

NEAH·KAH·NIE SCHOOL DISTRICT

· *Preparing children for an ever-changing world* ·

Home of

Neah-Kah-Nie High School Pirates

Neah-Kah-Nie Middle School Raiders

Garibaldi Grade School Wolves

Nehalem Elementary School Seagulls

Neah-Kah-Nie Preschool

Staff Handbook

Message from the Superintendent

Welcome to the Neah-Kah-Nie School District! The mission of the school district is to prepare students to become productive and responsible citizens for an ever-changing world through diverse educational opportunities in partnership with the community.

School district office hours are Monday-Friday, 8:00 a.m. to 4:00p.m. Neah-Kah-Nie School District is located on the beautiful North Oregon Coast, Tillamook County, encompassing the communities of Bay City, Garibaldi, Rockaway Beach, Wheeler, Nehalem, and Manzanita. The district has five schools: Neah-Kah-Nie Preschool, Garibaldi Grade School, Nehalem Elementary, Neah-Kah-Nie Middle School, and Neah-Kah-Nie High School. There are currently 850 students enrolled in the school district. Our local newspapers are The North Coast Citizen and The Headlight Herald. There are many opportunities for outdoor recreation including fishing, clamming, camping, surfing, crabbing, biking, climbing, kite flying and many other recreation opportunities. You can participate in all of these activities less than two hours from Portland.

If you would like more information about the Neah-Kah-Nie School District, please visit www.nknsd.org or call the Neah-Kah-Nie School District office at 503-355-2222.

Sincerely,

Paul Erlebach, Superintendent

Neah-Kah-Nie School District Long Range Plan – 2016-2020

Created through collaboration with parents, students, administrators, the board, and community citizens, this plan consists of the Long Range Visionary Goals, near-term strategic initiatives, and strategies for attaining each goal.

MISSION

Neah-Kah-Nie School District prepares students to become productive and responsible citizens for an ever-changing world through diverse educational opportunities in partnership with the community.

VALUES

Excellence – we prepare students for their future

Learning – we are all learning, every day

Rigor – we are challenged by each other to learn more

Creativity – we individualize our teaching and learning

Community – we build partnerships

Respect – we treat each other with respect and dignity

Diversity – we seek to understand and celebrate our differences

Collaboration – we work together and communicate effectively

Responsibility – we take responsibility for our work

Relevance – we are aware and responsive to those around us

Long Range Visionary Goals - 2020

District and School Structure and Culture: Effective district and school systems support the learning and achievement of all students

1. **Every campus has a healthy and positive school climate**
2. **Staff and students drive improvement through data-informed decisions**

Teaching and Learning: Effective teaching and learning relationships are supported by the district

3. **Increase the number of students who graduate ready for college and career**

Educator Effectiveness: Effective educators promote the success of every student

4. **Professional development aligns with improvement plans, strategic initiatives and educator evaluations**

Family and Community Involvement: Effective family involvement efforts bring families and educators together to collaboratively work to support student achievement

5. **Strengthen the connection between schools and families**
6. **Increase opportunities for community-based programs**

Technical and Adaptive Leadership: Effective leaders create a professional learning community

7. **District and school leadership drive improvement efforts**

Strategic Initiatives for 2018-2020

1. Teachers will embed Developing Academic Language (DAL) and Constructing Meaning (CM) instructional practices in all classrooms across all grade levels.
2. Ensure every student (K through 5) makes appropriate writing growth through effective instruction, training, and curriculum adoption.
3. Ensure every student (pre-K through 12) makes appropriate math growth through effective instruction and training, and vertical alignment.
4. Ensure every student benefits from a safe, responsible and respectful learning environment by implementing and maintaining PBIS (positive behavior and instructional supports) district-wide.

PREFACE

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

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

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

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

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the district office for additional information and/or compliance issues:

District Official(s)/Compliance Officers:

Paul Erlebach, Superintendent
Mark Sybouts, Business Manager

Building Administrators

Heidi Buckmaster, Neah-Kah-Nie High School
Lori Dilbeck, Principal, Neah-Kah-Nie Middle School
Kristi Woika, Principal, Nehalem Elementary School
Janmarie Nugent, Principal, Garibaldi Grade School
Stacey Dills, Special Education and Student Services Director

STAFF ORGANIZATION

Administration

Confidential

Licensed Staff

Classified Staff

Special Assignments

(21st Century Schools Council, building safety committee, other committees, advisors, coaches etc.)

GENERAL INFORMATION

ASSOCIATIONS

The Neah-Kah-Nie Teachers Association is the bargaining unit for all licensed staff. Contact your building union leadership for officer contact information.

The OSEA Chapter 93 is the bargaining unit for all classified staff. Contact your building union leadership for officer contact information.

BOARD MEETING/COMMUNICATIONS (Board Policy BD/BDA)

Regular board meetings are held on the second Monday of each month in the Neah-Kah-Nie District Board Room, located at 504 N. Third Avenue in Rockaway Beach, unless otherwise noted on the Board annual calendar. Meetings begin at 6:30 p.m., unless otherwise noted on the Board annual calendar. All regular, special, and emergency meetings of the Board are open to the public unless 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.

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

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:

Pat Ryan, Chairman, ryanp@nknsd.org, Carol Mahoney, Vice Chair, carolm@nknsd.org, Terry Kelly, kellyt@nknsd.org, Kari Fleisher, karif@nknsd.org, Michele Aeder, michelea@nknsd.org, Landon Myers, landonm@nknsd.org, and Sandra Tyrer, sandrat@nknsd.org.

BUILDING HOURS – District Office

The District Office is open Monday through Friday from 8:00 a.m. to 4:00 p.m.

COMMUNITY USE OF BUILDING (Board Policy KG)

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs. Facility Use Forms and Facility Use Liability Release form must be completed and approved by the building principal prior to building use.

