



Staff Handbook

2025-2026

Dallas School District

111 SW Ash Street

Dallas, OR 97338

503-623-5594

www.dallas.k12.or.us

August 2025

Table of Contents

Letter from Assistant Superintendent	1
Non Discrimination Statement	2
Mission Statement	3
District Office Staff	4
Organizational Chart	5
First Things First	6
District Calendar	7
Important Dates	8
Accident/Incident Reports	9
Administering Non-Injectable Medicines to Students	11
Animals in District Facilities	11
Artificial Intelligence	11
Associations (DEA/OSEA)	12
Building Use	12
Calendars	12
Care/Use of District Property	12
Cash in District Buildings	12
Child Abuse Reporting	13
Classroom Security	13
Communicable Disease/Bloodborne Pathogens/Infection Control Proc.	14
Complaints	16
Contracts and Compensation	16
Copy Machines/PrintShop	18
Copyright	18
Corporal Punishment	18
Criminal Records Check/Fingerprinting	19
Curriculum	19
Discrimination and Athletics/Activities	19
Discrimination Complaint Form	20
Discrimination Complaint Procedure	20
Discrimination and Harassment Prohibited	21

Domestic Violence/Sexual Assault/Stalking Leave	21
Drug Free Workplace	22
Earned Income Tax Credit Eligibility	24
Emergency Closure	24
Employee Assistance Program	25
English Language Learners	25
Evaluation of Staff	25
Exposure Control Plan Safety Rules	26
Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA) (PFMLI)	27
Field Trips and Other Bus Travel	29
Grant Applications	29
Guest Speakers/Controversial Speakers	30
Hazard Communication Program	30
Health Insurance	34
Homeless/Title X	34
Homework	34
Identification Badges	34
Internet and E-Mail Use	35
Keys	35
Lesson Plans	36
License Requirements	36
Mail and Delivery Services	36
Maintenance Work Orders	37
Materials Distribution	37
Media Access to Students	37
Meetings	37
Mother Friendly Workplace	38
Oregon Statewide Assessment System (OSAS)	38
Participation in Political Activities	38
Personnel Records	38
Professional Communication and Conduct	39
Professional Responsibility	40
Release of General Staff Information	40
Release Time for Religious Instruction	41

Religion in Schools	41
Reporting Suspected Financial Wrongdoing	41
Requisition	41
Research/Copyrights and Patents	42
Resignation of Staff	42
Retirement	42
Safety	43
Section 504 Rehabilitation Act	44
Sexual Conduct	45
Sexual Harassment and Sexual Violence	46
Special Education Services	46
Staff Development	48
Staff Dress and Grooming	49
Staff Ethics	49
Staff Health and Safety	50
Staff Involvement in Community Activities	51
Staff Involvement in Decision Making	51
Staff/Parent Relations	51
Student Activity Funds	51
Student Conduct	52
Student Dismissal Precautions	53
Student Internet Access	53
Student Teacher Stipends	54
Student Transportation in Private Vehicles	54
Substitute Staff	54
Supervision of Students	54
Talented and Gifted Programs	55
Technology Condition of Use	56
Title 1	57
Tobacco-Free Workplace	57
Transcript Review	57
Tax Sheltered Annuity Plan (TSA)	58
Tutoring Services	61
Vector Training	61

Video and Films	61
Visitors	62
Volunteers	62
Vouchers	62
Whistleblower	63
Workplace Expectations	64
Workplace Accommodations Notice	65
Work Samples	66
Workweek	66
Workplace Facility Standards	66



Welcome to the Dallas School District!

We extend a warm welcome to our new colleagues joining our community of dedicated staff members and students and a warm return to all. The Dallas School District takes immense pride in the pivotal role our employees play, not only in creating a great workplace, but also enriching the lives of our students and positively impacting our community and beyond.

This staff handbook serves as a valuable resource designed to familiarize you with important district information, rules, and regulations. It is intended to provide guidance and support as you embark on your journey with us. However, please note that this handbook does not supersede or alter any Dallas School District Board policy, administrative regulation, or collective bargaining agreement. Any discrepancies or updates in these governing documents will take precedence over the information contained herein. Additionally, changes in state or federal laws may also affect the content of this handbook.

We want to emphasize that the information presented in this handbook may be subject to revision or removal without prior notice, as we strive to adapt and improve our practices in response to evolving needs. This version supersedes all previous editions.

It is essential to understand that the contents of this document do not constitute an offer of employment, either expressed or implied, nor do they guarantee employment for any specified duration.

At Dallas School District No. 2, we uphold a strong commitment to diversity and recognize the intrinsic value of all individuals and groups in our society. It is the policy of the Dallas School District No. 2 Board of Education that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex, sexual orientation, or gender identity, in any educational programs, activities, or employment.

Once again, welcome to the Dallas School District. Your dedication and contributions are vital to our collective success, and we are excited to have you as part of our team.

A handwritten signature in blue ink, appearing to read "Sara LeRoy", is positioned above the typed name and title.

Sara LeRoy
Assistant Superintendent
sara.leroy@dsd2.org
503-623-5594

Steve Spencer, Superintendent

Sara LeRoy, Assistant Superintendent

Board of Directors: Ed Dressel • Tyler Ferrari • Deena Loughary • Rob Ogilvie • Zach Steele



Non-Discrimination Statement

Dallas School District #2 recognizes the diversity and worth of all individuals and groups and their roles in society. It is the policy of the Dallas School District #2 Board of Education that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation and gender identity in any educational programs, activities or employment.

District Title VI Contact:

Sara LeRoy, Assistant Superintendent (503) 623-5594
111 SW Ash St., Dallas, OR 97338

District 504 Contact and ADA Contact:

Pam Lybarger, Director of Special Education (503) 623-5594 111 SW Ash
St., Dallas, OR 97338

Title IX Contact:

Ron Snively, High School Athletic Director (503) 623-8336 1250 SE
Holman Ave., Dallas, OR 97338

Email all at: compliance.officer@dsd2.org

Staff Handbook

MISSION STATEMENT

To provide the highest quality education, ensuring every student develops the academic, functional, professional-technical, and social-emotional skills necessary to succeed in life.

SUPERINTENDENT

Steve Spencer

SCHOOL BOARD MEMBERS

**Ed Dressel
Tyler Ferrari
Rob Ogilvie
Zach Steele
Deena Loughary**

BOARD MEETINGS/COMMUNICATIONS

Regular Board meetings are held on the 2nd and 4th Monday of the month at the District Office. Meetings begin at 6:00 p.m. unless otherwise announced. All regular and special meetings of the Board are open to the public unless announced or advertised prior to the meeting 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 the building to the superintendent in accordance with established lines of authority as approved by the Board.

All official Board communications, policies and information of staff interest will be communicated to staff through the superintendent to local building supervisors and administrators. Dallas School District Board Policy can be accessed via the internet at <http://policy.osba.org/dallas/>

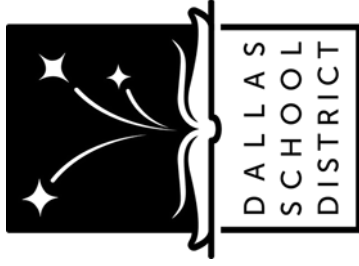
Dallas School District No. 2
111 S.W. Ash Street
Dallas, Oregon 97338
Phone 503-623-5594 • Fax 503-623-5597
www.dallas.k12.or.us

DISTRICT OFFICE STAFF 2025-26

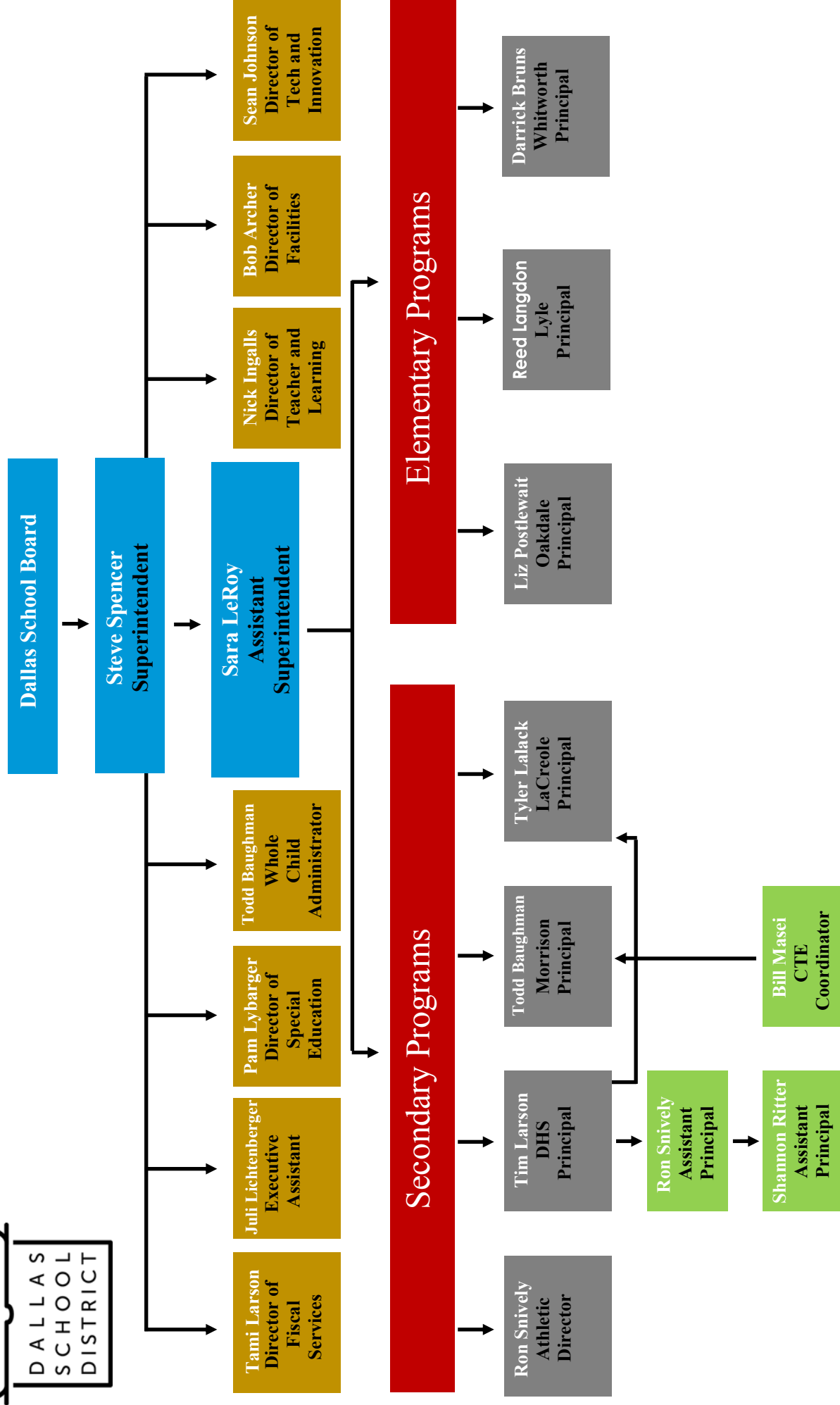
Bob Archer Director of Facilities	Todd Kennedy Grounds Keeper
Seth Arnesen District Maintenance II	Jennifer Lenoue District Nurse
Amber Barnett ASD Assistant	Juli Lichtenberger Executive Assistant
Todd Baughman Whole Child Administrator/Transportation Dir.	Tami Larson Director of Fiscal Services
Debe Castang Food Service Program Manager	Ginger Perkins District LPN
Karli Vorderstrasse Facilities Office Manager	Larissa Ringhouse Reception
Bill Diehm Technology Assistant	Kris Scofield HR Support Secretary
Kyle Diehm Technology Assistant	Rich Slack Technology Specialist
Sharrell Ford Payroll	Steve Spencer Superintendent
Gordon Gentry HVAC Specialist	Sara LeRoy Assistant Superintendent
Trista Girt Financial Analyst	Heidi Totten Federal Programs
Nick Ingalls Director of Teaching and Learning	Shari Walker Data & Reporting Specialist
Sean Johnson Director of Technology & Innovation	Pam Lybarger Director of Special Education
Savannah Bennett Printer II	Spencer Jones Technology Specialist
Casey Trowbridge Accounts Payable	Jill Southwell School Psychologist
Kameron Owens Grounds Keeper	Kyla Lomer ASD Specialist
Kat McNeal Special Education Coordinator	Kurtis Totten ASD Assistant
Donovan McGlory School Psychologist	Julienne Cornman Special Education Teacher

District Office Hours

Open 7:30 am —4:30 pm Monday through Friday



Dallas School District Organization Chart 2025-2026



First Things First

Welcome to Dallas School District!

- Confirm with Juli Lichtenberger all employment paperwork is completed.
- An email address of firstname.lastname@dsd2.org will be issued within a week of employment.
- Mandatory trainings are required within the first week of work. The training site can be found at <http://www.dallas.or.safeschools.com/login> and your login will be firstname.lastname.
- The building engineer at your work location will meet with you for important hazardous communication information.
- The building office manager will meet with you to discuss building procedures.



