

Cultivating passionate lifelong learners for an ever-changing world

Scappoose School District

33589 SE High School Way
Scappoose, OR 97056

Employee Handbook 26-27





Preface

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 Material contained herein may therefore be superseded by such Board policy, Administrative Regulation, Collective Bargaining Agreement or changes in state or federal law.

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

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

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, sexual orientation, age, marital status or disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

Dale French Assistant Principal/Athletic Director, has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act, Health Insurance Portability and Accountability Act (HIPAA) and Section 504 of the Rehabilitation Act of 1973, and may be contacted at 971-200-8005 for additional information and/or compliance issues.



Table of Contents

District Office Directory	4
School Board Members	4
School Directory	5
Associations	6
Staff Absences	7
Breaks	7
Reporting Suspected Abuse of A Child.....	8
Complaints.....	9/10
Computer Use	10
Drug-Free Workplace	10/11
Evaluation of Staff.....	11/12
Injury/Illness Reports	13
License Requirements	13
Personal Communication Devices and Social Media.....	14/15
Resignation of Staff	16
Sexual Conduct (Reporting Requirements)	17
Sexual Harassment	17/18
Staff Conduct	18/19
Staff Ethics	19/20
Corporal Punishment.....	21
Emergency Drills.....	22
Grading.....	22/23
Student Discipline	24
Use of Restraint and Seclusion.....	24/25
Visitors.....	25



District Information:

District Office Directory

Superintendent: Dr. Timothy Porter
Director of Student Services: Whitney Hessong
Director of Student Achievement: Jennifer Hickman
Business Manager: Tracy Pinder
Director of Human Resources: Teresa Huff
Communications Manager: Paje Stelling
Purchasing and Finance Specialist: Kendall Keierleber
Payroll and Benefits Specialist: Dalena Fender
Grant Specialist: Rebekah Michel
Instructional Program Coordinator – SpEd: Keri Hall
Instructional Program Coordinator – SpEd: Tammy Lukinbeal
Student Information and Assessment Specialist: Alison Jones
Executive Assistant, Board Secretary: Julie Hinkle
Nutrition Services Supervisor: Barbara Foti
Facilities Manager: Jeff Andrehsen

District Office Hours of Operation

The district office is open between the hours of 8:00 a.m. – 4:30 p.m. weekdays during the school year.

During summer months and other times during the school year when school is not in session, the office is open between the hours of 8:00 a.m. – 4:30 p.m., Monday through Thursday. However, occasional hour adjustments may occur.

School Board Members

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

Chair, Gwynn Klobes - (Term expires June 30, 2029)
Vice-Chair, Summer Stutsman-Hoag - (Term expires June 30, 2029)
Director, Christine Schillereff - (Term expires June 30, 2027)
Director, Christine Sprenger - (Term expires June 30, 2027)
Director, Alex Tardif - (Term expires June 30, 2027)
Director, Patrick Kessi - (Term expires June 30, 2027)
Director, Phil Lager - (Term expires June 30, 2029)

You may contact your school board at: Schoolboard@scappoose.k12.or.us

Regular Board meetings are held on the second Monday of each month, held in the Scappoose School District Board Room 33589 SE High School Way, Scappoose, OR 97056. Meetings begin at 6:00 p.m., unless pre-empted by executive session or work session. All meeting dates are posted on the district website under the [Board of Education](#). All regular and special meetings of the Board are open to the public unless as otherwise provided by law.

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

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

School Directory

Building Grade Configuration:

Warren Elementary	PK-K
Grant Watts Elementary School	1-3
Otto Petersen Elementary School	4-6
Scappoose Middle School	7-8
Scappoose High School	9-12
Scappoose Virtual Learning Program	6-12
Scappoose Online Academy (OpenEd)	K-8

<u>SCHOOL</u>	<u>PRINCIPAL</u>	<u>SECRETARY</u>	<u>PHONE</u>
Warren Elementary School 34555 Berg Road Warren, OR 97053	Megan Shea	Erin Bird Erica Swoyer	971-200-8001
Grant Watts Elementary School 52000 SE 3 rd Place Scappoose, OR 97056	Amanda Small	Irene Arroyo Amanda Cronin	971-200-8002
Otto Petersen Elementary School 52050 SE 3 rd St. Scappoose, OR 97056	Eric Harder	Brenda Squires Sara Heil	971-200-8003
Scappoose Middle School 52265 S Columbia River Hwy Scappoose, OR 97056	Adam Strachan	Brenda Barnard Sarah Leland	971-200-8004
Scappoose High School 33700 SE High School Way Scappoose, OR 97056	Jerimy Kelley Brad McKedy, Asst. Dale French, Asst./AD	Kailee Klobes Tina Gift - Attendance Brittany Dominguez - Athletics	971-200-8005
Scappoose Online Academy(OpenEd)	Tim Porter		971-200-8000
Scappoose Virtual Learning Program	Megan Shea		971-200-8001
Sauvie Island School 14445 NW Charlton Road Portland, OR 97231	Darla Meeuwsen	Ann Pavia	503-621-3426
South Columbia Family School 34555 Berg Road Warren, OR 97053	Kelly Fitzsimons	Audrey Reasoner	503-366-9009

Building Information:

The school buildings are accessible to staff during the course of the school year between the hours of 7:30 a.m. – 4:00 p.m., weekdays. Staff members requiring access at other times, including weekends may do so by contacting the facilities manager for accessibility.

During summer and other times during the school year when school is not in session, the building is open for staff access between the hours of 8:00 a.m. – 4:30 p.m. daily. However, buildings may be closed due to maintenance.