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

CONFERENCE AFFILIATION (Board Policy IGD)

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

Conference schools include: City Christian, Columbia Christian, The Delphian School, Faith Bible, Gaston, Life Christian, Nestucca, and Vernonia.

The high school participates in the following OSAA recognized activities: football, volleyball, cross country, wrestling, boys' and girls' basketball, track, baseball, softball, speech/debate, rally, band, choir, and student council.

VIDEO SURVEILLANCE (Board Policy ECAC)

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

STAFF OPERATIONS

ABSENCES (Board Policy GCBD/GDBD)

Staff members unable to report to work for any reason must notify the district substitute caller 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 substitute caller by 2:30 p.m. 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 building principal only. Final decisions regarding substitute use or non-use will be made by the district. **Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others, either for all day or temporary absences from their duties.**

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

An absence report form must be completed and returned to the building secretary for all staff absences including absences due to school or district related activities.

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

PUNCTUALITY/ATTENDANCE

It is fundamental that regular attendance is an important factor in employment. The Board directs the superintendent to develop administrative rules to promote regular attendance on the part of all employees.

1. The importance of regular attendance will be stressed with new employees as a part of the district and work site orientation.
2. Regular attendance will be a factor to be considered as a part of each new licensed employee's probationary evaluation and in the determination to move a new licensed employee to regular, contract teacher, or contract administrator status.
3. Regular attendance will be a factor to be considered as a part of each employee's periodic evaluation.
4. Absenteeism will be considered chronic whenever the total number of absences within a school year (exclusive of vacation, bereavement, or contractual personal leave) exceeds an average one day per month for illness or injury, except in such cases as major surgery, recovery from a serious or life-threatening accident or illness, or as a result of a documented mental or physical impairment that constitutes a disability.

FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)/OREGON FAMILY LEAVE ACT (OFLA) Military Family Leave Act (MFLA) and Oregon Military Family Leave Act (OMFLA) (BOARD POLICY GCBDA/GDBDA)

Eligibility

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1250 hours during the year preceding the start of the leave may be eligible for FMLA leave. Staff members employed by the district at least 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave under OFLA.

Length/Purpose of Leave

Employees eligible for FMLA leave under federal law and/or OFLA leave under state law are entitled to take 12 work weeks of leave within a 12 month period for the:

1. Birth of the employee's child and for bonding with a newborn (eligibility expires 12 months after the birth);
2. Placement of a child with the employee for adoption or foster care or for bonding with a newly placed child when the child is under 18 (eligibility expires 12 months after placement) or when a child is older than 18 if incapable of self-care because of mental or physical disability
3. Care of a family member with a serious health condition. The staff member's own serious health condition.
4. Eligible employees may take FMLA leave for qualifying exigency while the employee's spouse, son, daughter or parent is on covered active duty or called to covered active duty status during the deployment with Armed Forces to a foreign country (C.F.R. sections 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917);
5. Injured Service Member Leave, allows an employee leave to care for a covered service member who is the employee's spouse, son, daughter, parent or next of kin who has been injured in the line of duty as a member of the Armed Forces;
6. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments (OFLA only);
7. State law allows employees to take leave for the death of a family member to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member or to grieve the death of a family member (OFLA only);
8. Military Family Leave, allows leave for a spouse partner of a military personnel per each deployment of the spouse partner when the spouse has either been notified of an impending call to active duty, has been ordered to active duty or has been deployed or on leave from deployment (OFLA only).

Contact the superintendent for additional information regarding length of leave, intermittent leave and alternative duty under state and federal law and provisions governing two family members eligible for FMLA or OFLA leave.

A serious health condition is defined differently under federal and state law. Contact the district office for details.

Contact the personnel office for additional information regarding the Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA).

Calculating the 12 Month Period for Leave

The district will use the same method for calculating the 12 month period in which the 12 work week FMLA and OFLA leave entitlement occurs for all employees. The district will use a "rolling" 12 month period measured backward from the date the employee uses any family and medical leave.

Leaves to care for covered service members has its own 12-month year beginning on the first day of leave regardless of the district's method of calculating the 12-month period for leave.

Paid/Unpaid Leave

Family leave under federal law is generally unpaid. Under state law, employees are entitled to access any accrued paid leave including paid sick leave for any OFLA qualifying event. The district requires the employee to use any accrued sick leave, vacation or personal leave days before taking FMLA and/or OFLA leave without pay for the leave period. When taking leave for illness of family members, the employee shall use available family illness leave, personal leave, and vacation leave before using their own sick leave.

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, that accrued paid leave shall be used during the leave period. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave. In the event the district is aware of an OFLA qualifying exigency, the district shall notify the employee of the intent to designate the leave as such regardless of whether a request has been made by the employee. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave. When the district does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, the district will provide the required notice promptly when the information is available but no later than two working days after the district has received the information. Oral notices will be confirmed in writing no later than the subsequent payday.

Application

Staff members requesting FMLA and/or OFLA leave shall submit to the district a written request at least 30 days prior to the anticipated leave date if the leave is foreseeable based on planned medical treatment. The notice shall include the anticipated starting and ending dates of the requested leave and an explanation of the need for the leave. Staff members are expected to schedule treatment, including intermittent leave and reduced hours, so as to not unduly disrupt the operation of the district.

If advance notice of FMLA leave, under federal law, is not possible, for example due to a change in circumstances or medical emergency, notice must be given as soon as practicable. "As soon as practicable" means at least oral notification within one or two business days of when the leave becomes known to the employee. Failure to provide the required notice for FMLA leave may result in the district delaying the staff member's leave for up to 30 days after the notice is ultimately given.

If advance notice of OFLA leave is not possible due to unanticipated or emergency leave situation, oral or written notice is required within 24 hours. The district realizes that there may be circumstances when it is not possible to provide a 24 hour notice. Therefore, the staff member may designate a family member or friend to notify the district during that period of time. In either case, proper documentation must be submitted within three working days of the employee's return to work. Failure to provide the required notice for OFLA leave may result in the district deducting up to three weeks from the staff member's leave period.

