned with the Oregon Health Education Standards and Benchmarks, cooperatively 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 in grades 9-12 .

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

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

## **MAKE-UP WORK**

---

A student who has an excused absence from class is permitted to make up those assignments that he/she has 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 teacher.

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.

## **MEDIA ACCESS TO STUDENTS**

---

The media may 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 administration 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.

### **PROGRAM EXEMPTIONS**

---

Students may 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 return to school or at such other times as may be deemed appropriate by the teacher.

### **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 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.

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:
    - (1) The date of the restraint or seclusion;
    - (2) The times the restraint or seclusion began and ended; and
    - (3) 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.

If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.

Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.

A district Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form shall include the following:

- g. Name of the student;
- h. Name of staff member(s) administering the restraint or seclusion;
- i. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
- j. Location of the restraint or seclusion;
- k. A description of the restraint or seclusion;
- l. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
- m. A description of the behavior that prompted the use of restraint or seclusion;
- n. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
- o. Information documenting parent or guardian contact and notification.

A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.

If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.

If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, or to the union representative for the affected person, if applicable.

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

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.

## **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 jurisdiction 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**

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.

The final decision for promotion or retention will rest with the parent or guardian. If the parent or guardian’s decision is not in agreement with the school’s recommendation, the parent or guardian must sign a “release from responsibility” form to be placed in the student’s file.

## **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 during the school day 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] [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.

Classroom rules and consequences are to be submitted to the building principal for review and approval prior to implementation.

## **STUDENT DETENTION**

Teachers may detain a student after school hours for disciplinary reasons 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.

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. Student conduct infractions have been divided into two categories, severe violations and minor violations. These are listed in the Student/Parent Handbook.

Refer to Student/Parent Handbook for details.

### **STUDENT DISMISSAL PRECAUTIONS**

---

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

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

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

### **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 the adult driver require their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person who weighs over 40 pounds and who is under four feet nine inches and under the age of eight years of age must be properly secured with a child safety system that elevates the person so that a safety belt or harness properly fits the person. 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 passenger-side air bags.

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. Submit the list to the office.

In accordance with law and Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid.

## **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 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 principal.

## **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 of 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 requirements;
2. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
3. Assessments by individual teachers;
4. Other schoolwide and grade level wide assessments.

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.

## **BILINGUAL EDUCATION [ENGLISH LANGUAGE LEARNERS]**

---

Students whose primary language is a language other than English are provided appropriate assistance 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 building principal.

## **BREAKFAST/LUNCH PROGRAMS**

---

The district participates in the National School Lunch, School Breakfast, and Commodity Programs.

The district's meal charge requirements will be published at the beginning of each school year and provided upon enrollment of a student, or the transfer of a student. The meal charging requirements will be posted on the district website and made available in the information on free and reduced-priced meals. Free and reduced-price meals are available for students unable to pay the full price for meals. General information, eligibility criteria and confidential application forms are available through the office.

If a student is known to be homeless, contact the District Homeless Liaison for immediate enrollment in the free and reduced meal program.

## **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.

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.

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

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

Teachers may refer to a student to a counselor by contacting the counselor directly. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the counseling office.

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

Confidentiality is not to be abridged except:

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.

## **HEALTH-SERVICES PROGRAMS**

---

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

1. Pertinent health information on students, as required by Oregon statutes and rules;
2. Health-appraisal services, including screening for possible vision or hearing problems Health counseling for students and parents, when appropriate;
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 the Oregon Department of Human Services, Health Services, and the county health department;
6. Assistance for students in taking medication according to established district procedures;
7. Services for students who are medically fragile or have special health-care needs;
8. Integration of school health services with school health education programs.

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

## **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 student's educational needs and 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.

Such services may be provided only upon prior superintendent approval.

### **HOME TUTORING SERVICES**

---

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

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

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

Such services may be provided only upon prior superintendent approval.

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

---

Teachers should contact library staff for assistance in obtaining audiovisual materials and equipment, computer software, videotapes, laser discs, sound filmstrips and other instructional media materials maintained by the district.

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

A professional collection of books and current periodicals is also available for staff use in the library. Materials may be checked out through library staff.

Teachers may schedule with staff to bring entire classes to the library 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.

### **PREGNANT/PARENTING STUDENT PROGRAMS**

---

The district advocates the right to continued public education for all pregnant and parenting students. A pregnant and parenting student should be encouraged to continue with 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 regular-provided school program.

### **SPECIAL EDUCATION SERVICES**

---

Students kindergarten through 21 years of age living in the district that have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free and appropriate education.

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

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); one regular education teacher, 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 may be another member of the team, who is knowledgeable about the student's disability and who can interpret the instructional implications of the evaluation results; the student, when appropriate, and other individuals who have knowledge or special expertise regarding the student, at the discretion of the parent or district; and other agency representative as provided by law.

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

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

## **SPEECH AND LANGUAGE PROGRAM**

---

In order to help meet the needs of students diagnosed with communication disorders, the district supports programs that provide instructional services that address the fundamental, age-appropriate speech, language and hearing skills needed to fully participate in their educational programs. Services are provided to eligible students in grades K-12.

Children with communication disorders are determined to be eligible for specifically designed instruction per the criteria established by the Individuals with Disabilities Education Act (IDEA) and Oregon Law.

Teachers with questions or concerns regarding student placement or scheduling in the Speech-Language and Hearing programs should contact the district Speech-Language Pathologist.

## **TALENTED AND GIFTED PROGRAMS**

---

The district has developed a written plan for the identification of and provision of programs and service for academically talented and/or intellectually gifted students.

Identified students must score at or above the 97<sup>th</sup> percentile on selected district tests. Additionally, talented and gifted students from special populations such as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities may also be identified.

Each teacher will receive a list of identified talented and gifted students assigned to his/her classroom. Teachers are expected to modify curriculum, instructional strategies and grading, as may be necessary, to meet the needs of identified students.

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

## **TITLE I PROGRAMS**

---

In order to help meet the needs of disadvantaged students, the district participates in Title I federally-funded programs that provide basic skills instructional services for educationally disadvantaged students in grades K-6 and who live in targeted low-income areas. Students identified in need of Title I services are provided instruction on a daily schedule, as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction.

Children with disabilities and Limited English Proficient children are eligible for Title I-A 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 Title I staff.