Community Use of Buildings - refer to [Policy KG](#)

The superintendent or designee is authorized to approve or deny requests for use of district facilities in accordance with the administrative regulation KG-AR-Facility Use Permit.

District and school programs have first priority for all facilities. Community use is permitted when facilities are available and consistent with district policies and goals.



ASSOCIATIONS:

The Scappoose Education Association represents the bargaining unit for all licensed staff. Collective Bargaining Agreement can be viewed on the District website.

President: Bryan Wilkins, bwilkins@scappoose.k12.or.us

The Scappoose Federation of Classified Employees represents the bargaining unit for all classified staff. Collective Bargaining Agreement can be viewed on the District website.

President: Michael Mullican, mmullican@scappoose.k12.or.us

Conference Affiliation

The district's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the Cowapa League with schools comprised of comparable enrollments and activity programs.

Cowapa League (4A-1) schools include:

Scappoose Indians
Astoria Fishermen
Banks Braves
Seaside Seagulls
Tillamook Cheesemakers
Valley Catholic Valiants

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



SCAPPOOSE INDIANS

Staff Operations

Absences

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

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should contact the building principal or principal's lead secretary and input absence into Frontline as soon as possible. Whenever possible, and as appropriate, substitutes will be retained during the course of your absence. Staff members may, at the time of the reported absence, request a particular substitute. Requests that a particular substitute not be called may be made in advance through the Frontline system. Final decisions regarding substitute use or nonuse will be made by the district or ESS.

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

Paid and unpaid leaves are provided in accordance with Collective Bargaining Agreements, established Board policy, state and federal law.

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

Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA), - Refer to [Policy GCBDA/GDBDA](#)

Contact the Director of Human Resources, if you have any questions or need to request OFLA/FMLA. 971-200-8000, extension 6013.

Oregon Paid Family and Medical Leave (OR PFML)

Effective September 3, 2023, application for Paid Family and Medical Leave with The Standard by calling 866.756.8115, on Standard.com, or by requesting a paper application.

Employees must notify the District within 30 days of the anticipated leave. In emergency situations, you must notify the District within 24 hours.

Oregon Paid Family and Medical Leave will run concurrently with OFLA and/or FMLA when applicable.

Breaks

Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency and to meet the requirements of law and CBAs.

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

Length of work period	Number of rest breaks	Number of meal periods
2 hrs. or less	0	0
2 hrs. 1 min - 5 hrs. 59 mins	1	0
6 hrs.	1	1
6 hrs. 1 min - 10 hrs.	2	1



Staff Operations cont'd.

Mother Friendly Workplace - Refer to [Policy GBDA](#)

When possible an employee must give reasonable notice of the intent to express milk or breast-feed to building administration or their supervisor. The district shall provide the employee a reasonable rest period to express milk or breast-feed each time the employee has a need to express milk or breast-feed. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

Checkout

See building administrator for specific requirements

Workday Checkout

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

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

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

Year-end Checkout

See the building administrator for individual building procedures.

Reporting of Suspected Abuse of a Child - Refer to [Policy JHFE](#)

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall immediately make a report to the Oregon Department of Human Services (DHS) through the centralized child abuse reporting system² or to a law enforcement agency within the county where the person making the report is located at the time of the contact. Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report in the same manner described above.

The report must contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors⁴, agents⁵, volunteers⁶, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulation.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to DHS through its centralized child abuse reporting system or to a law enforcement agency, and to a designated licensed administrator.

The district will designate a licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005. ²How to report abuse or neglect: Oregon DHS. Call 855-503-SAFE (7233) ³"Person" could include adult, student or other child" ⁴"Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students. ⁵"Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students. ⁶"Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.



Staff Operations cont'd.

Communicable Disease/Bloodborne Pathogens/Infection Control Procedures - Refer to Policies [GBEB](#), [EBBA](#)

Complaints - Refer to [Policy KL](#)

The district will develop and implement effective means of resolving concerns voiced by employees, students, parents of a student who attends school in the district or persons who reside in the district will use recognized channels of communication.

The Board advises that the process for resolving a complaint as follows:

1. Teacher/Employee;
2. Principal/Supervisor;
3. Superintendent/Designee;
4. Board.

The complaint procedure is available at the district's administrative office and on the home page of the district's website.

If a complaint addresses one or more of the issues identified below, a complainant should use the complaint process available in any of the following policies and administrative regulations (AR):

1. Discrimination or harassment on any basis protected by law: Board policy [AC](#), [AC-AR](#);
2. Bias incident or display of symbols of hate: Board policy [ACB](#), [ACB-AR](#);
3. Sexual harassment (staff): Board policy [GBN/JBA](#), [GBN/JBA-AR\(1\)](#), [GBN/JBA-AR\(2\)](#);
4. Sexual harassment (student): Board policy [JBA/GBN](#), [JBA/GBN-AR\(1\)](#), [JBA/GBN-AR\(2\)](#) ;
5. Workplace harassment: [GBEA](#), [GBEA-AR](#);
6. Hazing, harassment, intimidation, bullying, menacing or cyberbullying (staff): Board policy [GBNA](#), [GBNA-AR](#);
7. Hazing, harassment, intimidation, bullying, menacing, cyberbullying, teen dating violence (student): Board policy [JFCF](#), [JFCF-AR](#);
8. Sexual conduct with a student (staff): Board policy [GBNAA/JHFF](#), [GBNAA/JHFF-AR](#);
9. Sexual conduct with a student (student): Board policy [JHFF/GBNAA](#), [JHFF/GBNAA-AR](#);
10. Instructional resources or instructional materials: Board policy [IIA](#), [IIA-AR](#);
11. Complaints regarding the Talented and Gifted Program (TAG): Board policy [KL](#), [KL-AR](#);

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation, should be reported to the superintendent.