Dallas School District Academic Calendar 2025-2026

August 2025						
Student	0					
Staff	5					
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Student	21					
Staff	22					
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Student	20					
Staff	23					
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2025	
25-29	District Inservice - No Students

September 2025	
1	Labor Day - Schools Closed
2	K-5 Orientation Day
2	First Day of School for Grades 6 and 9 Only
3	All Grades In Session

October 2025	
10	Statewide and DSD Inservice - No Students
30	District Assessment - No Students
31	District Inservice - No Students

November 2025						
Student	14					
Staff	18					
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Student	15					
Staff	15					
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Student	17					
Staff	20					
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2025	
11	Veteran's Day - Schools Closed
24-25	K-12 Conferences - No Students
26	Schools Closed
27	Thanksgiving - Schools Closed
28	Schools Closed

December 2025	
22-31	Winter Break - Schools Closed

February 2026						
Student	18					
Staff	20					
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March 2026						
Student	14/16					
Staff	16					
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2026						
Student	20					
Staff	22					
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2026	
1-2	Winter Break - Schools Closed
19	Dr. Martin Luther King, Jr. Day - Schools Closed
23	District Assessment - No Students
26	District Planning - No Students

February 2026	
13	District Inservice - No Students
16	President's Day - Schools Closed

March 2026	
18-19	K-5 Conferences - No School for K-5 Students
18-19	Grades 6-12 In Session + Evening Conferences
20	Schools Closed
23-27	Spring Break - Schools Closed

May 2026						
Student	19					
Staff	20					
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Student	7/8					
Staff	13					
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Other Information	
Student Days: K-5 = 167 / 6-12 = 168 190 Teacher Days	
Semester 1	83 Student Days
Semester 2	85 Student Days

The calendar is subject to change based on state funding or other emergency closures. Lost student instructional time will be made up within a semester, if possible. Lost professional development time will be added in June, if needed.

April 2026	
10	District Assessment - No Students
13	District Inservice - No Students

May 2026	
22	Schools Closed / Non-Contract Day
25	Memorial Day - Schools Closed

June 2026	
3	Last Day for DHS Seniors
5	DHS Graduation
9	8th Grade Recognition
9	Grades K-5 Last Day of School - Half Day
10	Morrison Graduation
10	Grades 6-12 Last Day of School - 1/2 Day & K-5 Assessment
11	District Assessment - No Students
19	Juneteenth

- District Inservice - No Students
- Holiday - Schools Closed
- District Assessment - No Students
- Schools Closed
- District Planning - No Students
- K-12 Conferences - No Students
- Weekly - Grades 6-12 Late Start
- K-5 Conferences & Grades 6-12 In Session

Important Dates

Pay date	25th of each month
Open enrollment for insurance begins	August 15
Open enrollment for insurance ends	September 10
Transcripts to District for licensed salary schedule placement due on or before	September 10 January 10
Last day to reject membership in medical leave insurance bank	September 30
Licensed negotiations begin on or before	February 1
Classified negotiations begin on or after	February 1
Voluntary transfer requests due on or before	February 15
Staff must notify district of intent to return from leave of absence on or before	February 15
Request for review of current job description or duties occur	October, January April
Letter of interest for summer employment by classified staff due to superintendent's office by	May 1
Last day for licensed to request additional PD funds and provide documentation of course completion	June 1
Last day OSEA members may apply for unspent PD funds for additional reimbursement	June 1

ACCIDENT/INCIDENT REPORTS

All accidents/incidents occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal immediately.

Reports will cover property damage as well as personal injury.

For staff accidents a completed accident analysis form must be submitted to the building principal within 24 hours or the next scheduled district workday, as appropriate. Forms are available from your building secretary.

In the event of a work related accident or injury resulting in a hospital admission whereby medical treatment other than first aid is provided, the building principal will inform the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law.

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

On the Job Injury Procedures

1. Supervisor completes Accident/Incident Analysis form with employee.
 - Repeatedly question “Why” to determine the root cause of accident.

 2. If outside medical treatment is needed, SAIF 801 form needs to be completed by employee in addition to the Accident/Incident Analysis form previously completed with supervisor.
 - A. Supervisor communicates SAIF 801 form requirements to employee.
 - B. Provide immediate access to the form as detailed in step 3 below.
 - C. Send original form to the district office with the following status, if known:
 - * Time missed from work due to the injury.
 - * Notes from the attending physician that detail work restrictions.
 - D. District Office is required to report an on-the-job injury to SAIF by submitting the SAIF 801 form within five (5) days of **having knowledge that the** employee obtained medical treatment.
 - * *If overnight hospitalization is required, District must report directly to Oregon OSHA within 24 hours!*
- Both the Accident/Incident Analysis and SAIF 801 forms are available as printable hard copy or fillable form on the Safety Committee web page of the district website. <http://www.dallas.k12.or.us>. Select the Staff tab, then Safety button.
4. Monitor employee condition as appropriate.
 - A. Employee may initially decline medical treatment but decide to seek treatment later, follow procedures in step 2 above.
 - B. For an employee that has been provided work restrictions by attending physician.
 - * District practice is that we modify the employee’s job where possible. If we cannot modify their job, we use a sub for their regular job and provide different work that will conform to work restrictions.
 - * If help is needed to identify/provide other work, contact District office.
 - C. As work restrictions change, employee must provide a copy of the updated restrictions to their supervisor within 24 hours of the ending date of the prior note.

ACCIDENT/INCIDENT REPORTS (cont.)

5. All forms and doctor notes are sent to the District Office.

* Current district contact is Trista Girt, trista.girt@dcd2.org or 503-623-5594 x 1222.

*The spirit with which we approach this matter is always to show support and concern for an employee that has been injured at work, while also ensuring accountability as an employer and an employee. **Remember employee medical information is highly confidential!***

A guide for workers recently hurt on the job

The following information is provided by SAIF Corporation at the request of the Workers' Compensation Division

saifcorporation

400 High St. SE, Salem, OR 97312

How do I file a claim?

- Notify your employer and a health care provider of your choice about your job-related injury or illness as soon as possible. Your employer cannot choose your health care provider for you.
- Ask your employer the name of its workers' compensation insurer.
- Complete **Form 801, "Report of Job Injury or Illness,"** available from your employer and **Form 827, "Worker's and Physician's Report for Workers' Compensation Claims,"** available from your health care provider.

How do I get medical treatment?

- You may receive medical treatment from the health care provider of **your choice**, including:
 - Authorized nurse practitioners
 - Chiropractors
 - Medical doctors
 - Naturopaths
 - Oral surgeons
 - Osteopathic doctors
 - Physician assistants
 - Podiatrists
 - Other health care providers
- The insurance company may enroll you in a managed care organization at any time. If it does, you will receive more information about your medical treatment options.

Are there limitations to my medical treatment?

- **Health care providers may be limited in how long they may treat you and whether they may authorize payments for time off work.** Check with your health care provider about any limitations that may apply.
- **If your claim is denied, you may have to pay for your medical treatment.**

If I can't work, will I receive payments for lost wages?

- You may be unable to work due to your job-related injury or illness. In order for you to receive payments for time off work, your health care provider must send written authorization to the insurer.
- Generally, you will not be paid for the first three calendar days for time off work.
- You may be paid for lost wages for the first three calendar days if you are off work for 14 consecutive days or hospitalized overnight.
- If your claim is denied within the first 14 days, you will not be paid for any lost wages.
- Keep your employer informed about what is going on and cooperate with efforts to return you to a modified- or light-duty job.

What if I have questions about my claim?

- SAIF Corporation or your employer should be able to answer your questions. Call SAIF Corporation at 800.285.8525.
- If you have questions, concerns, or complaints, you may also call any of the numbers below:

Ombudsman for Injured Workers:

An advocate for injured workers

Toll-free: 800.927.1271

Email: oiw.questions@state.or.us

Workers' Compensation Compliance Section

Toll-free: 800.452.0288

Email: workcomp.questions@state.or.us

* **Do I have to provide my Social Security number on Forms 801 and 827? What will it be used for?**

You do not need to have an SSN to get workers' compensation benefits. If you have an SSN, and don't provide it, the Workers' Compensation Division (WCD) of the Department of Consumer and Business Services will get it from your employer, the workers' compensation insurer, or other sources. WCD may use your SSN for: quality assessment, correct identification and processing of claims, compliance, research, injured worker program administration, matching data with other state agencies to measure WCD program effectiveness, injury prevention activities, and to provide to federal agencies in the Medicare program for their use as required by federal law. The following laws authorize WCD to get your SSN: the Privacy Act of 1974, 5 USC § 552a, Section (7)(a)(2)(B); Oregon Revised Statutes chapter 656; and Oregon Administrative Rules chapter 436 (Workers' Compensation Board Administrative Order No. 4-1967).

ADMINISTRATING NON-INJECTABLE MEDICATIONS 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 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. Training will 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.

ANIMALS IN DISTRICT FACILITIES

Animals are generally prohibited on district property.

However, permission may be obtained from the principal before animals are brought into the school for specified educational purposes. Animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals.

If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

Any unanticipated costs associated with the animal's presence on school property will be the responsibility of the animal's owner (i.e., flea treatments, false alarms, medical bills). Animals on school property shall have received appropriate immunizations.

Animals may not be transported on a school bus or in any district vehicle. Animals serving the disabled, or in training to serve the disabled, shall be an exception to this policy. See policy ING.

ARTIFICIAL INTELLIGENCE

The district supports innovation and the thoughtful integration of AI to enhance educational outcomes and operational efficiency. Staff and students are encouraged to explore approved AI tools as a means to enrich learning experiences and productivity.

All use of AI must align with district educational goals, policies, and the law. Artificial intelligence is a tool to assist – not replace – human judgment, instruction, or accountability. Human oversight is required for all critical decisions involving AI.

The district is committed to ensuring AI use is responsible, ethical, equitable, and transparent. This administrative regulation sets baseline expectations and guidelines to address key concerns such as Artificial Intelligence – IKJ-AR 2-6

academic integrity, privacy, safety, and bias. It applies a broader approach beyond classroom instruction alone, covering administrative and extracurricular uses of AI as well.

Link to full policy: <https://policy.osba.org/dallas/IKJ%20R%20D1.PDF>

ASSOCIATIONS/UNIONS

LICENSED The Dallas Education Association (Mid-Valley Bargaining Council) is the bargaining unit for all licensed staff.

Co-Presidents - Lydia Hodge & Stephanie Hofferber		Vice President - Kyla Lomar
Treasurer - Lydia Hodge	Bargaining Chair - TBD	Insurance Chair - TBD
Grievance Chair - James Moran	Communications Chair - Maddy Jackson	Scholarship Chair - Craig Button
PAC Chair - TBD	DHS Reps - James Moran, Aaron Fawcett	
LaCreole Reps —Emilee Dindinger, Erin Sutro Morrison/PADTC Rep —Melissa Glazner Whitworth Reps —Amber Pickard, Brooke Cross Lyle Reps —Melanie McCarley, Julie Reimer Oakdale Heights Reps —Cassandra Hoyt		

CLASSIFIED The Dallas Chapter No. 34 Oregon School Employees Union is the bargaining unit for all classified staff.

Kelli McGuire—President	Kristine Blanchard—Vice President
Amber Stone—Secretary	Jennie White—Treasurer

BUILDING USE

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs. Check with your school office.

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.

In accordance with District Policy KGF/EDC district materials and equipment will be used only for school purposes by district personnel on district properties. Equipment may not be removed from the school premises. Exceptions to this policy must be approved by the building administrator.

CALENDARS

Go to: <https://www.dallas.k12.or.us/staff/calendars>

CARE/USE OF DISTRICT PROPERTY

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

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

CASH IN DISTRICT BUILDINGS

Staff collecting funds as a result of fundraisers or other school related purposes are to be cognizant of the trust and responsibility of receiving public monies. Cash is to be delivered to the school office on a daily basis with a collection activity report including amount of funds being delivered and name(s) of individual(s) involved in the collection activity. Two persons shall be involved in cash counts with both names noted in the receipt documentation. At no time is money to be kept overnight or held during holidays or for long periods of time in the classroom. Documentation (receipt numbers, ticket reconciliation and event records) must demonstrate the accountability for funds received.

CHILD ABUSE REPORTING/MANDATORY REPORTERS

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom they have come in contact has suffered abuse or neglect, or that any adult with whom they are in contact has abused a child or engaged in sexual conduct with a child, shall immediately orally report (or cause an oral report to be made) to a local Child Welfare office or local law enforcement agency. The building principal is also to be immediately informed.

A Dallas School District Service Agency Report must be completed when a child abuse report is made. The report must be submitted to the building principal. Forms are available in the District Forms directory or http://dsd2.org/DSD2_forms. The Service Agency Report does not alter the duty to immediately orally report or cause an oral report to be made.

Oregon law recognizes these types of abuse:

1. Physical
2. Sexual Abuse
3. Child Exploitation
4. Neglect
5. Abandonment
6. Mental Injury
7. Threat of Harassment

For more information about “sexual conduct” see pg. 39 of this handbook

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

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

For additional information about abuse and reporting requirements go to:
https://www.oregon.gov/DHS/ABUSE/Pages/mandatory_report.aspx

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. All windows shall be secured at end of each day.

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

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/ INFECTION CONTROL PROCEDURES

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Infection control procedures, including provisions for handling and disposing of potentially infectious materials have also been established through Board policy and administrative regulations for staff and student protection. All staff shall comply with protective measures adopted by the district and with all rules set by the Oregon Department of Human Services and the county health department.

There are 4 key points to remember:

- Wash your hands frequently
- Wear gloves to clean up bodily fluids
- Properly dispose of contaminated materials.
- Know where the protective materials are located in your building.

Every building has biohazard kits that include gloves, red bags and a centralized receptacle for disposal of contaminated materials. Use all precautions to keep you and others safe.

HIV*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 at the time of initial assignment to tasks where occupational exposure may take place.