Medical Certification

If the staff member provides 30 or more days' notice when applying for FMLA and/or OFLA leave, they may be required to provide medical documentation when appropriate to support the request for leave. The district will provide written notification to employees of this requirement within three working days of the staff member's request for leave. If the staff member provides less than a 30 days' notice, they are required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

Under federal law, a second medical opinion at the district's expense may be required whenever the district has reason to doubt the validity of the initial medical opinion. The health care provider may be selected by the district. The health care provider shall not be an individual employed by the district on a regular basis. Should the first and second medical certifications differ, a third opinion may be required. The district and employee will mutually agree on the selection of the health care provider for a third medical certification. The third opinion will be final. Second and third opinions and the actual travel expense for a staff member to obtain such opinions will be paid for by the district.

Under state law, the district may require a second opinion and designate the health care provider. Should the two opinions conflict, the district may require a third opinion and that the two providers designate the third health care provider. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinions will be paid for by the district.

If the leave is for the purpose of an employee's own serious health condition, they must also provide a fitness for duty medical release from the health care provider before returning to work.

The district may require a staff member using OFLA leave to care for a sick child to provide medical certification after the use of more than three days of such leave in a one year period. The district will pay the cost of the medical certification not covered by insurance or other benefit plans.

Continuation of Health Insurance Benefits

Under federal and state law, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid in the absence of the leave. The district will continue to pay the district's contribution toward the employee's premium. The employee will continue to pay the employee's share of premiums, if any. A 30 day grace period will be allowed for receipt of employee contributions. The district's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

Return to Work

Following FMLA or OFLA leave, a staff member is generally entitled to be returned to their former position or to an equivalent job with equivalent benefits, pay and other terms and conditions of employment, with certain exceptions. See the superintendent for details of this or any other provision of FMLA or OFLA leave.

ABUSE OF A CHILD REPORTING (JHFE)

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

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

Written documentation of this report must be completed and submitted to the principal. Forms are available in the office.

Oregon law recognizes these types of abuse:

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

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

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

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

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

ANIMALS IN DISTRICT FACILITIES

The district recognizes that under the proper conditions animals can be an effective teaching aid. In order to protect both children and animals the following guidelines are adopted for use in all facilities in the district.

1. Permission must be obtained from the principal before animals are brought into the facility.
2. The only animals allowed to be housed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.
3. All animals must be in good physical condition and vaccinated against transmittable diseases.
4. Special consideration should be given to the effect of furred and feathered animals on allergic children, before bringing the animals into the classroom.
5. The teacher will be responsible for the proper control of animals brought to school for instructional purposes, including effective protection of children when animals are in the school. This will include keeping the animal in an appropriate cage or container that prevents contact with fecal matter.
6. No animals are to be allowed to run freely in the classrooms, food areas, or activity areas.
7. No poisonous animals shall be brought into the school.
8. Animals serving persons with a disability must be certified by licensed animal training programs.

The principal/supervisor shall be advised of any animals to be housed in the classroom. At the principal's/supervisor's discretion, permission to keep the animal may be denied based on these considerations: (1) the purpose for the animal's presence, (2) the ability of the teacher to control the animal, and (3) the past practice in the classroom.

Permission is to be obtained from the principal before animals are brought into the school. Animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals.

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

Animals may not be transported on a school bus.

Animals serving those with disabilities would be an exception to this policy.

BREAKS

Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work two (2) or more consecutive hours are entitled to one 10 minute break. Those working eight (8) hour days are entitled to two 10 minute breaks.

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

CARE/USE OF DISTRICT PROPERTY (Board Policy KGF/EDC)

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

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

Certain district-owned equipment, including, but not limited to computers, cell devices or iPads, including computers may be checked-out by staff and district patrons. Such equipment may not be used for personal financial gain and/or avoidance of personal loss. An equipment use form must be submitted and approved. Forms are available in the office. There are no equipment use fees. In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

CASH IN DISTRICT BUILDINGS (Board Policy DM)

Moneys collected by district employees and by student treasurers shall be handled with good and prudent business procedures. Money collected within school buildings will be taken to the district's designated depository when the sum accumulated in any one day by a class, a teacher or others at any school exceeds \$25. Accumulated cash maintained in elementary school buildings overnight may not exceed \$50. The middle school may not exceed \$100.00. The high school must deposit any excess funds not required for daily operations.

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

CHECKOUT (Board Policy GCKC)

Work Day 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

The building principal or designee will oversee the completion of the Neah-Kah-Nie School District year end checkout procedures.

CLASSROOM SECURITY (Board Policy ECA)

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

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

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES (Board Policy EBBAB/GBEBA/JHCCBA)

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

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

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

COMPLAINTS

Staff Complaints (Board Policy GBM)

Any staff member who believes there is evidence of, and wishes to report a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority; or a substantial and specific danger to public health and safety caused by the actions of the district should be directed to the building principal for informal discussion and resolution. If the staff complaint is against the superintendent the complaint should be referred to the Board chair.

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

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

Student/Parent Complaints (Collective Bargaining Agreements/Board Policy KL)

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

If the complaint is not informally resolved, staff should advise the complainant that they may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of negotiated agreements.

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

All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and collective bargaining agreements regarding the handling of complaints.

COMPUTER USE (Board Policy IIBGA/IIBGA)

For personal use, in addition to official district business, consistent with Board policy, the general use prohibitions/guidelines/etiquette and other applicable provisions set forth in administrative regulations. Personal use of the district owned computers including, Internet and email access by employees is prohibited during the employee's work hours. Additionally, employee use of district owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.

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

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

Files and other information, including email, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district owned email systems.