Complaints against the principal should be filed with the superintendent. (See [KL-AR\(1\)](#) - Public Complaint Procedure)

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. (See [KL-AR\(1\)](#) - Public Complaint Procedure)

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. (See [KL-AR\(1\)](#) - Public Complaint Procedure)

Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board. (See [KL-AR\(1\)](#) - Public Complaint Procedure)

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or



Staff Operations cont'd.

2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.

The superintendent will develop and administer the complaint process, as appropriate, established by administrative regulation KL-AR(1) - Public Complaint Procedure.

If a complainant, who is a parent or guardian of a student who attends school in the district, a student, or a person who resides in the district, alleges a violation of Oregon Administrative Rule (OAR), Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS. 659.852 (Retaliation) and the complaint is not resolved through the complaint process, the complainant may appeal the district's final decision to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023 (See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction).

Computer Use -

Refer to Policy [IIBGA](#), [IIBGA-AR](#)

The district has an *Electronic Communications System* policy in place that is designed to ensure that all use of the SSD network is consistent with the district's technology plan and meets the requirements of the Children's Internet Protection Act (CIPA). The policy sets forth the responsibilities of the district and of the users; and lists guidelines and etiquette for all users of the network.

All staff are required to sign a *Staff User Agreement for District computers, Mobile Devices, Network, Email, and the Internet* form before being given access.

Contracts and Compensation

Contracts will be issued for all district employees.

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

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

District Property Care/Use

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computers, 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.

Discipline and Discharge

Discipline and dismissal of staff will follow due process, relevant provisions of Collective Bargaining Agreements and applicable law.

Drug-Free Workplace - Refer to [Policy GBEC](#)

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.

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



Staff Operations cont'd.

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 policy¹

¹Districts directly receiving grants or contracts from the federal government are required to meet this obligation

Emergency Closures - Refer to [Policy EBCD](#)

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

Employees and the public will be notified via our Mass Notifications System – phone, email, social media, and/or Flash Alert in the event of delayed openings or school closures.

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

Evaluation of Staff - Refer to [Policy GCN/GDN](#)

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

Licensed Staff

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

Evaluation and support systems established by the district for teachers must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;
2. Classroom-level student learning and growth goals set collaboratively between the teacher and the evaluator;
3. Consideration of multiple measures of teacher practice and responsibility which may include, but are not limited to:
 - a. Classroom-based assessments including observations, lesson plans and assignments;
 - b. Portfolios of evidence;
 - c. Supervisor reports; and
 - d. Self-reflections and assessments.
4. Consideration of evidence of student academic growth and learning based on multiple measures of student progress, including performance data of students, that is both formative and summative. Evidence may also include other indicators of student success;
5. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities and student learning and growth to determine the teacher's professional growth path;
6. Customized by each district, which may include individualized weighting and application of standards.

An evaluation using the core teaching standards must attempt to:

1. Strengthen the knowledge, skills, disposition and classroom practices of teachers;
2. Refine the support, assistance and professional growth opportunities offered to a teacher, based on the individual needs of the teacher and the needs of the students, the school and the district;



Staff Operations cont'd.

3. Allow the teacher to establish a set of classroom practices and student learning objectives that are based on the individual circumstances of the teacher, including the classroom and other assignments;
4. Establish a formative growth process for each teacher that supports professional learning and collaboration with other teachers;
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the teacher; and
6. Address ways to help all educators strengthen their culturally responsive practices.

Evaluation and support systems established by the district must evaluate teachers on a regular cycle. The superintendent shall regularly report to the Board on implementation of the evaluation and support systems and educator effectiveness.

Each probationary teacher shall be evaluated at least annually, but with multiple observations. The purpose of the evaluation is to aid the teacher in making continuing professional growth and to determine the teacher's performance of the teaching responsibilities. Evaluations shall be based upon at least two observations and other relevant information developed by the district.

Classified Staff

All classified employees will be formally evaluated by their immediate supervisor at least once a year for the first three years of continuous employment. After three years, employees will be evaluated at least once every three years.

Hazing/Harassment/Intimidation/Cyberbullying/Menacing - Refer to Policy [GBNA](#), [JFCF](#)

The Board is committed to providing a positive and productive learning and working environment.

Hazing, harassment, intimidation, bullying, menacing and acts of cyberbullying of staff, students or third parties by staff, students or third parties is strictly prohibited and shall not be tolerated in the district.

Retaliation against the victim, any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a report or complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials. Licensed staff will be reported to the Teacher Standards and Practices Commission if required by Oregon Administrative Rule (OAR) 584-020-0041.

The superintendent is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures, and provisions to ensure notice of this policy is provided to students, staff and third parties.

Identification Badges

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

This badge will serve as the access key in each building through the electronic locking systems. Under no circumstances should photo ID badges be loaned to others. Photo ID found in the possession of others will be confiscated.

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



Staff Operations cont'd.

4. An identification card lost, stolen or damaged due to circumstances beyond the employee's control will be replaced by the district at no cost to the employee. Other replacement costs will be charged to the employee.

Injury/Illness Reports - Refer to [Policy EBBB](#)

All injuries or illnesses sustained by the employee while in the actual performance of the duty of the employee occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. All accidents involving employees, students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the district's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related illness or injury to an employee resulting in in-patient hospitalization for medical treatment other than first aid, loss of an eye, amputation or avulsion the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes shall be reported to OSHA within eight hours.