Additionally, HBV vaccination and vaccination series will be made available after training and within 10 days of initial assignment to all staff who have been identified by the district as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the building administrator. 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 glucagons) will implement work practice controls, as appropriate.

Infection Control Procedures

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

- 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;
- Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids;
- 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 trashcans, 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;

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/ INFECTION CONTROL PROCEDURES

(cont.)

- Immediate, complete and effective hand washing with soap and running water of at least 20 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
- 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;
- 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 are to be used, hands must be washed with soap and water as soon as feasible;
- 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;
- An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
- 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;
- 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. Any such items found must be disposed of in closable puncture resistant, leak-proof containers that are appropriately labeled or color-coded;
- All waste baskets used to dispose of potentially infectious materials must be lined with a plastic bag liner;
- 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;
- Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood;
- If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

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.

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.

Staff Complaints

If you believe you have been discriminated against because of your age, color, creed, disability, marital status, national origin, race religion, sex, or sexual orientation, please report your complaint to the appropriate administrator (your building principal, Athletic Director/Title IX Compliance Officer, or Superintendent), or by emailing compliance.officer@dsd2.org. We encourage you to file a written complaint following the guidelines in Policy AC-AR (<http://policy.osba.org/dallas/AB/AC%20R%20DI.PDF>), but you are not required to do so.

CONTRACTS AND COMPENSATION

ADMINISTRATORS

An administrator shall serve a probationary period that does not exceed three years. Following the probationary period, an administrator shall be employed by a school district pursuant to a three-year employment contract. An administrator may be dismissed or have a reduction in pay during the term of a contract for any reason set forth for dismissal of a teacher in ORS 342.865, or pursuant to ORS 342.934 (5). If an administrator is dismissed or has a reduction in pay during the term of the contract, the administrator may appeal to the Fair Dismissal Appeals Board in the same manner as provided for the appeal of a dismissal or a non-extension of a contract teacher. An administrator may not appeal the non-extension of a contract to the Fair Dismissal Appeals Board.

- (a) The administrator may be assigned and reassigned at will during the term of the contract.
- (b) The district school board may elect not to extend the administrator's contract for any cause the school board in good faith considers sufficient. Prior to March 15 of the second year of the administrator's contract, the school board shall take one of the following actions:
 - (A) Issue a new three-year contract effective July 1 following the March 15 of the second year of the administrator's contract;
 - (B) Provide, in writing, notice that the contract will not be renewed or extended; or
 - (C) Extend the existing contract for a period of not more than one year.
 - (D) If an administrator receives notice of contract non-extension prior to the expiration of the administrator's contract, the administrator shall have the right to fill any vacant teaching position in the district for which the contract administrator is licensed and competent as defined in ORS 342.934, provided the administrator has three years teaching experience in Oregon that has been successful, in the judgment of the district superintendent.

CONTRACTS AND COMPENSATION (cont.)

LICENSED

Contracts will be issued for all licensed district employees. "Contract teacher" means any teacher who has been regularly employed by Dallas 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 renew a probationary teacher's employment for a new one-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 renews the teacher's employment for a new term shall replace any prior contracts

If the teacher's contract has not been extended for a new two-year term, the Board, upon recommendation of the superintendent, may elect by written notice to the teacher no later than March 15 of the second year of the teacher's contract not to extend the teacher's contract based on any ground specified in ORS 342.865. A contract teacher whose contract is not extended may appeal the non-extension to the Fair Dismissal Appeals Board.

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

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

CLASSIFIED

New classified employees serve a 90 work day probationary period. During this probationary period the staff member may be evaluated three or more times. The administrative supervisor will make a recommendation for continued employment or termination anytime during the 90 day period.

CONFIDENTIAL

The district agrees to employ newly hired confidential/supervisory employee for a one (1) year period for up to three (3) years commencing July 1 and ending June 30. This will serve as the probationary period. Following the probationary period, a confidential/supervisory employee shall be employed for 2 years. The district may elect to renew this contract for a two (2) year period at the end of the first contract year.

COPY MACHINES/PRINTSHOP

The District uses a print management service called PaperCut to handle all printing, copying, and scanning. Staff should not use printing resources for personal use. All Staff have access to shared printers in their buildings as well as the district-wide Print Cloud, which allows printing to any of the multifunction devices (copiers).

Print guidelines are sent out by email at the beginning of each school year. If you have additional questions or concerns may be sent to do.tech@dsd2.org

PaperCut link: Open the **Managed Bookmarks** on the left upper corner of your computer. Click on the PaperCut link. Sign in using your first.last and your computer password

COPYRIGHT

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

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

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Printing office will assume copyright permission has been acquired. The use of corporal punishment in any form is strictly prohibited by the district. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of physical pain.

CORPORAL PUNISHMENT

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others or doing harm to district property.

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;
4. Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individualized education program which has been signed by the parents and is carried out according to district procedures.

CRIMINAL RECORDS CHECK/FINGERPRINTING

All employees and those applying for renewal of a license are required to submit to a nationwide criminal records check and fingerprinting in accordance with rules established by the Teacher Standards and Practices Commission (TSPC).

This includes any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist who has not submitted to a criminal records check within the previous year.

All employees will undergo a SB155 sexual misconduct background check with TSPC or ODE. Employment will not begin until cleared. All employees are required to complete fingerprinting for additional background checks.

CURRICULUM

Language Arts: In June 2019, the State Board of Education adopted the Oregon English Language Arts and Literacy Standards, which represent K-12 learning expectations for students in English Language Arts. Houghton Mifflin Harcourt Into Reading is our adopted curriculum for grades K-5. Houghton Mifflin Harcourt Into Literature is our adopted curriculum for Grades 6-12 .

Mathematics: On October 21, 2021, the State Board of Education adopted the Oregon Mathematics Standards, which represent K-12 learning expectations in mathematics for all students and are a foundational expectation of the Oregon Diploma. Ready Mathematics is our adopted curriculum for grades K-5. Carnegie Mathematics is our adopted curriculum for grades 6-12.

Science: Science instruction is aligned with the Next Generation Science Standards (NGSS adopted in March 2014). Mystery Science is our curriculum for grades K-5.

Social Science: Social Sciences instruction aligns with 2018 adopted standards.

Health: Health instruction aligns with the Oregon Health Education Standards and Performance Indicators adopted by the State Board of Education in December 2016. Grades K-5 uses curriculum from The Great Body Shop and the Monique Burr Foundation.

Physical Education: Oregon Grade-Level outcomes were revised in 2016 to better prepare physically literate Oregon citizens with life-long fitness habits. Our instruction is aligned with these standards.

Fine Arts: Fine Arts instruction aligns with standards adopted in 2015.

World Languages, Spanish: Spanish World Language instruction aligns with standards adopted in 2010.

DISCRIMINATION AND ATHLETICS/ACTIVITIES

Dallas School district adheres to Section 504 of the Rehabilitation Act of 1973 and Title II of the American's with Disabilities Act. The nondiscrimination requirements in these acts apply to all district programs and activities, including athletic and extracurricular activities. If you wish to learn more about the nondiscrimination aspects of these acts as they apply to programs outside of the classroom, please contact micki.fregosi@dsd2.org. She can provide a packet of information or arrange for you to speak with a staff member directly. She can be reached by email or at 503-831-1976. If you believe an accommodation is needed for participation in school athletics or activities, please contact a Dallas High School counselor at 503-831-1975.

DISCRIMINATION COMPLAINT FORM

Find this form in the network file share

DISCRIMINATION COMPLAINT PROCEDURE

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

- Step 1: Complaints may be oral or in writing and must be filed with the principal. The principal shall investigate and determine the action to be taken, if any, and reply in writing to the complainant within 10 school days of receipt of the complaint. Any staff member that receives a written or oral complaint shall report the complaint to the principal.
- Step 2: If the complainant wishes to appeal the decision of the principal, they may submit a written appeal to the superintendent within five school days after receipt of the principal's response to the complaint. The superintendent may review the principal's decision and may meet with all parties involved. The superintendent will review the merits of the complaint and the principal's decision and respond, in writing, to the complainant within 10 school days.
- Step 3: If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five school days of receipt of the superintendent's response to Step 2. The Board may decide to hear or deny the request for appeal. The Board may meet with the concerned parties and their representative at the next regular or special board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within 10 days of this meeting.

If the principal is the subject of the complaint, the individual may file a complaint with the superintendent. If the superintendent is the subject of the complaint, the complaint may start at step 3 and should be referred to the Board chair.

Complaints against the board as a whole or against an individual Board member, may start at step 3 and should be made to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at step 3 and be made directly to the Board vice chair.

Timelines may be extended based upon mutual consent of both parties.

If the complainant, is a person who resides in the district, is a parent or guardian of a student who attends school in the district or is a student, is not satisfied after exhausting local complaint procedures or 90 days, whichever occurs first, they may appeal in writing to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-021-0049.

DISCRIMINATION AND HARASSMENT PROHIBITED

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

The district prohibits discrimination and harassment, including but not limited to, in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which citizens can communicate their concerns to the administration and the board.

The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administration office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

"Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

DOMESTIC VIOLENCE/SEXUAL ASSAULT/STALKING LEAVE

Victims of domestic violence, sexual assault, or stalking, or parent or guardian of a minor child who has been a victim of such crimes is allowed reasonable leave from employment to seek legal or law enforcement services or remedies to ensure health; seek medical treatment for or recover from injuries caused by such crimes; obtain counseling related to the experience of the crimes; obtain services from a victim services provider; or to relocate or secure an existing home. It will be considered an unlawful employment practice to deny such leave. The employer is not required to grant this leave with pay.

DRUG-FREE WORKPLACE

The district shall provide a drug-free workplace.

The purpose of this policy is to promote safety, health and efficiency by prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol in the workplace.

This policy applies to all employees, including but not limited to, those exempt, unclassified, management service, classified and temporary employees who are paid directly or indirectly from funds received under a federal grant or contract.

The district shall provide to each employee a copy of this policy.

An employee shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance or alcohol in the workplace.

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 substances.

An employee shall, as a condition of employment, abide by the provisions of this policy.

Definitions

1. "Controlled substance" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other drug as classified under the federal Controlled Substances Act, as modified under Oregon Revised Statute (ORS) 475.035.
2. "Alcohol" shall include any form of alcohol for consumption, including beer, wine, wine coolers or liquor.
3. "Conviction" means a finding of guilt (including a plea of no contest) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or state criminal drug statutes.
4. "Criminal drug statute" means a Federal or State criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance or alcohol.
5. "Drug-free workplace" means a site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol.

Sanctions and Remedies

The district, upon determining that an employee has engaged in the unlawful manufacture, distribution, dispensation or possession of a controlled substance or alcohol, or upon having reason-able suspicion (under the section below) of an employee's unlawful 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, which may include transfer, granting of leave with or without pay or suspension with or without pay, or discipline up to and including dismissal.

Within 30 calendar days of learning of an employee's criminal drug statute conviction for a violation occurring in the workplace, the district shall:

DRUG-FREE WORKPLACE (cont.)

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

Basis for Reasonable Suspicion of Employee Use of Controlled Substance/Alcohol

Reasonable suspicion of employee use of an unlawful controlled substance or alcohol shall be based upon any of the following:

1. Observed abnormal behavior or impairment in mental or physical performance (e.g., slurred speech, difficulty walking);
2. Direct observation of use in the workplace;
3. The opinion of a medical professional;
4. Reliable information concerning use in the workplace, the reliability of any such information shall be determined by employer;
5. A work-related accident in conjunction with a basis for reasonable suspicion as listed above.

Employee Assistance Program

An employee having a drug or alcohol problem is encouraged to seek assistance, on a confidential basis, under the Employee Assistance Program.

The district shall, upon employee request, grant leave with or without pay to permit an employee to participate in a drug abuse assistance or rehabilitation program.

Establishment of Drug-Free Awareness Program

The district shall establish a drug-free awareness program to inform employees of the:

1. Dangers of drug abuse in the workplace;
2. Existence of and content of this policy for maintaining a drug-free workplace;
3. Availability of drug-counseling, rehabilitation and employee assistance programs; and
4. Penalties that may be imposed for drug abuse violations occurring in the workplace.

Notification by Employee of Conviction

An employee shall, as a condition of employment, notify the district in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

Notification by the District of an Employee Conviction

The district shall notify the appropriate federal granting or contracting agency, in writing, of an employee's criminal drug statute conviction, for a violation occurring in the workplace, no later than 10 calendar days after learning of such conviction.

EARNED INCOME TAX CREDIT ELIGIBILITY

Employees may be eligible for the Earned Income Tax Credit (EITC or EIC), a benefit for working people with low to moderate income, particularly those with children. EITC reduces the amount of tax owed and may provide a refund.

Visit these websites for additional information about how to qualify:

Federal: <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit>

Oregon: <https://www.oregon.gov/DOR/programs/individuals/Pages/credits.aspx>

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.

Closure information will be posted on the Dallas School District website. The emergency closure link on the district website is the best source for current and accurate closure information. Buildings will also develop notification systems that best suit their staff.

ADMINISTRATORS

Administrators are expected to be “on-duty” on closure days due to snow or other circumstances. On duty means being able to respond to issues that need immediate attention or that arise due to the closure either by phone, computer or in person. The building administrator remains responsible for building issues that arise on closure days.

LICENSED

Teacher attendance shall not be required whenever student attendance is not required due to inclement weather or other similar unforeseen circumstances beyond the control of the Board. Teachers pay shall not be docked for days missed; provided, however, that such days may be made up at the option of the Board to incorporate the total number of teaching days without additional compensation.