CONFERENCES

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

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

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

CONTRACTS AND COMPENSATION (Board Policy GCBC)

Contracts will be issued for all licensed district employees.

Contract teachers are employed pursuant to two-year employment contracts. A "contract teacher" is any teacher who has been regularly employed by a district for a probationary period of not more than three successive school years and who has been retained for the next succeeding school year.

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

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

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

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

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

Payday

Payday is the last working day of each month except November and December. Employees are paid before the holidays during these two months.

Timesheets

All employees who use timesheets must sign their own and have their supervisor sign also. Timesheets must be completed at the end of each shift.

COPYRIGHT (Board Policy EGAAA)

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

Infringements on copyrighted materials, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyrighted owner prior to the reproduction of materials in any form.

"Fair use" guidelines are as follows:

1. Printed Materials

a. Permissible uses – district employees may:

1. Make a single copy of the following for use in teaching or in preparation to teach a class:
 - (a) A chapter from a book;
 - (b) An article from a periodical or newspaper;
 - (c) A short story, short essay or short poem, whether or not from a collective work;
 - (d) A chart, graph, diagram, drawing, cartoon or picture from a book; periodical or newspaper.
2. Make multiple copies of classroom use (not to exceed one copy per student in a course) from the following:
 - (a) A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
 - (b) A complete article, story or essay of less than 2,500 words;
 - (c) Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
 - (d) One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
 - (e) An excerpt from a children's book containing up to 10 percent of the words found in the text.

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

c. Prohibited uses – district employees may not:

- (1) Copy more than one work or two excerpts from a single author during one class term;
- (2) Copy more than three works from a collective work or periodical volume during one class term;
- (3) Copy more than nine sets of multiple copies for distribution to students in one class term;
- (4) Copy to create or replace or substitute for anthologies or collective works;
- (5) Copy "consumable" works, such as workbooks, exercises, standardized tests and answer sheets;
- (6) Copy the same work from term to term;
- (7) Copy the same material for more than one particular course being offered, may not copy every time a particular course is offered unless permission is obtained from the copyright owner.

d. All sound recordings, including phonograph records, audiotapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

2. Sheet and Recorded Music

a. Permissible Uses – district employees may:

- (1) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be submitted in due course;
- (2) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement or aria, but in no case no more than 10 percent of the whole work;
- (3) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the "unit" is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class.

- (4) Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
- (5) Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
- (6) Make a single copy of a recorded performance by student's to be retained by the school or individual teacher for evaluation or rehearsal purposes;
- (7) Make a single copy of a sound recording, such as a tape, disc or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

b. Prohibited uses – district employees may not:

- (1) Copy to create or replace or substitute for anthologies, compilations or collective works;
- (2) Copy works intended to be “consumable,” such as workbooks, exercises, standardized tests and answer sheets;
- (3) Copy for the purpose of performance, except as noted above (1. a.) in emergencies;
- (4) Copy to substitute for purchase of music except as noted above (1.a., b, and c);
- (5) Copy without inclusion of the copyright notice on the copy;
- (6) Downloading / file sharing of music from the internet that was originally intended for sale.

3. Television Off-the-Air Taping

a. Permissible uses – district employees may:

- (1) Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite transmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

Unless authorized by the library/media supervisor, at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.

Individuals who wish to retain programs beyond the 45 day period need to complete and return the preview portion of the “Request for Off-Air Video Recording” form to the library/media supervisor for each program videotaped. The library/media supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45 day retention period.

- (2) Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
- (3) Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first ten consecutive school days of the 45-consecutive calendar day retention period;
- (4) Use off-air recordings for evaluation purposes only, after the first ten consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
- (5) Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels;
- (6) Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
- (7) Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day. Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

b. Prohibited Uses – district employees may not:

- (1) Tape off-air programs in anticipation of an educator's requests;
- (2) Record that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
- (3) Use the recording for instruction after 45-consecutive calendar days;
- (4) Hold the recording for weeks or indefinitely because:
 - a. Units needing the program concepts are not taught within the 45-day use period;
 - b. An interruption of technical problem delayed its use; or
 - c. Another teacher wishes to use it, or any other supposedly "legitimate" educational reason.
- (5) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
- (6) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
- (7) Exchange program(s) with other schools in the district or other school districts without the approval of the library/media supervisor. Programs will be used for specific curriculum application for which the request was intended. No other curriculum application is authorized.
- (8) Use the recording for public or commercial viewing;
- (9) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools;
- (10) The downloading of programs originally intended for sale or pay for use from the internet.

"Pay" programs received via satellite dish are also subject to these prohibitions.

4. Rental, Purchase and Use of Videotapes

- a. Permissible uses – district employees may:
 - (1) Use purchased or rented videorecording such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
 - (2) Use only rented lawfully-made videorecording;
 - (3) Arrange for the local school to transmit videorecording over their closed circuit television systems for direct instruction;
 - (4) Use off-air videorecording made at home for classroom instruction and only in accordance with television-off air guidelines and district policy.
- b. Prohibited uses – district employees may not:
 - (1) Use rented or purchased videorecording where a written contract specifically prohibits such use in the classroom or direct teaching situation;
 - (2) Use rented or purchased videorecording such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

5. Computer Software

- a. Permissible uses – district employees may:
 - (1) Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
 - (2) Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
 - (3) Make a new copy from the archival program in the event that the program in use is damaged or destroyed;

- (4) Use a purchased program sent from a manufacturer labeled "archival" simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;
- (5) Make an archival copy of a rightfully-owned disk that is labeled "archival" by the software manufacturer;
- (6) Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
- (7) Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.

b. Prohibited uses – district employees may not:

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

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

6. Reproduction of Works for Libraries/Media Centers

a. Permissible uses – district employees may:

- (1) Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
- (2) Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
- (3) Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
- (4) Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
- (5) Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
- (6) Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.

b. Prohibited uses – district employees may not:

- (1) Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
- (2) Copy without including a notice of copyright on the reproduced material.