ALL injuries or illnesses sustained by the employee while in the actual performance of the duty of the employee or by a student or visiting public and accidents involving district property, employees, students or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

License Requirements - Refer to [Policy GCA](#)

The Board, in adhering to Oregon Revised Statutes, shall require all applicants selected for employment for positions that require licensing, to hold a valid Oregon license issued by the Teacher Standards and Practices Commission (TSPC) as a condition of employment. The district must be able to verify the current license of applicants offered employment before the Board will consider approving their employment.

If an applicant's teaching license application with the TSPC is pending, the applicant may teach for 90 calendar days after the date of submission of the application, if the applicant has:

1. Submitted an application in the manner and form required by the TSPC, including payment of all required fees;
2. Completed a background clearance conducted by the TSPC that includes having:
 - a. Furnished fingerprints, if required;
 - b. Provided satisfactory responses to character questions in the form and manner required by the TSPC; and
 - c. Completed a criminal records check pursuant to state law and a background check through the interstate clearinghouse for revoked or suspended licenses, and is eligible for a teaching license.

The district will complete a review of the applicant's employment history prior to beginning employment.

The district will verify the employee is properly licensed on the 91st calendar day after the application was submitted to the TSPC, if the employee's license application is pending and the employee is teaching in the district.

The verification of licensure includes all license endorsements. It shall be each licensed staff member's responsibility to keep all endorsements current and to submit them to the Human Resources office.



Staff Operations cont'd.

Meetings

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

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

Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee.

Required meeting attendance will follow Collective Bargaining Agreements.

Participation in Political Activities - Refer to [Policy GBG](#)

Employees 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 community member in a comparable position in public or private employment and within the law.

All district employees are privileged within the limitations imposed by state and federal laws and regulations to choose any side of a particular issue and to support their viewpoints as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, will 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.

On all controversial issues, employees must designate that the viewpoints they represent on the issues are personal and are not to be interpreted as the district's official viewpoint.

No employee will use district facilities, equipment or supplies in connection with his/her political activities, nor will he/she use any time during the work day for such political activities.

Personal Communication Devices and Social Media - Refer to [Policy GCAB](#)

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

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

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

The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.

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

Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students. Texting students during work hours is discouraged. Texting students while off duty or not school related is strongly discouraged.



Staff Operations cont'd.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with superintendent or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is illegal or violates the terms of this policy. Staff actions on social media, public websites and blogs, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A “disruption”² for purposes of this policy includes, but is not limited to, one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened or actual negative impact on the learning environment.

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

Licensed staff are subject at all times to the Standards for Competent and Ethical Performance of Oregon Educators. (See Board policy [GCAA](#))

¹Nothing in this policy is intended in any form to limit the right of employees to engage in protected labor activities via the use of social media.

²Ibid. p. 1

Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems - Refer to [Policy KGC/GBK](#)

The Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on district property and at school-sponsored activities. The Board wishes to establish a school and working environment that is free of smoke, aerosols and vapors containing inhalants. Student possession, use, distribution or sale of tobacco products or inhalant delivery systems, including any smoking or use of an inhalant delivery device, on district premises, at school-sponsored activities on or off district premises, in district-owned, rented or leased vehicles, on all district grounds, including parking lots or otherwise, while a student is under the jurisdiction of the district, is prohibited.

Use, distribution or sale of tobacco products or inhalant delivery systems by staff on district property, including parking lots, at district-sponsored events, in district-owned, rented or leased vehicles or otherwise while on duty on or off district premises is prohibited. Use, distribution or sale of tobacco products or inhalant delivery systems by others on district property, in district vehicles or at district-sponsored events, on or off district premises, on all district grounds, including parking lots, is prohibited.

Staff and/or all others authorized to use any private vehicle to transport district students to school sponsored activities are prohibited from using tobacco products or inhalant delivery systems in those vehicles while students are under their care.

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

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

Clothing, bags, hats and other personal items used by staff and students to display, promote or advertise tobacco or inhalant delivery system products are prohibited on all district grounds, including parking lots, at school-sponsored activities or in district vehicles. Advertising is prohibited in all school-sponsored publications, in all school buildings, on district grounds, including parking lots, and at all school sponsored events. District acceptance of gifts or funds from the tobacco products and inhalant delivery system industries is similarly prohibited. The district will not contract with other public or private alternative schools that allow student use of tobacco products or inhalant delivery systems on campus.

Student violations of this policy will lead to disciplinary action up to and including expulsion. Students may also be subject to removal from any or all extracurricular activities and/or denial or forfeiture of school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.). School and/or community service may be



Staff Operations cont'd.

required. A referral to law enforcement may be made. Parents shall be notified of all violations involving their student and action taken by the school.

When considering disciplinary action for a child with disabilities, the district must follow the requirements of Board policy [JGDA/JGEA-AR](#) - Discipline of Students with Disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination, and an interim alternative educational setting.

Staff violations of this policy will lead to disciplinary action up to and including dismissal.

Violations by others will result in appropriate sanctions as determined and imposed by the superintendent or the Board.

Information about community resources and/or cessation programs to help staff and students will be provided.

The district will promote cessation resources and other positive alternatives to discipline. Tobacco use cessation programs may be established at district schools. Attendance or completion of tobacco use cessation programs by students may be allowed as a substitute to, or as a part of student discipline for possession, use, distribution or sale of tobacco products or inhalant delivery systems at the discretion of the principal. Attendance at cessation programs not offered by the district is voluntary and related costs are the individual responsibility of the staff member, student and his/her parent and private health care system.