CLASSIFIED

Classified employees shall be paid their normal wages and shall not be required to report except as provided in this article. The district may choose to make-up emergency closure days. If it does, these days will be made up without pay. The district shall identify those employees required to work on a closure day. Those employees shall be paid 1.5 times their regular rate for all hours worked and shall be paid on any make-up day. Only employees required by an administrative/supervisory supervisor to work on a closure day will be paid at the increased rate.

CONFIDENTIAL

Supervisory employees are expected to be “on-duty” on closure days due to snow or other circumstances. On-duty means being able to respond to issues that need immediate attention or that arise due to the closure either by phone, computer or in person.

EMPLOYEE ASSISTANCE PROGRAM

<https://www.dallas.k12.or.us/employee-assistance-program>

ENGLISH LANGUAGE LEARNERS

Our English Language Learning Program serves Dallas School District students who are identified as having a primary home language other than English (PHLOTE) and score of beginning or progressing on the ELPA21 Screener. The program provides techniques, methodology and specialized curriculum designed to teach ELL students English language skills. Instruction is in English with limited use of native language.

The primary goal of the ELL program is to develop English proficiency as measured by the ELPA (English Language Proficiency Assessment) and to assist these students in achieving high academic standards. If you have a student in your class that you suspect has limited English proficiency, contact your school principal.

EVALUATION OF STAFF

ADMINISTRATOR

The administrative supervisor will gather performance data in meetings, committees, community activities, and observations of the administrator at work. Special planned observations may be scheduled with the administrator. In a mid-year conference, the administrative supervisor will meet with the administrator to exchange information and to review progress on goals or other topics. The conference is intended to inform the supervisor and to provide assistance as needed for the administrator. Toward the end of the school year, the administrator will present information to show completion of the administrator's goals, and to review the job description activities, and district goals. The administrative supervisor will prepare an evaluation report, then meet with the administrator to review and discuss the report.

LICENSED

The evaluation procedure is described in the publication titled Licensed Teacher Evaluation Guide. A copy of this publication is available from your building principal. This booklet describes the supervision process and calendar. If a staff member has questions concerning the evaluation process they should contact the administrator that serves as his/her immediate supervisor.

CLASSIFIED

Probationary classified staff will be evaluated 3 times during the first 90 working days. Additional evaluations may be conducted as requested by the employee or supervisor.

CONFIDENTIAL

Confidential staff will be evaluated according to a schedule determined by the supervisor for that employee.

EXPOSURE CONTROL PLAN SAFETY RULES

1. If hand washing facilities are not available, use antiseptic hand cleanser in conjunction with clean cloth-paper towels or antiseptic towelettes and wash hands with soap and running water as soon as feasible.
2. Wash hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
3. Wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials, OPIM.
4. Contaminated needles will not be bent, recapped, broken or sheared or removed unless an alternative method of disposal is possible, or if it is required by a specific medical procedure, and must be done so using a mechanical device or one-handed technique.
5. Contaminated sharps must be placed in puncture resistant, labeled, leak proof containers until properly reprocessed.
6. Employees will not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in work areas where there is a likelihood of occupational exposure.
7. Food and drink will not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench tops where blood or other OPIM are present.
8. Minimize splashing, spraying, splattering or generation of droplets when working with blood and/or OPIM.
9. Employees will not use mouth pipetting/suctioning of blood or OPIM.
10. Blood and OPIM will be placed only in properly labeled containers, and closed to prevent leakage during collection, handling, processing, storage, transport, or shipping.

**FEDERAL FAMILY AND MEDICAL LEAVE ACT
(FMLA) OREGON FAMILY LEAVE ACT (OFLA)
Paid Family Medical Leave Insurance (PFMLI)**

ELIGIBILITY

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave. Staff members employed by the district at least 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave. Both FMLA and OFLA are unpaid leave, however, available accrued leave can be used in conjunction with FMLA/OFLA leaves.

APPLICATION

Under federal and state law, an employee requesting FMLA and/or OFLA leave shall provide at least 30 days notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start, duration and reasons for the requested leave. The employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

LENGTH/PURPOSE OF LEAVE

Earlier this year, the Oregon Legislature amended the Oregon Family Leave Act (OFLA), which provides job protection (not paid leave) for certain qualifying leaves. Effective July 1, 2024, OFLA leaves for the following reasons will no longer be protected under this law:

- leave for parental (bonding) leave related to the birth, adoption, or foster placement of a child.
- leave for employee's own serious health condition
- leave to care for an employee's family member with a serious health condition

As a reminder, to be approved for any extended leave, you must begin by completing our DSD Extended Leave Application. If you would like to apply for paid leave, a link to American Fidelity, the administrator of our Oregon PFMLI plan, is provided at the end of our DSD Extended Leave Application.

OFLA leave reasons continuing and/or new (and job-protected) as of July 1, 2024

- care of a child requiring home care (including those with serious health conditions): Up to 12 weeks
- care of a child due to school or childcare provider closures during a public health emergency: Up to 12 weeks
- bereavement: Two weeks per death, up to a maximum of four weeks per year
- pregnancy disability: 12 weeks (in addition to any pregnancy leave available under Oregon PFML)
- effectuation of legal process required for foster care or adoption (only from July 1, 2024, through Jan. 1, 2025; beginning Jan. 1, 2025, this leave will be covered by Oregon PFML)

Note: If you qualify for job protected leave under the Family and Medical Leave Act (FMLA), it will run concurrently with Paid Leave Oregon.

American Fidelity Link: <https://americanfidelity.com/leave-or>

Program Comparison

- Paid Leave Oregon
- [Oregon Family Leave Act \(OFLA\)](#)
- [Family and Medical Leave Act \(FMLA\)](#)
- [Oregon Sick Leave](#)

Paid Leave Oregon and the Oregon Bureau of Labor & Industries created this chart as a general program comparison. It is not intended to provide legal or financial advice and does not cover all possible exceptions. Each program has different qualifications and factors that determine eligibility. Contact each agency directly to determine eligibility for their programs.

ELIGIBILITY REQUIREMENTS	Paid Leave Oregon	OFLA	FMLA	Oregon Sick Leave
Covered Employers	All employers except federal or tribal governments	Employers with 25 or more employees	Employers with 50 or more employees and all public employers	All employees are eligible for protected unpaid time
Wages required to be eligible for leave	\$1,000 in wages the previous year	n/a	n/a	n/a
Required time worked for employer before taking leave and before job protection applies	No work time requirement for Paid Leave benefits, but must have worked 90 days to have job protection	180 days	12 months	90 days
Required hours worked for employer to be eligible for leave	n/a	25 hrs/week in past 180 days. <i>Does not apply to parental leave</i>	1,250 hours in previous 12 months	1 sick time hour earned for every 30 hours worked
Geographic requirement	n/a	n/a	Location with 50 employees within 75 miles	n/a
Eligibility requirement				
Not a requirement				

FIELD TRIPS AND OTHER BUS TRAVEL

When planning a field trip using a regular school bus and a Mid-Columbia Bus Company driver, do not plan to leave before 8:30 a.m. Please plan to return by 1:30 p.m. Exceptions can be made with prior planning, but cannot involve more than two buses district wide. To request a bus and driver for a field trip, complete in the following order:

1. If you are taking any parent or community volunteers, make sure they have current volunteer paperwork by checking with your building office manager.
2. Fill out a field trip form. You may get this form from the District Forms Directory at G://Shared Drives/DSD/district forms. Please be sure to complete/**submit for approval** this form **3 weeks prior to your field trip date**.
3. **Submit** completed form to your building office manager who will route the paperwork for the proper signatures.
4. The trip is *not* officially scheduled until the paperwork has been approved, signed and returned to you. You will either receive a signed copy of your paperwork *and/or* email confirmation of your approved trip.

To request a field trip with a mini-bus which you or a colleague are driving: (DO NOT request a mini bus just because you are taking a small group. You must have a driver already lined up for this request.)

1. Complete steps 1-3 above;
2. Call Micki Fregosi at Dallas High School Athletic Office to schedule a mini-bus. **Only PTV trained drivers are allowed to drive a mini bus.**
3. Remember, a driver may not drive for more than 10 hours in any day (five hours each way with a 15 minute break after 3 hours of driving), and the total duration of any trip cannot exceed 15 hours. If your trip will take more time than that, it needs to be an over-night field trip.

GRANT APPLICATIONS

If you intend to apply for a grant, please make sure you inform your building principal. We may have access to demographic and other background information, and are glad to help you with your grant application.

When a grant is received please report this to the Business Office along with the grant guidelines. If the grant is more than \$5000 let tami.larson@dsd2.org know.

If a grant is technological in nature or involves any technology equipment, software, or service, it must be reviewed and approved by the Director of Technology & Innovation (Sean Johnson – sean.johnson@dsd2.org), prior to submitting the grant application.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

Guest speakers may be used from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the building principal of the date, time and nature of the presentation whenever such use is planned. Teachers should submit the Dallas School District *Guest Speaker Form*.

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

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.

HAZARD COMMUNICATION PROGRAM

Introduction

The administration of Dallas School District is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules in providing a safe and healthful work environment for all employees.

In order to comply with Oregon Occupational Health and Safety Code Hazard Communication, adopted from Code of Federal Regulations (CFR) 1910.1200, the following written Hazard Communication Program has been established. All levels of supervision are accountable for the health and safety of those employees under their direction, and, through this written hazard communication program share assigned responsibility to ensure performance under that responsibility. All areas of the school district are included in this program. The written program is available in the staff handbook.

Each building Administrator will annually designate school staff members assigned the responsibility for chemical purchases and handling, including any administrative requirements, as specified in the program outlined below.

Container Labeling

The employee responsible for chemical purchases will verify that all containers received for use will:

Be clearly labeled as to the contents with the manufacture's label intact Note the appropriate hazard warning.

It is the policy of the district that no container will be released for use if the above criteria are not met.

The supervisor in each area will ensure that all secondary containers are labeled in accordance with OSHA regulation. Compliance with regulation mandates that labels for secondary containers include identification of substance & hazard chemical contained therein; and, appropriate hazard warnings, or alternatively, words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical. (29 CFR 1910.1200 (f)(5), Div2/Z)

HAZARD COMMUNICATION PROGRAM (cont.)

Safety Data Sheets (SDS)

Safety Data Sheets (SDS) are informational bulletins supplied by chemical manufacturers or distributors. Copies of all the SDS for all hazardous chemicals to which employees of this district may be exposed will be kept in the main office or other accessible area at each work site in the district. A duplicate set of copies will be kept, centrally, at the District office.

SDS will be accessible to all employees for their review during each work shift. If SDSs are not available or new chemicals in use do not have an SDS, immediately contact the Building Administrator.

When a hazardous chemical is no longer in use, the SDS will be sent to the District office marked “discontinued” with the effective date and signed by the employee responsible. The District office will maintain a record of the chemical’s identity, locations of use and the years in which it was used for at least 30 years in accordance with *29 CFR 1910.1020(d) (ii) (B)*.

Employee Information and Training

Each new employee will receive information and training on the following:

- An overview of the requirements contained in 1910.1200 Hazard Communication Rules.
- Review of the chemicals present in the workplace.
- Location and availability of our written hazard communication program and SDS.
- Physical and health effects of the hazardous chemicals present in the workplace.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
- Steps the District has taken to reduce or prevent exposure to these chemicals.
- Safety emergency procedures to follow if the employee is exposed to these chemicals.
- How to read labels and review SDS to obtain appropriate hazard information.

Prior to a new hazardous chemical being introduced into any workplace within the District, each employee of that work area will receive written notification from the related District building to include; identification of the hazardous chemical, related hazard warnings and the location of the chemicals use.

An annually designated employee is responsible for ensuring that SDS on the new chemicals are available and filed in the main office of each district building. Additionally, a copy will be maintained at the District Office.

Hazardous Chemicals List

The “Chemical List” is a list of all known and authorized hazardous chemicals used by our district employees. A chemical list by each building is included as an appendix with the Hazard Communication Program document and maintained at each site. Additional detailed information on each chemical listed for each site is available by reviewing SDS located in the main office or other accessible area of that site. Employees interested in the entire district chemical list may request a copy from the District Office.

HAZARD COMMUNICATION PROGRAM (cont.)

Hazardous Non-Routine Tasks

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such projects.

This information will include:

- Specific chemical hazards.
- Protective/safety measures employees must take.
- Measures the District has taken to reduce the hazards as appropriate, such as ventilation, respirators, presence of another employee, and emergency procedures.

Non-routine tasks performed by employees of the District will be documented and kept with the “Written Program”.

Chemicals in Pipes

Employees may perform work activities in areas where chemicals have transferred through pipes. If this is the case, employees must contact their supervisor, prior to starting work in these areas, to ensure all information regarding the chemical in the pipes, the insulation material on the pipe, potential hazards and safety precautions will be taken.

Informing Contractors

It is the responsibility of the District to provide contractors (with employees) the following information:

- Hazardous chemicals to which they may be exposed while on the job site, and the procedures for obtaining SDS.
- Precautions employees may take to lessen the possibility of exposure; by using appropriate protective measures and an explanation of the labeling system used.

Also, it is the responsibility of the District to identify and obtain SDS for the chemicals the contractor is bringing into the workplace.

Program Effectiveness

It is the responsibility of all District employees to share responsibility in the effectiveness of this program. Employees should notify their supervisors of any concerns or supposed non-compliance with this program.