7. Performances

a. Permissible uses – district employees must:

1. Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed. This is particularly important if admission is to be charged or recordings of the performance are to be sold.

8. Violations

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

CRIMINAL RECORDS CHECKS/FINGERPRINTING (Board Policy GCDA/GDDA)

All newly licensed or registered educators are required to submit to a nationwide criminal records check including fingerprinting in accordance with rules established by the Teacher Standards and Practices Commission (TSPC). This includes any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist who has not submitted to a criminal records check within the previous three years. Those applying for reinstatement of a license or registration that has expired for more than three years are required to submit to nationwide criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

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

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

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

The public charter school shall begin the employment of a subject individual on a probationary basis pending the return and disposition of the required criminal records check and/or fingerprinting.

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

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

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

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

Processing/Reporting

1. The individual shall complete the appropriate forms or requirements approved by ODE.
2. If the individual is subject to fingerprinting per state law, they are responsible for reporting to an authorized fingerprinter within three working days for fingerprinting as required by the district. Fingerprints may be collected by one of the following:
 - a. Employing district staff;
 - b. Contracted agent of employing district; or
 - c. Local or state law enforcement agency.

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

3. To ensure the integrity of the fingerprinter collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.
4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify the ODE with the results. The ODE will notify the district of said results and any subject individual it believes has knowingly made a false statement as to conviction of a crime prohibiting employment or contract.
5. A copy of the form will be kept in the employee's personnel file.

Termination of Employment

1. Any individual required to submit to a criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status or withdrawal of offer of employment or contract will be made by the superintendent:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification from the Superintendent of Public Instruction or a designee that the employee has conviction of any crime prohibiting employment with the district as specified in law.
2. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with law may be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction or a designee that the employee has knowingly made a false statement as to the conviction of any crime.
3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.
4. Any volunteer who will have direct, unsupervised contact with students that refuses to submit to a required criminal records check to acquire or maintain a volunteer status in the district in accordance with law and/or Board policy will be denied the ability to volunteer in the district.
5. If the district has been notified by the Superintendent of Public Instruction that the individual knowingly made a false statement or has a conviction of any crime listed in ORS 342.143 the individual may be denied the ability to volunteer.
6. Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

Appeals

An individual may appeal a determination, that prevents employment or eligibility to contract with the district, to the Superintendent of Public Instruction as a contested case and will be so notified in writing by the ODE.

CURRICULUM DEVELOPMENT (Board Policy IFE)

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

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

Deviations from established curriculum, textbooks and instructional materials are not permitted without building principal approval. Teachers with questions should contact the building principal.

Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction.

DAILY BULLETIN/ANNOUNCEMENTS

All staff is asked to provide time at the beginning of class each day to read the daily bulletin to their students to help keep students informed about district and school activities and to help promote the school's effort to recognize the accomplishments of staff and students. Staff may place an announcement in the daily bulletin by completing the appropriate form and returning it to the office no later than 3:00 p.m., one day in advance of the announcement. Announcements generally are not run more than three days unless as otherwise authorized.

DISCIPLINE AND DISCHARGE (Board Policy GCPD)

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

DRUG-FREE WORKPLACE (Board Policy GBEC)

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

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

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

Each staff member must notify their supervisor of a conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

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

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

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

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

EMERGENCY CLOSURES (Board Policy EBCD)

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

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, the following radio stations regularly report delayed openings and school closures;

Staff members can listen for closure information on radio stations KTEL (1590 AM and 104.1 FM) in Tillamook and station KSWB (840 AM) in Seaside.

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. If emergency closures result in less than the required instructional time for students, the school calendar may be altered by Board action to make up lost time.

EMERGENCY PROCEDURES AND DISASTER PLANS (Board Policy EBC/ EBCB)

All staff will be provided with a copy of the district's emergency procedures plan detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, safety threats, illness or injury of a student or staff member and the authorized use of force on school property.

Copies of the emergency procedures plan will be available in the office and other strategic locations throughout the building.

EVALUATION OF STAFF (Board Policy GCN/GDN)

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

The district's program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have peer assistance to aid teachers to better meet the needs of students, as appropriate; to have formal and informal observations to assess the performance of duties and job responsibilities; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make improvement(s) within specific timelines.

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

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

Classified staff will be formally evaluated at least twice during their first year of employment with the district and annually thereafter.

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

FAIR LABOR STANDARDS ACT

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

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

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

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

1. What constitutes non-exempt working hours;
2. What constitutes normal working hours;

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

Overtime is defined as time worked over 40 hours in one week or as stated in the collective bargained agreement. A week is defined as seven consecutive days covering Sunday through Saturday.

If funds are available, overtime will be compensated at not less than one and one-half times the employee's rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed.

FUND RAISING (Board Policy IGDF)

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

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

Fund-raising request forms are available in the office.

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

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

GIFTS AND SOLICITATIONS (Board Policy GBI)

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing their professional judgment. Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. "Material value" is defined by law as \$50 or more from a single source in a single year.

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

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without the superintendent's approval. Staff members may not be made responsible or assume responsibility for collecting money or distributing any fund-drive literature within the schools without the superintendent's approval.

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

GRIEVANCES

Refer to your Collective Bargaining Agreement.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS (Board Policy IICB)

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

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

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

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

1. Profanity, vulgarity and lewd comments are prohibited;
2. Use of a tobacco product or inhalant delivery system or other similar device use is prohibited;
3. Sexist, racial remarks or derogation of any group or individual is prohibited.
4. Any curriculum guidelines which address controversial subject matter (e.g., religion, sexuality education, evolution).

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

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING (BOARD POLICY GBNA/JFCF)

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

An employee who has knowledge of conduct in violation of Board policy JFCF – Hazing/Harassment/Intimidation/bullying/Cyberbullying/Teen Dating Violence/Domestic Violence – Student shall immediately report concerns to the superintendent.