As part of the district's tobacco use prevention activities, the superintendent shall ensure that tobacco use instructional programs as recommended by the Oregon Health Authority, Public Health Division, Tobacco Prevention and Education Program and the Oregon Department of Education, are an integral part of its drug and alcohol prevention curriculum. Programs must be integrated within the health education program and age- and developmentally-appropriate instruction provided at every level, pre-kindergarten through grade 12, with particular emphasis on grades 6 through 8. It is the expectation of the Board that prevention concepts will be integrated into the instruction of other subject areas as practicable.

Staff responsible for teaching prevention will be encouraged to collaborate with agencies and groups that conduct prevention education and to participate in ongoing professional development activities that provide basic knowledge about the effects of use of tobacco products, effective instructional techniques and program-specific activities.

The superintendent shall consult with local officials to promote enforcement of law that prohibits the use or possession of tobacco products or inhalant delivery systems by minors on or off district grounds.

This policy shall be enforced at all times. The superintendent will develop administrative regulations as necessary to implement this policy, including provisions for notification of the district's policy, through such means as student/parent and staff handbooks, newsletters, inclusion on school event programs, signs at appropriate locations; disciplinary consequences; and procedures for filing and handling complaints about violations of the district's policy.

The superintendent shall ensure that the district's prevention program, policies, curricula, training and cessation programs are evaluated at regular intervals. The input of students, staff, parents and others from the community will be encouraged.

Resignation of Staff - Refer to [Policy GCPB/GDPB](#)

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

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

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



Staff Operations cont'd.

Safety Committee - Refer to [Policy EBAC](#)

A centralized safety committee shall be established to implement the district's safety program as part of an ongoing effort to help ensure the safety of students, staff and others while on district property. The superintendent or designee will coordinate the efforts of the district's centralized safety committee and maintain all necessary records. The superintendent will develop administrative regulations as may be necessary to implement this policy and meet the applicable Oregon Occupational Safety and Health Division requirements.

Sexual Conduct (Reporting Requirements) - Refer to [Policy JHFF/GBNAA](#)

Sexual conduct by district employees, contractors, agents, and volunteers is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to this policy.

"Sexual conduct," means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance, or of creating an intimidating or hostile educational environment. "Sexual conduct" does not include touching or other physical contact that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

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

The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

Any district employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator in the event the designated administrator is the suspected perpetrator, for their building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy [GBNAB/JHFE](#)-Suspected Abuse of a Child Reporting Requirements.

If the superintendent is the alleged perpetrator the report shall be submitted to the student services director or director of student achievement who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

Sexual Harassment - Refer to [Policy GBN/JBA](#)

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.



Staff Operations cont'd.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (see [GBN/JBA-AR\(1\)](#) - Sexual Harassment Complaint Procedure and [GBN/JBA-AR\(2\)](#) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

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

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job;
 - c. Creates an intimidating, offensive, or hostile environment.
3. Assault when sexual contact occurs without consent.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Dale French, Assistant Principal, 971-200-8005, dfrench@scappoose.k12.or.us

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX Coordinator. See [GBN/JBN-AR\(1\)](#)-Sexual Complaint Procedure.

Staff Conduct

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

Additionally, all licensed staff are expected to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules.

Staff Code of Conduct

- Staff shall never leave a child unsupervised
- Staff and volunteers will conduct and supervise private activities (diapering, putting on bathing suits, showering) in pairs. When this is not feasible, staff should be positioned so that they are visible by others.
- Staff and volunteers will use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism.



Staff Operations cont'd.

- Staff and volunteers will respond to children with respect and consideration and treat all children equally regardless of gender, race, religion, sexual identity, or culture.
- Communication with students using personal electronic devices will be appropriate and professional.
- Staff are not to use a private vehicle for transportation of students without approval in accordance with established district procedures.
- Under no circumstance should staff release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian (written parent authorization on file with the District).
- Staff and volunteers are required to report any suspicion of child abuse to the proper authorities and are required to read and follow all policies relating to identifying, documenting and reporting child abuse and undergo prevention training.

Staff Dress and Grooming

All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Employees are allowed to wear religious attire while maintaining religious neutrality and refraining from endorsing religion in the educational environment. Please contact your building administrator or supervisor for additional information/guidance. Teaching as a profession, demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

Staff Ethics - For Full Policy Refer to [Policy GBC](#)

I. Prohibited Use of Official Position for Financial Gain

No district employee will attempt to use their district position to obtain financial gain or avoidance of financial detriment for themselves, relatives, members of household or for any business with which the employee, a household member or relative is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the district employee's employment with the district.

This prohibition does not apply to any part of an official compensation package as approved by the Board, honorarium, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the \$50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the district employee.

The employee may receive district or school logo apparel as part of the employee's official compensation package.

District employees will not engage in, or have a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regards to their duties and responsibilities as district employees. This would also apply to any personal financial benefit for the district employee's relative or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.

This means that:

1. Employees, relatives, or members of the district employee's household will not use the employee's position to obtain financial gain or avoidance of financial detriment from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be district property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
4. No district employee may serve as a Board or budget committee member in the district.
5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any district facilities, equipment or materials in performing outside work;
6. If an employee has a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract is authorized.



Staff Operations cont'd.

II. Gifts

District employees must comply with the following rules involving gifts:

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the district employee. All gift-related provisions apply to the employee, their relatives, and members of their household. The \$50 gift limit applies separately to the employee, and to the employee's relatives or members of household, meaning that the employee and each member of their household and relative can accept up to \$50 each from the same source/gift giver. A gift may be received by the district employee from, but not limited to, another district employee, a student or parent of a student or a vendor within the \$50 gift limit. Except for exclusions in ORS 244.040(2), an item received by an employee from the district is prohibited.