HAZARD COMMUNICATION PROGRAM PROCEDURES

The Hazard Communication Program, Master List of Chemicals and master notebook of Safety Data Sheets (SDS) will be located in the main office or other accessible area of each building.

The building engineer will be responsible for maintenance of the master list of chemicals and updating the SDS Notebooks.

HAZARD COMMUNICATION PROGRAM (cont.)

Additionally, departments listed below who use hazardous chemicals will maintain a department specific chemical list and SDS Notebook. The staff member listed will ensure the departmental chemical list and SDS notebook are updated.

BUILDING	DEPARTMENT		LOCATION OF SDS NOTE-BOOK	STAFF RESPONSIBLE
DHS	Theatre		Stage Office	Blair Cromwell
DHS	Science		Room 909 storage	David Flugum
DHS	FFA		Ag Shop	Ryan Rowley
DHS	Woodshop		Woodshop	Ryan Rowley
DHS	Art		Room 626 storage	
DHS	Kitchen		Kitchen/Cafeteria	John Jones
DHS	General/Overall		Main Staff Lounge	Gabe Hayes
LCMS	Science		Science Storage Room	Ken Guffey
LCMS	Art		Room 16 storage	
LCMS	Kitchen		Kitchen/Cafeteria	
LCMS	General/Overall		Main Staff Lounge	Greg Hiebert

Before purchasing any hazardous chemical not on the building chemical list, the building engineer will be consulted to determine if a suitable substitute material is already available. If a hazardous chemical is purchased that is not on the building chemical list, the staff member responsible for the purchase will make sure the container is labeled appropriately, affected staff members are notified if there are special

handling requirements, add the SDS to the department SDS notebook, make a note on the department chemical list and provide the following information in an email to the building engineer.

- Location of Use
- Storage Location
- Product name
- Hazardous Warning (combustible liquid, flammable, carcinogen, corrosive, etc.)
- Copy of MSDS
- Manufacturer
- List of any Personal Protection Equipment that is needed

The Building Engineer will update the chemical list, SDS notebook and notify all building personnel by email of the addition of a chemical to the chemical list. The District Office will also receive an updated chemical list as well as the SDS with an email sent to DO Reception.

When a hazardous chemical is no longer in use, the SDS will be sent to the District office marked “discontinued” with the effective date and signed by the employee responsible. The District office will maintain a record of the chemical’s identity, locations of use and the years in which it was used for at least 30 years in accordance with *29 CFR 1910.1020(d)(ii)(B)*.

Emergency Procedures

- If you come in contact with a hazardous chemical (inhaled, ingested, or absorbed) follow the treatment instructions on the MSDS for the chemical. Alert the main office and call 911 if necessary.
- Any contact with a hazardous chemical should be documented with an accident analysis report that is filed with the building principal.
- Notify the main office if you see an unknown residue, smell an unusual odor or have a concern about a chemical spilled in the building. The main office will alert the building principal or building engineer.

HEALTH INSURANCE

It is the sole responsibility of all eligible employees to complete the necessary enrollment procedures in the time frame described by the district.

Insurance plan information for covered employees is available from the Business Office.
An Opt-Out is available.

HOMELESS/TITLE X

Dallas School District has designated Todd Baughman, Whole Child Administrator, as our District Homeless Liaison to implement the requirements for Title X locally. Todd Baughman can be reached at 503-623-8480 if you have any questions or concerns.

With the Liaison's assistance, districts must identify and assist homeless students, provide immediate school enrollment, expedite student records transfers and school placement, arrange for school of origin transportation when feasible and needed, and report data on the number of homeless students served each year. Homeless students and families have rights to appeal school placement determinations, with dispute resolution services provided as needed.

HOMEWORK

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.

Tenet 2 of the Assessment, Grading and Coursework policy states:

- Every student assignment will have clear learning target(s) and assessment criteria.
- Teachers will assign only as much practice necessary to master the content.
- The volume of work assigned must be appropriate to grade level.
- A blanket uniform assignment with no regard for individual differences is not appropriate

The entire policy can be found at <https://policy.osba.org/dallas/search.asp>

IDENTIFICATION BADGES

Picture identification badges are provided by Dallas School District. All staff members are required to wear identification badges during school hours and are encouraged to wear the identification badges at school-sponsored events while acting as a chaperone. No stickers may be placed on your badge. If you need a new badge, please contact sean.johnson@dsd2.org. Every staff member will receive one (1) badge free of charge. If that badge is lost or damaged due to misuse, a \$25 replacement fee will be implemented.

INTERNET AND E-MAIL USE

The district network is a robust suite of services including safe Internet access, email, file sharing, printing/scanning, device management, and more. Access to the district network is made available to staff and students for the sole purpose of the advancement of teaching and learning. All staff accessing the district network with students in their classrooms must carefully follow Dallas School District Policy IIBGA/AR Computing Technologies and Administrative Rule. District policy allows for incidental personal use on occasion when it makes good use of district resources during non-instructional time.

While the technology department makes every effort to safeguard the district network and its users against threats (viruses, malware, ransomware, etc.), staff must be vigilant in their effort to prevent threats from affecting the network. Do not download anything from the Internet unless it is from a highly trusted source and is related to your job. Do not open any email attachments unless you know the source and are expecting the attachment. Emails may appear to come from a known source when they are not, so always apply a critical eye to any email you receive and report any suspicious messages to the technology department for review.

All staff are issued a district email address when they are onboarded. Staff are expected to check, read, and respond to email daily. District email accounts are property of the district, and as such all email activity is monitored, recorded, and may be reviewed at any time. Email intended to facilitate the business of the district and is not to be used to advertise the sale of personal products or services.

Inappropriate use of social media to communicate with students is a violation of district policy and could be a violation of local, state, and/or federal law.

<https://policy.osba.org/dallas/search.asp>

KEYS

Keys are issued to staff by the building principal. 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 students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Charges for lost or stolen keys, including the cost of rekeying as necessary, may be made to the staff member to whom the key(s) have been issued;
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 to keep their keys as appropriate.

LESSON PLANS

Teachers are expected to prepare lesson plans; which establish lesson objectives, summarizes classroom activities, and provides for daily monitoring of student progress.

LICENSE REQUIREMENTS

Teachers offered employment in the district must be licensed with Oregon Teacher Standards and Practices Commission prior to starting their teaching assignment. Licenses will be verified at time of hire from the TSPC website.

1. It is the teacher's responsibility to monitor the status of their licensure.
2. If it becomes known that a teacher has been working without a valid teaching license, the teacher will immediately be placed on unpaid leave.
3. The teacher will remain on leave until they have submitted their application to TSPC and their background check has been cleared thereby initiating the grace period. Only when the grace period is confirmed may the teacher return to work.
4. If this is the first time the teacher has had a lapse in licensure, they will be given a letter of directive. The teacher may still face investigation by TSP. Any disciplinary action taken by TSPC would be separate from the district process; however, depending on the severity of TSPC's findings, a teacher's employment with the district may be impacted.
5. Additional lapses in licensure will lead to progressive disciplinary action up to and including dismissal.
6. Should the teacher be unable to immediately renew their license, a protracted unpaid leave status could result in dismissal due to their inability to meet minimum job requirements.

MAIL AND COURIER 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 each day.

Staff should not 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 negotiated agreements and Board policy on the use of school facilities.

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

MAINTENANCE WORK ORDERS

In order for the District to maintain compliance with state, federal and ODE recordkeeping requirements, it is the expectation that all maintenance/custodial concerns and requests are reported via a “Maintenance Work Order”. Emergent hazards (such as water, fire, electrical smells) may be reported initially via radio or in person. However, a work order shall also be submitted as soon as possible.

To submit a “Maintenance Work Order” double-click the icon located on your desktop. There are four (4) sections which are required to complete the work order as well as optional sections. Please fill in as much information as possible, then click “Submit”.

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’s office. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

MEDIA ACCESS TO STUDENTS

The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

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

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

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

MEETINGS

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

All staff are expected to attend staff meetings for their employee group, 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. Early release periods are a part of the contractual day and should not be used for personal appointments.

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.

District Planning days are designated for intra-building PLC, grade-level, content-area, multi-level, or interdisciplinary teacher-led teams. They shall not include any mandatory meetings called by district or building administrators, or district-level leadership teams. The organization of District Planning days may be facilitated by building administrators or building level teacher-led teams.

MOTHER FRIENDLY WORKPLACE

The district recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast feeding or expressing milk in the workplace. The district will make a reasonable effort to provide a room or other location in close proximity to work areas where an employee can breast-feed her child or express milk in privacy. Please check with your building principal for information specific to your building.

OREGON STATEWIDE ASSESSMENT SYSTEM (OSAS)

It is the responsibility of designated staff to administer OSAS assessments according to the procedures outlined by ODE's Test Administration Manual (TAM) and district policy. Staff who participate in OSAS assessment in any way are required to administer each assessment with fidelity as directed in the TAM. Training in assessment protocols, security, and confidentiality will be given by designated district personnel. No staff member may administer or supervise any part of OSAS assessment with-out having been trained.

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 their assigned duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

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

PERSONNEL RECORDS

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

PROFESSIONAL COMMUNICATION AND CONDUCT

—EVERYTHING WE DO IS FOR OUR STUDENTS—

Non Standard Performance	Standard Performance	
<p style="text-align: center;">Destructive</p> <p>Uses conflict to instill fear (there must be a winner and a loser) or avoids conflict (polite discussion pervades the group)</p> <p style="text-align: center;">Resistant Oppositional Sabotaging Chauvinistic (We're right/They're wrong)</p> <p style="text-align: center;">Non-Verbal: Eye-rolling Pouting/sulking Sighing</p> <p>Body language demonstrates rejection or avoidance</p> <p style="text-align: center;">Sarcastic Hostile Dishonest</p> <p>Polarized/dramatic (always/never) Exaggerated/over generalizing Minimizing/distorting information Us vs. Them Silent treatment Defensive Blaming Operating from a negative agenda Lateral Complaints</p>	<p style="text-align: center;">Cooperative</p> <p>Minimal conflict is present and tolerated. Usually moving between polite discussion and skillful discussion.</p> <p style="text-align: center;">Tolerant Accepting Responsive</p> <p>Maintains positive relationships Open to viewpoints of others</p> <p style="text-align: center;">Non-verbal: Attentive Pleasant Receptive</p> <p>Body language demonstrates acceptance</p> <p style="text-align: center;">Respectful Friendly Ethical Self-regulating</p> <p>Manages stress in a professional manner Above-board Positive attitude during changing conditions Flexible</p> <p>Understands and respects roles of others Seeks positive outcomes for all involved Questions are sincere (without agenda) Acknowledges contributions of others</p>	<p style="text-align: center;">Collaborative</p> <p>Conflict is understood as inevitable and valuable. Group members find it very normal to alternate between conflict and consensus, confusion and clarity.</p> <p style="text-align: center;">All those in Cooperative, Plus</p> <p style="text-align: center;">Non-verbal: Engaged Responsive Focused</p> <p>Body language demonstrates participation</p> <p style="text-align: center;">Supportive Inclusive Committed</p> <p>Effective conflict resolution No-fault approach to problem-solving Mutual respect and trust Thinks and acts systemically Shares responsibility for outcomes Future thinking</p>

PROFESSIONAL RESPONSIBILITY

The instruction of children is a complex process which requires, on the part of all personnel, dedication, strength of character, and professionalism. Each staff member is to devote his/her energy exclusively to the duties of the school during work hours and strive to elevate the character of instruction as well as endeavor to increase the efficiency of the school. All personnel shall conduct themselves, off and on-duty, in ways that fulfill the obligation to serve as appropriate role models for students and maintain the confidence of the community in its schools as well as adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules. Continued service in this District is contingent upon satisfactorily demonstrating these attributes.

All personnel shall perform the responsibilities assigned under the appropriate job description in accordance with district policies, regulations and standard operating procedures. All personnel shall be directly responsible to the administrator or supervisor to which they are assigned.

All personnel shall attend meetings as required by the superintendent or principal.

As regular attendance is considered an essential function of work, all personnel will maintain regular attendance. Regular attendance is defined as being at work as scheduled with the exception of contractually provided and statutorily mandated leaves. Because absences can cause disruption to the educational environment, a pattern of missing work may be considered a violation of this policy.

All personnel shall be ready to work and fit for duty at the assigned time and will adhere to assigned break and meal times. The district may require an examination by a physician selected by and paid for by the district where there is a question of fitness for duty, or need for an accommodation, or appropriate use of sick leave.

Every staff member shall become familiar with district policies, administrative rules, job description, and building regulations and cooperate with the superintendent and other administrators in their observance.

Violations or persistent disregard of the policies, administrative rules, job description, or building regulations or any insubordination to the school Board, superintendent, or other administrator which is, or appears to be, substantively willful shall be in itself sufficient cause for dismissal. The faithful execution of and compliance with all policies, administrative rules, job description and building regulations are required of all personnel.

RELEASE OF GENERAL STAFF INFORMATION

If a public employer receives an information request for personal contact information of public employees, the information request must be forwarded to the public employee.

The public body can only comply with the request after waiting seven days after providing the information request to the affected employee and only if the requestor has demonstrated with clear and convincing evidence that the public interest is served by disclosing such information.

Staff pictures engaged in school activities may be posted on the Dallas School District web site.

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 that are excused to attend the religious instruction.

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

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

RELIGION IN SCHOOLS

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

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

Staff may not advocate, openly or covertly or by subtlety, a particular religion or religious belief. District resources cannot be used to generate religious messages.