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

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

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) (Board Policy EHA)

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

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

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

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

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

IDENTIFICATION BADGES

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

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

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

INJURY/ILLNESS REPORTS (Board Policy EBBB)

All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee, occurring on district property, in a district vehicle or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the principal and the district's safety officer immediately. Reports will cover property damage as well as personal injury.

A completed injury/illness report form must be submitted to the principal within 24 hours or the next scheduled district work day, as appropriate. A completed 801 form must be submitted for any work related illness/injury that requires more than building level first aid, within three (3) working days.

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

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the principal and the district safety officer will report the incident to the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported to OSHA within eight hours.

An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A "catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or equivalent medical facility.

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

JOB SHARING (Board Policy GCEC/Collective Bargaining Agreement)

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

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

Job sharing requests are considered on an individual basis and subject to superintendent approval. Consult the collective bargaining agreement for additional information and guidelines.

KEYS (Board Policy ECCA)

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

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands," "unlock/lock" doors, etc;
4. Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys, before any charges are assessed;
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued, in the following amounts:
 - a. Room or other keys \$10
 - b. Master key \$45
 - c. Maximum charge \$60
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys as appropriate.

LESSON PLANS

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

Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans are to be kept by teachers in a place known and accessible to the principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the principal.

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

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

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

LICENSE REQUIREMENTS (Board Policy GCA)

For all positions that require licensing, the district must be able to verify the current license before the Board will consider approving their employment. It is the responsibility of each licensed staff member to keep their license and all endorsements current and to submit them to the superintendent's office. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district. The district requires licensed staff to submit copies of all license endorsements to the superintendent.

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

MAIL AND DELIVERY SERVICES (Collective Bargaining Agreement)

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

Staff is not allowed to use interschool mail for the delivery of personal letters, notes and materials to other employees.

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

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

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

MATERIALS DISTRIBUTION (Board Policy KJA)

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

MEETINGS (Collective Bargaining Agreement)

Staff meetings are scheduled for the purpose of professional development, 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.

MOTHER FRIENDLY WORKPLACE (Board Policy GBDA)

When possible an employee must give reasonable notice of the intent to express milk or breast-feed to the building principal. The district shall provide the employee a reasonable rest period to express milk or breast-fee each time the employee has a need to express milk or breast feed.

The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. "Close

proximity” means within walking distance from the employee’s work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee’s work area, the district may not include the time taken to travel to and from the location as part of the break period.

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

1. District office: Conference Room;
2. Garibaldi Grade School: Office next to counselor’s office;
3. Nehalem Elementary School: Conference Room;
4. Neah-Kah-Nie Middle School: Nurses Station;
5. Neah-Kah-Nie High School: Office next to the Attendance Secretary

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

This policy and the list of designated locations is published in the employee handbook. The list of designated locations is available upon request in the central office of each school facility and in the district’s central office.

This policy only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger.

PARENTAL RIGHTS/SURVEYS (Board Policy KAB)

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

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

A student’s personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student’s parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school’s curriculum may also be reviewed by the student’s parent(s).

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PARKING/TRAFFIC CONTROLS

District vehicles operated by staff shall not be idled for more than 5 consecutive minutes at any one location unless otherwise provided for in policy.

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

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

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

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA (Board Policy GCAB)

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

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

Personal cell phones/pagers and other digital audio and video devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignments. Cell phones which have the capability to take photographs or video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.

Staff members, while on duty and off duty, will utilize social network websites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business. Staff members, while on duty and off duty will treat fellow employees, students and the public with respect while posting 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 nonschool-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 email using mailing lists to a group of students rather than individual students. Texting students during work hours is prohibited. Texting students while off duty is strongly discouraged.

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

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

obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise – commonly called texting, sexting, emailing, etc. – may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries. A referral to law enforcement officials may also be made.

PERSONAL PROPERTY

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

PERSONNEL REFERENCES FOR EMPLOYMENT (Board Policy GBL)

Employees are to contact the personnel office prior to responding to any requests (written or phone) for references of/for employment. District letterhead will only be used with written permission from the personnel office.

PERSONNEL RECORDS (Board Policy GBL)

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

All records containing employee medical condition information such as workers' compensation reports and release/permission to return to work forms will be kept confidential, in a separate file from personnel records.

1. The individual employee. An employee or designee may arrange with the personnel office to inspect the contents of their personnel file on any day the personnel office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel office;
8. Attorneys for the district or the district's designated representative on matters of district business.
9. The disciplinary records of a district employee convicted of a crime listed in ORS 342.143 are not exempt from the disclosure under ORS 192.345 or 192.355 and may be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record.
10. Upon request from a law enforcement agency, the Department of Human Services or the Teachers Standards and Practices Commission, a district shall provide the records of investigations of suspected child abuse by a district employee.

The superintendent may permit persons other than those specified above to use and to inspect personnel records when, in their opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

PHONES

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

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

PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME

Refer to your Collective Bargaining Agreement

PROGRESS REPORTS (Board Policy IK)

Teachers are expected to report to parents and students at least annually, their students' progress toward achieving the academic content standards. Progress reports are issued at the mid-way point of each grading period indicating academic and citizenship progress to date. Parents will receive reports on their students' absences.

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

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

PROHIBITED USE, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS (Board Policy GBK/KGC)

In order to comply with state law the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on all district property and in district-owned buildings and vehicles and at district-sponsored events.

"Tobacco product" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

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

PURCHASE ORDERS (Board Policy DJ)

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

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

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

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

Additionally, at least three competitive quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services less than \$10,000.

All other purchases are subject to the Board's policy governing bidding requirements, and administrative regulations specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the business manager for details.