Supervision of Students -

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

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

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

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

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

Use of Private Vehicles for District Business- Refer to [Policy EEBB](#)

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

The superintendent will develop regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability. The Board will review such regulations at least annually.

No staff member will use a private vehicle for district business, including the transportation of students, without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board.

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

No student will be allowed to perform district business with his/her own vehicle, a staff member's automobile or a district-owned vehicle.

Weapons - Refer to [Policy JFCJ](#)

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

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

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



Student Operations

Corporal Punishment - Refer to [Policy JGA](#)

The use of corporal punishment in any form is strictly prohibited in the district. No student will be subject to the infliction of corporal punishment.

“Corporal punishment” is defined as the willful infliction of, or willfully causing the infliction of, physical pain. Corporal punishment does not include the use of physical force authorized in ORS 161.205(2), (4) or (5) for the reasons specified therein, or physical pain or discomfort resulting from or caused by participation in athletic competition or other such recreational activity, voluntarily engaged in by a student.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A staff member is authorized to employ physical force upon a student only to the extent that application of physical force is consistent with ORS 339.285-339.303 and is not corporal punishment as defined in ORS 339.250(9). Physical force shall not be used to discipline or punish a student.

A staff member found in violation of this policy may be subject to discipline up to and including dismissal. A volunteer found in violation of this policy by administration may be subject to sanctions and/or prohibited from volunteer service in the district.

Dismissal of Classes

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

Drug, Alcohol and Tobacco Prevention, Health Education - Refer to [Policy IGAEB](#)

Students have a right to attend school in an environment conducive to learning. Since student drug, alcohol and tobacco use is illegal and harmful and interferes with both effective learning and the healthy development of students, the school has a fundamental legal and ethical obligation to prevent unlawful drug, alcohol and tobacco use and to maintain a drug-free educational environment.

After consulting with parents, teachers, school administrators, local community agencies and persons from the drug, alcohol or health service community who are knowledgeable of the latest research information, the Board will adopt a written plan for a drug, alcohol and tobacco prevention and intervention program.

Drug Prevention Program

The district's drug alcohol and tobacco curriculum will be age-appropriate, reviewed annually and updated as necessary to reflect current research and Oregon's Health Education Academic Content Standards.

Any staff member who has reason to suspect a student is in possession of, or under the influence of unlawful drugs, alcohol, other intoxicants or tobacco on district property, on a school bus or while participating in any district-sponsored activity, whether on district property or at sites off district property, will escort the student to the office or designated area and will report the information to the principal or his/her designated representative.

A planned staff development program that includes current drug, alcohol and tobacco prevention education, an explanation of the district's plan and staff responsibilities within that plan will be developed by the superintendent. The input of staff, parents and the community is encouraged to ensure a staff development program that best meets the needs of district students.



Student Operations, cont'd.

Emergency Drills - Refer to [Policy EBCB](#)

Each administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes (ORS).

All schools are required to instruct and drill students on emergency procedures so that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, and safety threats. Instruction on emergency procedures shall be conducted for at least 30 minutes each school month.

The first emergency evacuation drill shall be conducted within 10 days of the beginning of classes.

Fire Emergencies

Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Earthquake Emergencies

At least two drills on earthquakes shall be conducted each year. Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

Safety Threats

At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, secure, shelter in place, evacuation and other appropriate actions to take when there is a threat to safety and will include explanation of the district’s communication strategy following a safety threat action (See Board policy EBCA-Safety Threats).

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for student in these emergency procedures.

Flag Salute - Refer to [Policy INDB](#)

Students shall receive instruction in respect for the national flag, and be provided an opportunity to salute the United States flag at least once each week by reciting *The Pledge of Allegiance*.

A flag salute may be implemented at assemblies, before or after school, at lunch, special events, homeroom class, athletic contests or at other times deemed appropriate by the principal. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

Grading - Refer to [Policy IK](#)

The Board believes it is important that teachers have as much accurate knowledge of student achievement as possible to assess students’ needs and growth; thus, a sharing of information among parent, teacher and student is essential.

The district shall ensure that all students have the opportunity to demonstrate progress toward mastery of the knowledge and skills of the student’s current grade level or course content level. Students who have not yet met or who exceed all of the standards at any grade level will be offered additional services or alternative educational or public school options.

The Board directs staff to follow these guidelines in measuring and determining student progress:

1. Parents and students may be informed, at least annually, of their student’s progress toward achieving the academic content standards including, but not limited to:
 - a. Information on progress in each subject area to meet or exceed the academic content standards at the student’s current grade level or course content level, including major goals used to determine the information;
 - b. Specific evidence of student progress toward mastery of a continuum of academic knowledge and skills (academic content standards) of a subject area, upon request from a parent;



Student Operations, cont'd.

- c. Evidence of the student's progress in a continuum of knowledge and skills that are not academic and that may include student behaviors that are defined by the district;
- d. Student scores on all state and local assessments indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver; and
- e. Student progress toward completion of diploma requirements to parents of students in grades 9-12, including credits earned, demonstration of extended application and demonstration of the Essential Skills.

- 2. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;

- 3. Grades and/or portfolio content assessment will be based upon academic performance and will not include student attitude. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grade;
- 4. At comparable levels, the school system will strive for consistency in grading and reporting except when this consistency is inappropriate for certain classes or certain students;
- 5. When no grades are given but the student is evaluated in terms of progress, the school staff will also provide a realistic appraisal of the student's standing in relation to his/her peers;
- 6. The staff will take particular care to explain to parents the meaning of marks and symbols used to reflect student performance.

Media Access to Students - Refer to [Policy JOD](#)

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies and district goals.