REPORTING SUSPECTED FINANCIAL WRONGDOING

Any employee who suspects or has evidence of financial wrongdoing may report confidentially to the building principal or other administrator, or to the District business Office. A person who makes such a report in good faith shall not be penalized.

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.

REQUISITION

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

All building requisitions will be processed in the order received by the business office and must include complete information and an administrator's signature before the purchase order will be processed.

Orders are **not** to be placed without an approved purchase order.

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

LICENSED

A licensed staff member who wishes to resign from his/her position with the district must give written notice to the personnel office at least 60 calendar 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 staff member immediately from further teaching or administrative obligations or inform the staff member that they must continue 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.

CLASSIFIED

A classified staff member who wishes to resign from his/her position with the district must give written notice at least 10 working 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 staff member from further obligations or request the staff member to continue working for part or all of the 10-day period.

The vacation schedule shall be prorated for employees who resign and work less than a full calendar year for that position. No employee will be required to reimburse the district for vacation used prior to an end date.

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. Please check with the Human Resources Department for information regarding retirement.

SAFETY

In order to ensure prompt attention to all potential hazards, all potential hazards are to be reported immediately, first to the building engineer or other maintenance staff, then if the hazard is not promptly and properly addressed, to the principal or building safety committee member. All safety related accidents must be reported to the employee's supervisor and recorded using either an accident analysis form or an OSHA 801 form if medical care is necessary. All incidents are reviewed monthly by the Safety Committee. Completion of such reports shall not result in retaliation, penalty or other disincentive of any kind. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

The monthly safety committee minutes are posted on the district web site under the Staff Safety tab.

Observe the following:

1. Plug-in Deodorizers are not to be used in the school setting.
2. Potpourri units are not to be used in the school setting.
3. Candles or any item with an open flame is not permitted in the school setting.
4. Coffee makers must say "Commercial Use" have a UL listing and have a three-prong plug to be used in district buildings. All "household use only" type of coffee makers are not acceptable.
5. Extension cords are permitted as long as they are unplugged at the end of the activity/day.
6. "Daisy-Chaining" (plugging one extension cord into another, or plugging one power strip into a second power strip is not allowed).
7. Nothing is to be stored on top of heating units.
8. Items in any room must be at least 2 feet below the ceiling if sprinklers are not present.
9. Items in a room with sprinklers are to be 18" below the sprinklers.
10. Secondary containers (using something other than the original container to store the item in) must be labeled.
11. Always use ladders rather than chairs (or other items).
12. Natural Christmas trees are permitted if they are placed in container with water and checked every day. If the needles are bent and break, the tree must be removed immediately. Christmas tree lights need to be the miniature variety that do not produce heat.
13. Electrical panels are to have a minimum of 36" clear access at all times.
14. Paper cutters blades are to be latched or locked down when not in use.

Safety Statement

Dallas School District No. 2 is committed to creating a workplace that is safe, healthy, and injury-free. Our employees are our most valuable assets, and their safety and health is our first priority. Safety is essential to all business functions and is never compromised under any circumstance. Every employee has a responsibility to maintain our work environment including reporting hazards and working toward preventing accidents including reporting accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

We will provide training, review our procedures, review accidents and maintain the equipment. In the event of an injury, we will actively work to return the employee back to work when medically possible.

We will provide support to our Safety Committee by providing them the time, employees and management commitment needed to reach our common goal of an injury free workplace. I appreciate your full cooperation to follow our safety program and make our workplace safe, healthy, and injury-free.

SECTION 504 REHABILITATION ACT

Section 504 prohibits discrimination on the basis of disability in the provision of public education programs and activities. This notice serves as a reminder of our duties and obligations when implementing an educational program (504 plan) designed to meet the individual educational needs of a student having a disability.

A “person with a disability” under Section 504 is any person who: 1) has a physical or mental impairment which substantially limits one or more major life activities, 2) has a record of such impairment, or 3) is regarded as having such an impairment.

Section 504 requires the district to develop and implement a 504 plan for all qualifying students. The failure to implement a 504 plan is an act of unlawful discrimination against a student with a disability. Only a student’s individualized education program committee may modify a 504 plan. Any amendment must be based upon the student’s disability, evaluation data, placement options, and other pertinent information, and may be adopted only after notice to the student’s parent who may participate in the amendment process.

SEXUAL CONDUCT

According to ORS 339.370(9):

(9)(a) "Sexual conduct" means any verbal or physical conduct by a school employee that:

- (A) Is sexual in nature
- (B) Is directed toward a kindergarten through grade 12 student
- (C) Has the effect of unreasonably interfering with a student's educational performance; and
- (D) Creates an intimidating, hostile or offensive educational environment.

(b) "Sexual conduct" does not include abuse.

Sexual conduct includes a wide list of physical and non-physical behaviors and actions:

- Inappropriate conversations
- Touching student frequently
- Suggestive or obscene language
- Holding hands with students
- Kissing a student
- Rubbing a student's back
- Sharing obscene or suggestive photos with minors
- Giving gifts to students
- Making videos or taking pictures of a student in revealing or suggestive poses, or without the permission of a parent
- Texting or phoning students on matters that do not involve school
- Sharing one's own sexual exploits or marital problems with a student
- Inappropriate discussion or expressions of interest in a student's out-of-school behavior, including dating or social activities
- Meeting a student outside of school, especially alone or without permission from the student's parent
- Trying to establish a peer relationship with a student, rather than an adult-student relationship

If a district employee becomes reasonable certain that any form of sexual conduct has occurred between an adult and a student, the employee must immediately report the conduct to his-her supervisor. If a district employee becomes aware that they have attracted inappropriate or excessive interest from a student, that employee must report the matter immediately to his/her supervisor.

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

SEXUAL HARASSMENT AND SEXUAL VIOLENCE

Sexual harassment and sexual violence will not be tolerated in the Dallas School District. Any person who believes he or she has been the victim of sexual harassment or sexual violence, or any third person with knowledge of conduct which may constitute sexual harassment or sexual violence, shall report the alleged acts immediately to an appropriate School District official such as the District's Affirmative Action Officer or a building principal. Such reports are encouraged to be submitted in written form. Training will be in September each year.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate the allegations.

SPECIAL EDUCATION SERVICES

School districts must identify and locate resident children who may have a disability. If you suspect a child may have a disability that is having an adverse impact on their educational performance a referral should be made to the pre-referral team (SIT) in your building. You are responsible to complete the appropriate paperwork (student concerns, student strengths, regular classroom instruction provided to the student in area(s) of concern, repeated assessments used to identify the area(s) of concern and attempted classroom interventions, data, and progress monitoring). This team is generally comprised of the building administrator, counselor, regular education teacher(s), special education teachers and other specialized support staff. Parent(s) of the children are encouraged to attend and assist in the design of academic and behavioral interventions.

An evaluation may take place when the child's response to the intervention(s) have not resulted in improvement and conditions outlined in the MTSS Manual have been met. If the team determines that an evaluation should be conducted the district will provide the parent with prior written notice of the district's proposal to conduct an initial evaluation and will request written parent consent for the evaluation. The evaluation cannot proceed without parental consent.

All students, ages kindergarten through 21 living in the district, who have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities must be provided a free and appropriate education. Students with disabilities must be educated with students who are nondisabled to the extent appropriate.

An Individualized Education Program (IEP) is developed annually to establish specially designed educational goals and related services to meet the student's special needs. The IEP team consists of the student's parent(s); the student if appropriate, the special education teacher/provider; an individual who can interpret evaluations; a District representative, general education teacher, (a general education teacher is a required member of an IEP team), and other individuals at the discretion of the parent and district including outside agency representatives.

If you are asked to attend an IEP meeting please come prepared to talk knowledgeably about the student and his/her progress through the regular education curriculum. If the student does not attend your class regularly, please be prepared to share general information regarding grade level expectations. Your classroom experience and expertise are essential for the preparation of an appropriate and realistic IEP.

SPECIAL EDUCATION SERVICES (cont.)

You are required to attend the entire IEP meeting unless previous arrangements have been made with the Records Manager **and** Special Education Case Manager.

At the IEP meeting you may be asked to discuss:

- How the student performs in a general education context,
- The general education curriculum,
- How the student learns best, what works / what doesn't work, and strengths,
- Present level of academic performance in your classroom, including the student's most recent performance on State or district-wide assessments,
- How the student interacts with peers,
- Diploma options,
- Behavior supports,
- The present level of developmental and functional performance, and;
- How the student's disability affects involvement and progress in the general education curriculum.

In addition, you may be asked to help the team evaluate any individual accommodations or modifications needed to enable the student to advance appropriately toward attaining the annual goals.

The regular education teacher will have responsibility for implementing the IEP which may include tasks such as:

- Providing accommodations in order to access curriculum, homework assignments and assessments
- Modifying curriculum, homework assignments and assessments,
- Modifying instruction techniques,
- Utilizing assistive technology,
- Collecting data,
- Assisting with progress reports, and
- Implementing a behavior plan.

The IEP/Behavior support document is accessible to each regular education teacher who is responsible for its implementation. Many of the decisions made in the IEP meeting impact your responsibilities toward that particular student placed in your classroom. It is important that you take these responsibilities seriously.

For additional information please contact the building special education case manager or Pam Lybarger, Special Education Director at 503-623-5594.

Dallas School District policies regarding special education can be accessed at the Dallas School District website at

<https://www.dallas.k12.or.us/departments/student-services/special-education>

STAFF DEVELOPMENT

LICENSED

Payment of Incurred Expenses

- A. The District shall pay the full cost of tuition and laboratory fees incurred by an individual teacher in connection with any courses or other such sessions which a teacher has been requested, or required, in writing, to take by the administration or is expected to take as a result of an assignment or re-assignment.
- B. In addition, the District shall allocate the following amounts during the life of this contract for teacher professional development:

<u>Annually</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>
\$40,000	\$20,000	\$7,500	\$7,500	\$5,000

Use of this money is on a first-come, first-served prorated quarterly basis annually, based on the date of application. Funds not expended in any one quarter shall carry over into the following quarter. Reimbursement shall be made when the evidence of successful completion of an approved course or conference attendance is submitted to the district office. At the teacher’s request, the District shall provide up to three (3) hours of tuition and/or conference registration reimbursement on an annual basis using current graduate hourly rates charged by Western Oregon University.

Additionally, when Collaboration Grant funds are no longer available, individuals or teams may apply for funding up to \$1000 to cover a variety of costs including substitutes, materials, and stipend incentives for creating and leading the professional learning. The purpose of these funds is to encourage and support creative, in-district, teacher-led professional learning in professional practice, professional responsibilities, and student learning.

- C. All courses or conference registrations that are to be considered for reimbursement shall be submitted for approval on the proper form prior to enrollment in the course or attendance at the conference and must be approved by the building principal and the superintendent for reimbursement.
- D. Teachers may request vouchers from the District pool to be used for tuition assistance (see Staff Handbook). Please contact DO Reception for assistance.
- E. All requests for reimbursements must be made no later than thirty (30) days after receipt of the evidence of successful course completion or by June 1st, which ever date is earliest.
- F. If it is projected that at the end of the 4th quarter there will be additional funds, the remaining dollars will be evenly disbursed among any teachers who have submitted an additional request for reimbursement up to an additional three (3) hours of tuition as defined in B. The additional request and the appropriate documentation of course completion must be submitted by June 1.

STAFF DEVELOPMENT (cont.)

CLASSIFIED

When the District requests or requires an employee to attend classes or workshops during the employee's assigned work shift, the District will continue to pay the employee as if they had worked during that time and pay for that class or workshop from funds other than employee self-improvement funds.

The District agrees to set aside a budget for self-improvement of classified employees. The purpose of the money is for non-required District job-related training courses, District job-related workshops, District job-related college courses or other course work that provides skills and/or training beneficial to the District. Use of such money is on a first-come, first-served basis and reimbursement shall be limited to \$1000 per employee per year. All training courses, workshops or college courses that are to be considered for reimbursement shall be submitted for approval on the proper form prior to enrollment to the building principal and Superintendent. College course work will only be reimbursed when evidence of successful completion of an approved course is submitted to the District Office. If there are unspent funds on June 1st, employees may apply for additional reimbursement on a first come first served basis, but not to exceed an additional \$1000.

STAFF DRESS, GROOMING and FRAGRANCE

Dallas School District strives to maintain a workplace environment that is conducive to learning and productivity and free from distractions and annoyances. As part of that effort DSD generally requires employees to be neat, clean and to wear appropriate attire that is in good taste and suitable for the job at hand. Education as a profession demands setting a good example for students in every possible way. As adults and professionals, educators are expected to be guided in their grooming habits by what is most generally acceptable in the profession.

Recognizing that student, staff and visitors to our buildings may have sensitivity or allergic reactions to various fragrant products, DSD asks all employees to consider the use of low or fragrance free products. Employees may be asked to consider the use of fragrance free products if a perceptible fragrance causes students, staff or visitors to have an adverse reaction.

STAFF ETHICS

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

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

STAFF ETHICS (cont.)

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

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

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

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

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

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

STAFF HEALTH AND SAFETY

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

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

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

The district encourages all staff to participate in community activities that 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 possible. Staff may participate in district and building activities such as; the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, and 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. Staff is advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education (unless specifically prohibited by court order).

STUDENT ACTIVITY FUNDS

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

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

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff adviser. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those students currently in school who have contributed to the accumulation of the funds.

STUDENT CONDUCT

All students are to comply with district policy, 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 or during school-sponsored activities. See Dallas School District Code of Conduct.