RELEASE OF GENERAL STAFF INFORMATION (Board Policy GBLA)

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

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

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

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

RESEARCH/COPYRIGHTS AND PATENTS (Board Policy GCQB/GCQBA)

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

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

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

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

RESIGNATION OF STAFF (Board Policy GCPB/GDPB)

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

A classified employee is expected to submit a written and signed notice of resignation at least [two weeks] prior to the date they wish to leave district employment.

RETIREMENT (Board Policy GCPC/GDPC)

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

SAFETY COMMITTEE (Board Policy (EBAC)

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

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

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

SEXUAL CONDUCT- Reporting Requirements (Board Policy JHFF)

Sexual conduct by district employees, contractors or agents of the district will not be tolerated. All district employees, contractors and agents of the district are subject to this policy.

"Sexual conduct" as defined by Oregon law is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student's educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Child Abuse.

Any district/school employee, contractor or agent of the district who has reasonable cause to believe that another district/school employee, contractor or agent of the district or volunteer has engaged in sexual conduct with a student must immediately notify their immediate supervisor.

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. When the district receives a report of suspected sexual conduct by a contractor or agent of the district, the district may decide to suspend services of that contractor or place the agent in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An "investigation" is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee, the contractor the agent of the district or the student who is the subject of the report. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district's decision through the appeal process provided by the district's collective bargaining agreement. A substantiated report is one that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after

conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee's personnel file.

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

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

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

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

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

SEXUAL HARASSMENT (Board Policy GBN/JBA)

Sexual harassment by staff member, students, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district. "District" includes district facilities, district premises and nondistrict property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the jurisdiction of the district or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities. Sexual harassment of students and staff members shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of soliciting sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment of assignment of staff members;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with a staff member's ability to perform job responsibilities; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, staff members or third parties.

Principals, the compliance officer and the superintendent have responsibility for complaints and investigations concerning sexual harassment. All complaints and reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented or reported incident.

Step 1

Any sexual harassment information (i.e., complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

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

This written notification must:

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

Step 2

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

A copy of the notification letter, provided in step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3

If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 4

If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

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

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

The initiation of a complaint in good faith about behavior that may violate the district's sexual harassment policy shall not adversely affect any terms or conditions of employment or work environment of the staff complainant. A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal.

SICK TIME

Sick time provisions:

1. Provides a minimum of 40 hours for full-time employees who work a full year or sick time accrued at 1 hour for every 30 hours worked.
2. Employees are eligible to use sick time on the 91st calendar day of employment.
3. Accrues based on actual time worked.
4. There is a 180-day window of time after the employee last works for an employer to retain eligibility, accrual, and balance of sick time.
5. Shall be used in increments of fifteen minutes.
6. Sick time may be used for the employee's or a family member's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.
7. When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.
8. Must notify workers at least quarterly of their sick time balance.

SITE COUNCIL (Board Policy IFCA)

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

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

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

Meeting times and location will be announced through the office and will follow the notice, meeting and recordkeeping requirements of the Public Meetings Law. All staff are invited to attend 21st Century Schools Council meetings.

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

SPECIAL INTEREST MATERIALS (Board Policy IIAD)

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

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

STAFF CONDUCT (Board Policy GCAA)

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

Application of Rules

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon Revised Statutes.
2. Oregon law may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon law or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon law.
3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The commission will promptly investigate complaints:
 - a. The commission may at its discretion defer action to charge an educator against whom a complaint has been filed under ORS 342.176 when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;
 - b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

Definitions

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

1. "Administrator" means any educator who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license.
2. "Competent" means discharging required duties as set forth in these rules.
3. "Educator" means any licensed or registered or certified person, who is authorized to be engaged in the instructional program including teaching, counseling, school psychology, administering and supervising.
4. "Ethical" means conforming to the professional standards of conduct set forth in these rules.
5. "Sexual contact" means any conduct with a student that includes, but is not limited to:
 - a. The intentional touching of the breast or sexual or other intimate parts of a student;
 - b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator;
 - c. Sexual advances or requests for sexual favors directed toward a student;
 - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment; or

- e. Verbal or physical conduct which has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment.
6. "Sexual harassment" means any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

"Teacher" means any person who holds a teacher's license as provided in ORS 342.125.

The Competent Educator

The teacher demonstrates a commitment to:

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

Curriculum and Instruction

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

The competent teacher demonstrates:

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

Supervision and Evaluation

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

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

Management Skills

The competent educator is a person who understands students and is able to relate to them in constructive and culturally competent ways. The competent educator establishes and maintains good rapport. The competent educator maintains and uses records as required and as needed to assist the growth of students. The competent teacher demonstrates skills in:

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

Human Relations and Communications

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

The competent teacher demonstrates:

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

The Ethical Educator

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

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

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

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

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

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

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;

2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Respond to requests for evaluation of colleagues and to keep such information confidential as appropriate.

STAFF DEVELOPMENT (Board Policy GCL)

The Board recognizes the need to establish a continuing professional development (CPD) program for all licensed staff in order to enhance professional performance, promote achievement of high standards for all students and assist employees in meeting the licensure requirements of the Teacher Standards and Practices Commission (TSPC). To this end, a qualified district CPD program shall be developed in writing, reviewed, and approved by the Board. The superintendent shall ensure the qualified district CPD program submitted for Board approval shall meet the purposes and standards set forth in OAR 584-090-0001 and 0020.

All district teachers and administrators shall be required to participate in the district's CPD program as a condition of employment. The Board recognizes that for purposes of licensure, the educator, in addition to meeting district CPD program requirements, may also complete an individual CPD plan that meets the requirements of OAR 584-090-0020. Selection of an individual CPD plan will not, however, relieve the individual of responsibility to complete district CPD program requirements.

CPD plans for individuals completing district CPD program requirements shall be approved by the employee's supervisor. Successful completion of district CPD requirements will be verified by the superintendent or designee. After exhausting available in-district appeals procedures, employees may appeal to TSPC if successful completion of the individual's CPD plan is not verified by the superintendent or designee or if there are exceptional circumstances which justify extension of the time for completion of the CPD plan.