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

District employees 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.

Parents will be advised of this policy at the time of the student's registration and each fall in the student/parent handbook.

Program Exemptions - Refer to [Policy IGBHD](#)

The district may excuse students from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the teacher or principal.

The district will determine if credit will be granted for any alternative activity.

Retention of Students - Refer to [Policy IKE](#)

The Board is dedicated to total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially and emotionally.

Students who cannot demonstrate proficiency in each subject area or who are not making adequate progress towards demonstrating proficiency at their grade levels, will be considered for retention.



Student Operations, cont'd.

A student may be considered for promotion if the student has satisfied the requirements for the student's current grade level.

A recommendation for retention or promotion of a student will be made only after prior notification and explanation to the student's parent or guardian.

The final decision will rest with school authorities.

Student Conduct - Refer to [Policy JFC](#)

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's policies, administrative regulations, written school rules and written classroom rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner during the school day or during district-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning environment.

Student Discipline - Refer to Policies [JG](#), [JGDA](#), [JGEA](#)

Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions have been divided into two categories, severe violations and minor violations. These are listed in the Student/Parent Handbook.

Refer to Student/Parent Handbook for details.

Student/Parent Handbook - Refer to [Policy CHCA](#)

In order that pertinent Board policies, administrative regulations, school rules and procedures may be known by all staff members, patrons, students and parents affected; district administrators and principals are granted authority to issue staff and student handbooks.

The contents of all handbooks must conform with district-wide board policies and administrative regulations.

Use of Restraint and Seclusion - Refer to [Policy JGAB](#)

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. The Board established this policy and its administrative regulation to define the circumstances that must exist and the requirement that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students.

The use of the following types of restraint on a student in the district is prohibited:

1. Chemical restraint
2. Mechanical restraint
3. Prone restraint
4. Supine restraint
5. Any restraint that involves the intentional and nonincidental use of a solid object, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon
6. Any restraint that places, or creates a risk of placing, pressure on student's mouth, neck or throat
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite
8. Any restraint that impedes, or creates a risk of impeding, breathing
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone



Student Operations, cont'd.

11. Any action designed for the primary purpose of inflicting pain

The use of a seclusion cell is prohibited.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the district.

Restraint may be imposed on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and

2. Less restrictive interventions would not be effective.

Seclusion may be used on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

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

Any student being restrained or secluded within the district whether in an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative Rule (OAR) 581-021-0568.

Visitors - Refer to [Policy KK](#)

The Board believes that a better understanding of its educational program and improved relationship between the schools and community can be developed through school and classroom visitations of parents and patrons. Such visitations should be encouraged, arranged and permitted within considerations of the requirements of the educational program, the orderly administration of the school, school grounds and classrooms and the safety and welfare of the students.

The district is responsible for the schools' supervision and administration. To ensure that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors to district facilities must report to the school office upon entering school property. The secretary will issue visitor badges to visitors upon signing in. Visitors will return badges upon signing out.

A "visitor" is defined as anyone who is not a student or an employee of the district.

A visitor shall arrange for a visit by contacting the principal or other designated administrative staff member. No visitor is authorized to enter or remain upon school premises without permission of the principal or designated representative.

Teachers' work must not be impeded by interruption of visitors or by unreasonable demands on their time.

Students will not be permitted to bring visitors to school without prior approval of the principal. Visitors must not contact individual students except as authorized by the principal and/or teachers.

A visitor with permission to visit may be directed to leave when any teacher or administrator reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, violation of a posted school rule or illegal conduct. A visitor may also be directed to leave by the staff member administratively in charge of the building if the visit would be disruptive to the educational program or school order; would impede the work of teachers through visitor's interruptions or unreasonable demands on teacher time; or if the visitors' course of conduct would conflict with Board policies, district or building regulations or would violate the law.

BUREAU OF LABOR AND INDUSTRIES

Oregon

FAMILY LEAVE ACT

Brad Avakian, Commissioner

NOTICE TO EMPLOYERS AND EMPLOYEES

The Oregon Family Leave Act (OFLA) requires employers of 25 or more employees to provide eligible workers with protected leave to care for themselves or family members in cases of death, illness, injury, childbirth, adoption and foster placement.

ORS 659A.150-659A.186

When can an Employee take Family Leave?

Employees can take family leave for the following reasons:

- **Parental Leave** during the year following the birth of a child or adoption or foster placement of a child under 18, or a child 18 or older if incapable of self-care because of a mental or physical disability. Parental leave includes leave to effectuate the legal process required for foster placement or adoption.
- **Serious health condition leave** for the employee's own serious health condition, or to care for a spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent, parent in law, parent of same-gender domestic partner, grandparent, grandchild, a person whom the employee is or was a relationship of in loco parentis, biological, adopted, foster or step child of an employee or the child of an employee's same-gender domestic partner.
- **Pregnancy disability leave** (a form of serious health condition leave) taken by a female employee for an incapacity related to pregnancy or childbirth, occurring before or after the birth of the child, or for prenatal care.
- **Sick child leave** taken to care for an employee's child with an illness or injury that requires home care but is not a serious health condition.
- **Bereavement leave** to deal with the death of a family member.
- **Oregon Military Family Leave** is taken by the spouse or same gender domestic partner of a service member who has been called to active duty or notified of an impending call to active duty or is on leave from active duty during a period of military conflict.

Who is Eligible?

To be eligible for leave, workers must be employed for the 180 day calendar period immediately preceding the leave and have worked at least an average of 25 hours per week during the 180-day period.

Exception 1: For parental leave, workers are eligible after being employed for 180 calendar days, without regard to the number of hours worked.