In addition to adopted Board policies governing student conduct, administrative regulations specifying student conduct expectations have been established. These rules apply to actions which occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities. Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year.

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

Student Behavior

PBIS

Dallas School District is a Positive Behavioral Interventions and Supports (PBIS) district. The main focus of PBIS is to provide a clear system for all expected behaviors within the district. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Behavior Philosophy

Students are expected to demonstrate appropriate behavior in the classroom, on school property, and off campus during District sponsored events. Students are expected to contribute to a safe, caring, learning environment by cooperating in work and play; doing their best to achieve academic excellence; respecting themselves, others, and the environment; and conducting themselves in a safe manner at all times.

Behavioral Expectations are Taught

The behavioral expectations are taught to all students in the building in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid.

Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples ("right way") are described and rehearsed, and negative examples ("wrong way") are described and examples given. Students are given an opportunity to practice the "right way" until they demonstrate fluent performance.

STUDENT CONDUCT (cont.)

Appropriate Behaviors are Acknowledged

Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. Each school may design a formal system that rewards positive behaviors. “I Noticed” are immediate verbal acknowledgements used by individual teachers, at their discretion, as a tool of encouragement and student motivator.

Behavioral Errors are Corrected Proactively

When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards.

Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified.

Student Classroom Behavior

- Follow all of the classroom rules in each classroom.
- Accept responsibility for your own behavior and learning.
- Act in a manner permitting teachers to teach and students to learn.
- Come to class prepared with all materials required by the teacher.
- Fulfill all assignments given by the teachers and ask clarifying questions if assignments are not understood.

STUDENT DISMISSAL PRECAUTIONS

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

STUDENT INTERNET ACCESS

The rules governing computer use are contained in a document called the Acceptable Use Policy, AUP. This AUP can be found on the District web page under the staff tab or at your building’s office.

These rules apply to anyone using District computers.

Below is a portion of the AUP:

The District will:

1. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. An administrator, supervisor or other individual authorized by the Superintendent may disable the technology protection measures to enable access for bonafide research or other lawful purposes, as deemed appropriate;
2. Prohibit access by minors, as defined by CIPA and this regulation, to inappropriate matter on the Internet and World Wide Web;
3. Provide staff supervision to monitor the on-line activities of students to prevent unauthorized access, including “hacking” and other unlawful activities on-line, and ensure the safety and security of minors when authorized to use E-mail, chat rooms and other forms of direct electronic communication.
4. Student’s use of personal electronic devices must still adhere to the Student Code of conduct and the Acceptable Use Policy (AUP).

STUDENT TEACHER STIPENDS

Teachers receiving a stipend from a college or university for mentoring a student teacher will be asked how they would like to receive that stipend. That information must be submitted when the student teacher is placed. You will be provided a form for this when the student teacher is placed.

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. Any private vehicle used to transport students must have a capacity of 10 persons or less.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students, other than their own, on field trips or 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 four or five years of age or who weighs under 60 pounds (*regardless of age*), and the driver must 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 the law. Training in the proper installation and use of child safety systems may be required.

SUBSTITUTE STAFF

A list of registered substitute staff as provided by the WESD shall be available through the Absence Management system. In the event of an absence, staff is required to enter his/her own absence in Absence Management as soon as possible and use the AESOP system to locate substitute staff.

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 his/her 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.

TALENTED AND GIFTED PROGRAMS

Dallas School District is committed to an educational program that recognizes, identifies, and serves the unique needs of talented and gifted (TAG) students. TAG students are those who have been identified as academically talented and/or intellectually gifted. Those identified as academically talented have shown specific ability in reading and/or math. Intellectually gifted students have demonstrated advanced capabilities in mental reasoning. Identification is based on multiple criteria that reveal a consistent pattern of excellence over time, or the potential for such a pattern.

Instruction provided to identified students must address each student's assessed level of learning and rate of learning in all relevant subjects. "Level of learning" is the student's instructional level in the curriculum and the place where the student will be successful but will encounter knowledge and skills not yet learned or mastered. Level is more than advanced grade level; it involves complexity and sophistication of concepts.

"Rate of learning" is a measure of the pace at which the student successfully progresses through the curriculum after being placed at an appropriate instructional level. A student's rate of learning will vary, depending on the subject, point in the learning process, degree of interest, level of difficulty, and learning style.

An Instructional Plan is prepared for each identified student. Parents of identified TAG students must be given the opportunity to provide input on the programs and services to be received by their child. Teachers may use some of the following services/programs to support students: early entrance, skipping a grade, advanced placement classes, concurrent enrollment in the next higher level of school acceleration, flexible skill or ability grouping, differentiation of instruction, cross-grade grouping, compacted curriculum and independent study.

For support in identifying TAG students and/or preparing the Instructional Plan for identified TAG students, contact your building administrator and/or the Whole Child Administrator.

Dallas School District policies regarding TAG can be accessed at <https://www.dallas.k12.or.us/departments/student-services/special-education/talented-gifted> Under the Staff/District Policy tab. For additional information please contact Todd Baughman, Whole Child Administrator at 503-623-8480

TECHNOLOGY CONDITIONS OF USE

The district makes available a variety of electronic devices including desktop computers, laptops, and tablets for use by staff and students. The purpose of these devices is to conduct district business, however incidental personal use may be allowed on occasion when it makes good use of district resources during non-instructional time.

District devices may not be used for personal gain or the advancement of individual views, to express personal opinions via the district network, or to solicit any non-district business or activities. Staff may not send email or other digital communications that either mask personal identity or imply that someone else sent it. Unauthorized access, review, or duplication of restricted or confidential data is strictly prohibited.

Dallas School District has a 1:1 program called the Learning Technology Initiative which provides a personal computing device for every student, teacher, and educational assistant. For the 23-24 school year, each licensed teacher and classified educational assistant will be issued a 13" MacBook Air. Staff are expected to follow the guidelines outlined in the LTI agreement.

Sending, saving, or viewing offensive, obscene, or lewd material is strictly prohibited. Offensive material includes, but is not limited to sexual comments, jokes, or images; racial slurs; gender specific comments; any comments, jokes, or images that would offend on the basis of race, color, religion, sex, sexual identity, sexual orientation, age, national origin or ancestry, physical or mental disability, veteran status; and any other category protected by local, state, and/or federal laws. Any use of the district network to harass or discriminate is unlawful and strictly prohibited by the district.

Staff have no right to privacy while using district technology, whether that be on district computers or using the district network and network services including email, file shares, etc. All network use, whether on a district-owned device or a personally-owned device, is monitored, recorded, and may be reviewed at any time. All staff must safeguard the district confidential information from disclosure in compliance with district policy.

Any district technology asset that is discovered to be stolen, missing, or damaged must be reported within 24 hours to the building administrator and technology department. If the theft, loss, or damage occurred off district property, then a report must be made to the nearest law enforcement agency. A copy of the police report must be delivered to the technology office 24 hours after the receipt of the report of the staff member. The staff member will be assessed the repair fee or replacement value of the equipment.

Violations of Technology Conditions of Use will subject an employee to disciplinary action in accordance with District Policy and/or Association agreements.

TITLE I

Title I is a federally funded program under the Elementary and Secondary Education Act that assists in meeting the academic needs of disadvantaged youth with instructional support in the areas of reading and math. Dallas School District serves all students in the buildings through an all school screening process in the areas of math and reading. Currently, all elementary schools provide Title I services.

Dallas School District complies with all federal and state laws including but not limited to Family and Medical Leave Act, Age Discrimination in Employment Act, American with Disabilities Act, Uniformed Services Employment and Reemployment Rights Act, Title VI, VII and IX, and Crime Victims Leave. For information regarding compliance with legal requirements please contact the Superintendent at the District Office.

TOBACCO-FREE ENVIRONMENT

In order to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, tobacco use is prohibited on all district property and in district-owned vehicles.

Tobacco use is defined to include any cigarette or other smoking tobacco and smokeless tobacco dip, chew or snuff in any form. This also includes electronic nicotine delivery system, e-cigarette, vapor systems, or look-alike devices.

See Dallas School District Policy GKC– Tobacco Use Environment.

TRANSCRIPT REVIEW

According to the Agreement between Mid-Valley Bargaining Council and Dallas School District No. 2 teachers shall provide all transcripts to the District by September 10th or January 10th each year in order to be considered for a column change on the salary schedule.

Transcripts must be “Official Transcripts” and are to be sent to [Juli.Lichtenberger @dsd2.org](mailto:Juli.Lichtenberger@dsd2.org)

TAX SHELTERED ANNUITY PLAN (TSA)

Dallas School District 403(b) Plan Universal Availability Notice

To: All Employees of Dallas School District

In compliance with the requirements of IRC §403(b)(12)(A)(ii) this Notice will advise you of the voluntary 403(b) program established and maintained for the benefit of our employees. The following information provides details of the Plan and outlines the procedures for enrollment.

Eligibility

All employees of the Employer are eligible to participate in the plan.

Contributions

When you enroll in the program, the amounts you designate as salary deferrals are withheld from your wages and forwarded to an investment provider of your choice. Contributions may be changed, started or stopped at any time. Several types of contributions are available in your Plan:

Pre-Tax Salary Deferrals. These are amounts contributed into a 403(b) plan that are deferred from your paycheck before federal income taxes are applied. State income taxes may or may not be applicable.

Roth Salary Deferrals. These amounts are also deferred from your paycheck but are subject to federal and state income taxes. When you withdraw monies, however, the funds may be excluded from taxation. Special rules apply to Roth contributions, and you should contact your tax advisor before electing this option.

- For **2025**, you may defer from your wages, a maximum of \$23,500 to all 403(b) and 401(k) plans unless you reach 50 years of age during the year. In that case, you would be eligible to contribute an additional \$7,500. If you are between the ages of 60 and 63 during a calendar year, the Age related catch-up is increased to a new limit. During 2025 that amount is \$11,250. Deferrals may not exceed 100% of your wages.

Employer Contributions. The Plan also allows your Employer to make contributions to the Plan on your behalf.

Employer Matching Contributions. The Plan also allows your Employer to make matching contributions to the Plan on your behalf.

Rollovers. You may be able to rollover funds you received as an eligible rollover distribution from another employer's plan. Before you can complete a rollover into this Plan, you must first receive an acceptance authorization before the monies can be applied to your account.

Limitation on Aggregate Annual Additions Notice

Your Elective Deferrals may not exceed contribution limits as determined by Applicable Law. There may be excess contributions to your 403(b) if you own more than 50% ("control") of another business and maintain a retirement plan for that business. In such an event, the maximum contribution to all plans you control, and your 403(b) accounts or annuities may not exceed IRC Section 415 limits for the year, plus the age 50 catch-up limit, if applicable. Your Employer is responsible for knowing you may control another business. You must notify your Employer that you have control of another business to ensure you have not exceeded this limit. If there is an excess between multiple plans, the excess must be removed from the 403(b).

Dallas School District 403(b) Plan Universal Availability Notice

Plan Investment Options

Your contributions to the 403(b) Plan must be made to an approved investment provider.

NOTE: Before enrolling in the Plan, you MUST first establish an account with one of the Providers listed in this Notice. If a valid contract or account number has not been received by PenServ prior to receipt of a salary deferral, the contribution will be returned to your Employer.

Once an investment contract is executed, a Salary Reduction Agreement that includes the Contract Number should be completed and submitted to your benefits representative or PenServ Plan Services, Inc., as instructed in your 403(b) Enrollment Guide.

Assistance

You may join the Plan or receive assistance by first contacting your Employer's Benefit Representative, the Plan's Third-Party Administrator or one of the Investment Companies listed below. Additional information on Plan options is available by contacting PenServ Plan Services, Inc. at (800) 849-4001 or from the Plan's web site.

Investment Provider Options

Provider and Product Name	Product Type	Contact
American Fidelity Assurance Company Vendor Plan Number: 85600	Annuities	Phone (800) 662-1113 ext. 5 https://americanfidelity.com
American Funds Capital Bank & Trust Vendor Plan Number: 76717	Mutual Funds	Phone (800) 421-4225 https://www.capitalgroup.com
Ameriprise Financial Services Vendor Pan Number: 11042	Annuities/ Mutual Funds	Phone (800) 8562-7919 https://ameriprise.com
ASpire Financial Services, LLC Vendor Plan Number: 10426	Mutual Funds	Phone (866) 634-5873 https://www.aspireonline.com/plan-types/403(b)-paln
Fiduciary Trust Company of New Hampshire Vendor Plan Number:18288365	Mutual Funds	Phone (877) 500-9590 https://www.fiduciary-tust.com/fiduciary-trust-new-england
Franklin Templeton Bank & Trust, F.S.B Vendor Plan Number: 44137	Mutual Funds	Phone (800) 527-2020 https://www.franklintempleton.com
Horace Mann Insurance Company Vendor Plan Number: I0116744401	Annuities	Phone (800) 999-1030 https://www.horacemann.com

**Dallas School District 403(b) Plan
Universal Availability Notice**

MG Trust – Penselect Vendor Plan Number: B250147	Mutual Funds	Phone (803) 354-5003 https://www.penserv.com/penselect
---	--------------	---

Third Party Administrator

PenServ Plan Services, Inc.
Plan Record-keeper
Phone (800) 849-4001
www.penserv.com
Email: 403badministration@penserv.com

Employer Benefits Administrator

Sharrell Ford
Payroll/Benefits Manager
sharrell.ford@dsd2.org | 503-623-5594, x1221
Dallas School District #2
111 SW Ash Street
Dallas, OR 97338
<https://dallas.k12.or.us>

TUTORING SERVICES

Tutoring services may be provided to students who are unable to attend school in excess of ten (10) consecutive school days, under the following conditions:

- Medical or temporary disability,
- Special education pending placement,
- Alternative learning options for students facing extended suspension or expulsion, Incarcerated youth.