Exception 2: For Oregon Military Family Leave, workers are eligible if they have worked at least an average of 20 hours per week, without regard to the duration of employment.

Exception 3: For compensable Workers Compensation injuries, for certain Workers Compensation injuries involving denied and then accepted claims and for certain accepted claims involving more than one employer.

Exception 4: When an employee is caring for a family member with a serious health condition and the same family member dies, the employee need not requalify with the 25 hour per week average to be eligible for bereavement leave.

How much Leave can an Employee take?

- Employees are generally entitled to a maximum of 12 weeks of family leave within the employer's 12-month leave year.
- A woman using pregnancy disability leave is entitled to 12 additional weeks of leave in the same leave year for any qualifying OFLA purpose.
- A man or woman using a full 12 weeks of parental leave is entitled to take up to 12 additional weeks for the purpose of sick child leave.
- Employees are entitled to 2 weeks of bereavement leave to be taken within 60 days of the notice of the death of a covered family member.
- A spouse or same gender domestic partner of a service member is entitled to a total of 14 days of leave per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment and when the military spouse is on leave from deployment.

What Notice is Required?

Employees may be required to give 30 days notice in advance of leave, unless the leave is taken for an emergency. Employers may require that notice is given in writing. In an emergency, employees must give verbal notice within 24 hours of starting a leave.

Is Family Leave paid or unpaid? Benefits?

- Although Family Leave is unpaid, employees are entitled to use any accrued paid vacation, sick or other paid leave.
- Employees are entitled to group health insurance benefits during family leave as if they continued working.

How is an Employee's job Protected?

Employers must return employees to their former jobs or to equivalent jobs if the former position no longer exists. However, employees on OFLA leave are still subject to nondiscriminatory employment actions such as layoff or discipline that would have been taken without regard to the employee's leave.

FOR ADDITIONAL INFORMATION:

Employer Assistance . . . 971-673-0824
 Portland 971-673-0761
 Eugene 541-686-7623
 Salem 503-378-3292

BOLI
 Civil Rights Division
 800 NE Oregon, #1045
 Portland, OR 97232

www.oregon.gov/BOLI

Employees who have been denied available leave, disciplined or retaliated against for requesting or taking leave, or have been denied reinstatement to the same or equivalent position when they returned from leave, may file a complaint with BOLI's Civil Rights Division.

This is a summary of laws relating to Oregon Family Leave Act. It is not a complete text of the law.

January 2016

THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

EMPLOYER RESPONSIBILITIES

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

Oregon Paid Family and Medical Leave (OR PFML)



Employee Notice of Benefits Available Under ORS 657B

Your employer has engaged Standard Insurance Company (The Standard) to administer your OR PFML benefits through a state-approved equivalent (private) plan. Benefits administered by The Standard's plan will be equal to or greater than benefits provided through the state-administered Paid Leave Oregon program, and will never cost employees more than participation under the state program.

Who is eligible for OR PFML Benefits?

Each employee who has Oregon wages may qualify for OR PFML. While on OR PFML, employees are paid a percentage of their wages. Benefit amounts depend on what an employee earned before their leave begins (or in the prior year if the benefit amount would be greater).

Paid benefits are available to eligible employees up to a combined 12 weeks per Benefit Year:

- to bond following the birth, adoption or foster placement of the employee's child within the first 12 months of birth or placement;
- to care for the employee's own serious health condition;
- to care for a family member's serious health condition;
- for safe leave related to the employee, or employee's minor child or dependent experiencing sexual assault, domestic violence, harassment, bias crimes or stalking;
- for pre-placement leave if leave from work is required for the foster placement or adoption of a child. Pre-placement leave may only be taken intermittently.

Up to an additional 2 weeks are available for limitations related to pregnancy, childbirth or a related medical condition, including but not limited to lactation, for total leave not to exceed 14 weeks per Benefit Year.

Who pays for Oregon paid family and medical leave benefits?

Employees and employers contribute to the cost of the program through payroll taxes. Employers with approved Equivalent Plans may choose alternate funding scenarios. This will be communicated to you by your employer.

When do I need to tell my employer about taking leave?

If your leave is foreseeable, you are required to give notice to your employer at least 30 days before starting paid family, medical or safe leave. If your leave isn't foreseeable, you must tell your employer within 24 hours of your leave starting and provide written notice within 3 days of your leave start date. If you do not give the required notice, your first weekly benefit may be reduced.

Standard Insurance Company
1100 SW Sixth Avenue, Portland, OR, 97204 | standard.com

SI 23211

Employer/Employee

How do I apply for OR PFML?

You can apply for paid family and medical leave with The Standard by calling 866.756.8116, by accessing claim forms on Standard.com, or by requesting a paper application from your employer. If your application is denied, you can appeal the decision to The Standard and/or the Oregon Employment Department.

What are my rights?

If you are eligible for paid family and medical leave, your employer cannot prevent you from taking it. Your job is protected while you take OR PFML leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on paid family and medical leave and your employer must continue to provide you the same health benefits as when you are working. You must continue to pay your portion of health insurance premiums.

How is my information protected?

Any health information related to family, medical or safe leave that you choose to share with your employer is confidential and can only be released with your permission, unless the release is required by law.

What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid family and medical leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

Web: www.oregon.gov/boli

Call: 971-245-3844

Email: help@boli.oregon.gov

Learn more about Paid Leave Oregon

web: paidleave.oregon.gov

Call: 833-854-0166



Oregon Paid Family & Medical Leave: Notice Poster
OR
(6/26)

Scappoose School District
33589 SE High School Way
Scappoose, OR 97056