A tutor will be assigned to coordinate and provide services for students. The building counselor or building administrator will work with each student and their teacher(s) to arrange all appropriate coursework and services. If the student is eligible for special education services, the case manager will coordinate additional service to meet the Individual Education Plan goals.

VECTOR TRAINING

Vector Training is an online training system used by Dallas School District to deliver mandatory train-ings in an efficient manner. The majority of these training areas are required by Oregon Revised Statutes, Oregon Administrative Rules, or Dallas School District Policy. Completion of mandatory trainings is a required component of employment with Dallas School District. Failure to complete these required trainings can lead to progressive discipline.

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

VIDEOS AND FILMS

Videos with the following ratings may be shown. K-12:

G - no approval required

K-5: PG, PG 13 - building administrator approval required, parental approval required

6-8: PG - no approval required, PG 13 - building administrator approval required, parental approval required

9-12: PG, PG 13 – no approval required, R - building administrator and superintendent approval required and parental permission required

R- Building administrator and superintendent approval required and parental permission required.
Refer to Board policy IIAB for the entire board adopted policy on Audio-Visual Materials

Non-rated video material should match the instructional level and maturity of students similar to the rating system. Only material from trusted sources should be shown without being previewed.

When seeking parental permission, 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; and
6. Audience rating

Parents should be provided the opportunity to preview a feature film/video, whenever possible.

VISITORS

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

All visitors to a school must check in at the school office and wear a visitor's badge while in the school. Staff members are expected to report any unauthorized person on school property to the building principal or the school office.

If face coverings are required due to Covid-19, all visitors agree to comply and wear a face covering while visiting a DSD School or campus.

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 that 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.

All individuals that volunteer in a school must adhere to the guidelines developed in the Dallas School District Policy IICC Volunteer. Volunteers must also fill out the appropriate volunteer paper work process and follow the building procedures for working with students at a school.

Unsupervised volunteers cannot, under any condition, work with students without first completing a criminal history check and being placed on the approved volunteer list.

VOUCHERS

Reduced-fee tuition vouchers for licensed staff, may be available from Western Oregon University (and rarely from PSU and OSU) to help defray the cost of course work. A tuition voucher essentially allows the bearer to take a class for "staff rates," approximately one-third the cost of regular tuition. In order to qualify for a voucher, the course(s) you plan to take must support your Professional Growth Plan. Vouchers are limited and are awarded on a first-come, first-served basis.

To apply for a reduced-fee voucher:

1. Fill out a voucher request form. (available in the network file share). **Make sure you get your Principal's signature on the form before you turn it in.**
2. Turn in the completed voucher request to the DO Reception Desk.
3. You will be notified as soon as possible, whether a voucher is available for you or not. Awarded vouchers must be picked up by the awardee *in person* and you must show valid I.D. at the DO Reception Desk.
4. Detailed instructions on how to process the voucher are included on the back. Please read the instructions carefully & contact nick.ingalls@dsd2.org, Director of Teaching and Learning.

WHISTLEBLOWER

When an employee has good faith and reasonable belief the employer has violated any federal, state or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or 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 or any agency or political subdivision in the state, or any person authorized to act on behalf of the state or any agency 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 Procedure to address any alleged violations of this policy.

The district shall deliver a written or electronic copy of this policy to each staff member.

DALLAS SCHOOL DISTRICT WORKPLACE EXPECTATIONS

All employees in the Dallas School District are expected to meet the following workplace expectations as a basis for continued employment:

Working Hours:

Employees are expected to maintain regular working hours and be available for onsite work activities as required by administrative supervisors. Work hours may occasionally be off site with administrative approval. An off-site work location must be approved by the administrative supervisor. Each staff member is to devote his/her energy to the duties of the school during work hours. All employees shall be accountable for meeting the requirements of their job description, including other duties as assigned within their job classification.

Illness:

Employees should not report to work when an illness may be contagious. Staff may be asked to go home if an illness could be contagious, even if sick leave isn't available.

Face Coverings:

Employees **may use** a face covering while at a DSD worksite or at any DSD sponsored event.

Attendance and Punctuality:

Employees are to have regular attendance at work and work activities and are to be punctual in meeting deadlines, attending meetings, following schedules, and responding to communications. During off-site instructional models, working hours remain the same; however, the start and end times may vary as they fit within the building schedule and needs.

Personal Appearance:

Employees are to be dressed and groomed in a neat, clean, appropriate, and professional manner for the assignment and work setting.

Confidentiality:

Employees are to maintain confidentiality and are to relay personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. Extra care must be taken when working from home to maintain confidentiality of conversations and documents. Staff and student medical information and other confidential information is not to be discussed unless required by aspects of a job description.

Following Policies and Directives:

Employees are to follow all district and supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authorities. The employee is expected to diligently check email at least twice per day and establish necessary communication processes with their supervisor.

Setting Appropriate Personal Boundaries with Students:

Employees are to maintain professional boundaries in their relationships with students, including use of appropriate language, appropriate physical contact, and appropriate use of technology. Parent or legal guardians must be aware that employee-to-student contact may occur electronically. <https://policy.osba.org/dallas/G/GCAB%20D1.PDF>

Collaboration:

Employees are to maintain relationships with other staff members that are characterized by mutual support, cooperation, and respect and that build a school culture of collaboration focused on student learning. The value of this within DSD remains of the utmost importance.

Appropriate Use of Technology:

Employees are to use internet, e-mail, and electronic communications with students only for educational purposes or sharing information about school-sponsored events. When using shared electronics to communicate with students, provisions must be in place to secure parent and student contact information.

Positive Communication:

Employees will use Cooperative and Collaborative styles of communication and will not engage in Destructive communication strategies. Honesty in all situations is paramount and dishonesty during an investigation can lead to dismissal. All personnel shall conduct themselves, off and on duty, in ways that fulfill the obligation to serve as appropriate role models for students and maintain the confidence of the community in its schools. The nuances of face-to-face communication can be lost in electronic communications. Employees must be committed to asking clarifying questions whenever needed. The principles of a solution-centered, outward mindset are invaluable. An employee's political rights (<https://policy.osba.org/dallas/G/GBG%20D1.PDF>) and whistle blower status (<https://policy.osba.org/dallas/G/GBMA%20D1.PDF>) are outlined in the staff handbook.

Personal Cell Phone Use:

Personal cell phone use must not interfere with professional responsibilities, student learning, or the safety and security of the school or work environment. Personal cell phone use should be limited to breaks and lunch periods, and personal cell phones should be set to silent during the work day. (<https://policy.osba.org/dallas/G/GCAB%20D1.PDF>)

Printed

Name _____ Signature _____ Date _____

WORKPLACE ACCOMMODATIONS NOTICE

Dallas School District is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, gender expression or any other classification protected by law.

Dallas School District will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation

For this reason, Dallas School District **will not**:

- Deny employment opportunities on the basis of a need for reasonable accommodation.
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation.
- Require an applicant or an employee to accept an accommodation that is unnecessary.
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

To request an accommodation or to discuss concerns or questions about this notice, please contact any building administrator or Sara LeRoy or Juli Lichtenberger in the human resources department.

WORK SAMPLES

Work samples are required for documenting student progress toward meeting standards. State or district adopted scoring guides should be used in scoring student work samples. Teachers should score student work with colleagues when necessary to ensure inter-rater reliability.

Districts must annually administer a Local performance Assessment for students in grades 3-8 and at least once in high school in the following skill areas:

- **Mathematics**
- **Scientific Inquiry**
- **Speaking**
- **Writing**

WORKWEEK

The workweek for Dallas School District begins Sunday at 12 midnight and runs 7 consecutive 24 hour periods.

WORKPLACE FACILITY STANDARDS

Dallas School District places a high priority on providing clean, safe, professional facilities for our students, staff and community. Classrooms should be clean and orderly, providing a safe and engaging learning environment. Participation by all staff is necessary to achieve these goals. The following standards are intended to provide a system of consistency as we work together to take care of our facilities.

Classroom Space:

Classroom setup should maximize space and reflect a learning environment suited to the student.

- Approved room dividers will be low to allow observation of all classroom areas to maintain safety
- Activity areas requiring frequent cleanup should be placed near the sink and supplies
- Classroom windows and door windows need to be kept clear and not be obstructed.
- Per fire code, no more than 20% of any wall surface may be covered with decoration and/or display. Classroom exit doors cannot have paper, teaching aids or decoration affixed to either side of the door. No items may be hung from fire sprinklers, lighting fixtures, alarms, etc.
- Items affixed to walls must be attached with approved materials (blue tape, teacher tape)
- Post daily schedules and other pertinent information on designated bulletin boards.

WORKPLACE FACILITY STANDARDS CONT.

In consideration of health sensitivities, plants or plant material should be used only when aligned with curriculum or instruction.

Animals are prohibited in Dallas School District facilities, with the exception of recognized, certified service animals.

Storage space should be identified and maintained in an organized fashion

- ALL food items shall be stored in a closed airtight container
- Items not in use should be stored in a closed cabinet
- General classroom storage should be available to students in a manner consistent with age and instructional expectation
- Each child should have a designated personal space to store their belongings

Classrooms should be picked up and organized at the end of each instructional day to prepare for custodial cleaning.

Office and Cubical Spaces

Work tables should be kept as neat as possible during the work day and should be cleared at the end of the day to prepare for custodial cleaning

No materials of any kind shall be affixed to the outer office doors

Windows, doors windows and relights shall not be covered at any time

All Work Areas and Public Spaces

ALL staff are responsible for cleanliness and order in shared spaces

Open floor space in work areas should be free of clutter

Desk and counter tops should be cleared to allow for regular custodial cleaning Workspace may be personalized or decorated within the following professional standards:

- Decorations should be tasteful, professional and non-offensive in nature
- No objects or decorations may be affixed to walls, windows, or other structures without using approved materials and methods
- Hanging hooks on any T-grid ceiling is prohibited district wide
- Items such as unframed pictures, posters and flyers may be attached to walls with proper materials (blue tape, teacher tape). The use of bulletin boards and tack strips is highly encouraged
- Painting of walls in any fashion is prohibited unless prior approval is granted through the Facilities Department and building administrator.

Recycling and confidential shred bins will be in common areas

Appliances such as microwaves, refrigerators and toaster ovens is highly discouraged in personal work spaces and classrooms and are provided in common staff break room areas.

Space heaters are not allowed in district facilities

Limit food consumption in work areas. Clean area thoroughly when finished to avoid attracting pests.

Clean up break room areas, clean dishes and properly dispose of foodstuffs to avoid attracting pests and in preparation for regular custodial cleaning.

WORKPLACE FACILITY STANDARDS CONT.

Facility Use, Conference Room and Meeting Spaces

Conference rooms should be reserved prior to use

Reservations should be made and cancelled through FMX

Technology and/or custodial support, if needed, should be included in the reservation

Cleanliness of meeting/conference space is a shared responsibility

- Return the room to the setup condition following your meeting
- If no custodial staff is available, remove trash with perishable items to dumpster if possible
- Report stains or spills as soon as possible if custodian is present, otherwise via Maintenance Work Order if able.

Submit work order / tech ticket at earliest convenience to report broken furniture or equipment issues

CODE COMPLIANCE

Furnishings and Decorations

Educational occupancies must pay close attention to furnishings, decorations, and interior finishes. NFPA 1 (National Fire Protection Association) provides the following requirements with respect to these items.

- Draperies, curtains, other similar loosely hung fabrics, and decorations have to meet specific performance criteria from NFPA 1, standard methods of fire tests for flame propagation of textiles and films.
- Artwork and teaching materials can be attached to walls but cannot exceed 20% of the wall in a non-sprinkled building and cannot exceed 50% of the wall area if the building is fully sprinkled.
- Soft fabric furniture needs to be approved for use prior to purchasing. Private donations are not permitted and district staff are prohibited from bringing furniture into the facility without prior approval.
- Fire extinguishers, fire pull stations, are to remain unobstructed with access free and clear at all times.
- Combustible materials such as paper and cardboard are prohibited in boiler rooms and mechanical spaces. (Storage is prohibited in mechanical spaces)

WORKPLACE FACILITY STANDARDS CONT.

Electrical

Educational occupancies are required to follow specific codes which are governed by the Oregon Electrical Specialty Code (OESC) and established through the National Electrical Code (NEC). Educational occupancies need to adhere to NFPA, OESC, and NEC compliance.

- Use of extension cords to provide a means of permanent power is prohibited. Use of extension cords to provide temporary power to a device is acceptable. Temporary is not full time use and must be removed when not in use.
- Mood lighting is not permitted and Holiday lighting is not to exceed the OSHA limit of 90 days.
- District purchased power strips are an acceptable means of extending outlet capacity.
- Power strips must be plugged directly into an outlet.
- If an appliance is plugged into a power strip this is the only item allowed to be plugged in.
- Appliances though discouraged if used in any work space should be plugged directly into an outlet
- At all times electrical panels need to be accessible and maintain 36” of clearance around the panel or disconnect.
- Use of outlet adapters that increase outlet capacity are prohibited.

Safety, Security, Egress

Dallas School District is committed to providing a safe healthy welcoming environment for all students, staff, and community. The district is committed to equitable access to all programs for everyone within the community regardless of ability. This current bond cycle we are working to remove barriers of all kinds through out the district.