District CPD program activities shall have as their primary purpose increased student learning by enhancing the professional skills of the employee. Appropriate learning activities may include, but are not limited to, college courses, workshops, conferences, curriculum development, research, peer or student teacher mentoring and other approved individual and committee endeavors.

Requests for release time for attendance at professional development activities may be approved as deemed appropriate by the district.

Meetings or conferences that are devoted primarily or exclusively to organization or business affairs of associations of educators, political workshops and like activities are not considered appropriate for CPD credit.

The superintendent or designee will develop administrative regulations and/or other related materials as may be necessary to implement the district's qualified CPD program. Regulations shall include CPD procedures, forms and practices that incorporate plans for the district's improvement and individual building, grade level, student and employee needs and goals.

STAFF DRESS AND GROOMING (Board Policy GBCA)

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 professional 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 (Board Policy GBC)

District employees are prohibited from engaging in, or having a personal financial interest in, any activity that raises a reasonable question of regarding the use of their official position in regards to their duties and responsibilities as employees of the district employees. This also applies 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 shall not use the employee's position to obtain financial gain or avoidance of financial detriment from students, parents or other staff;
2. Any device, publication or any other item developed during the staff member's paid time shall be district property;
3. Employees shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way;
4. No district employee may serve as a Board or budget committee member in the district. Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities;
5. Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

District facilities, equipment or materials may not be used in performing outside work.

STAFF HEALTH AND SAFETY (Board Policy GBE)

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

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory.);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load;

3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose objects shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

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

STAFF INVOLVEMENT IN DECISION MAKING

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

STAFF/PARENT RELATIONS (Board Policy GBH/JECAC)

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

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

In the case of joint custody, it is the responsibility of the parents to provide the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff, as appropriate. Staff members with questions regarding custodial and/or noncustodial parent rights with respect to particular students should contact the office.

STAFF ROOM

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

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. Students are not permitted in the staff room.

SUPERVISION OF STUDENTS (Board Policy JHFA)

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

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

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

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

TEACHING ABOUT RELIGION (Board Policy IGAC)

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

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

TUTORING (Board Policy IGBG)

No private tutoring for which a staff member receives a fee is permitted in district schools on school time. District facilities, materials or equipment may not be used.

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

An "unmanned aircraft system" (UAS) means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.

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

A UAS operated at Oregon School Activities Association (OSAA) sanctioned events will do so in accordance with OSAA policies.

District staff teaching a class that allows use of a UAS may provide limited assistance to a student operating a UAS, provided the student maintains operational control of the model aircraft such that the staff member's manipulation of the model aircraft's controls is incidental and secondary to the student's. The staff member's de minimis participation must be limited to the student's operation of the UAS as part of the course. District employees will work with administrators to ensure that proper insurance, registration with both FAA and ODA, report to ODA and authorization are in place prior to adoption of curriculum that allows operation of a UAS.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS (Board Policy EEBB)

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

VACANCIES/TRANSFERS (Board Policy GCCA/Collective Bargaining Agreement)

Announced vacancies for licensed and classified positions are posted in the staff room at least seven days prior to closing the application period. Announced vacancies for classified positions are posted in the staff room at least ten working days prior to closing the application period. Copies of the posting are also sent to the association.

During summer break, such notices are mailed to the association presidents.

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

VOLUNTEERS (Board Policy ICC)

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

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

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

Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students shall submit to a nationwide criminal records check. The use of volunteers requires prior building principal approval. Forms are available in the office.

1. Volunteer coaches;
2. Overnight chaperone;
3. Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity.

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

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

WEAPONS IN SCHOOLS – STAFF (Board Policy GBJ)

Employees, district contractors and/or their employees and district volunteers shall not possess a deadly weapon or firearm on district property or at school-sponsored events. This prohibition includes those who may otherwise be permitted by law to carry such weapons.

For purposes of this policy, as defined by state and federal law, weapon includes:

1. "Deadly weapon" means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
2. "Firearm" means any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any other destructive device including any explosive, incendiary or poisonous gas.

Weapons under the control of law enforcement personnel are permitted.

The superintendent will ensure notice of this policy is provided.

Employees in violation of this policy will be subject to discipline up to and including dismissal. Individuals contracting with the district and volunteers will be subject to appropriate sanctions. A referral to law enforcement may be made.

WHISTLEBLOWER (Board Policy GBMA)

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

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.
4. Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:
 - a. Any member of the Legislative assembly;
 - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
 - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

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

STUDENT OPERATIONAL PROCEDURES

ASSEMBLIES

Students are required to attend all assemblies. Those who refuse are to be referred to the office.

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

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

ASSIGNMENT OF STUDENTS TO CLASSES

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

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

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

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

CLASS INTERRUPTIONS

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

CONTESTS FOR STUDENTS (Board Policy IGDH)

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

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

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

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

CORPORAL PUNISHMENT (Board Policy JGA)

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

A staff member is authorized to employ physical force when, in their professional judgment, the physical force is necessary to prevent a student from harming themselves, others or doing harm to district property. Corporal punishment does not include physical pain or discomfort resulting from or caused by:

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;
3. Physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;
4. Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individualized education program which has been signed by the parents and is carried out according to district procedures.

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 AND ALCOHOL PREVENTION, HEALTH EDUCATION (Board Policy IGAEB)

Students have a right to attend school in an environment conducive to learning. The district will not tolerate the possession, sale or use of unlawful and harmful drugs (illicit drugs, nontherapeutic use of prescribed drugs, misuse of solvents and other dangerous substances and drug paraphernalia), alcohol or tobacco in the schools, on district property, on a school bus or while participating in any school-sponsored activity, whether on district property or at sites off district property.

An age-appropriate drug, alcohol and tobacco prevention curriculum is provided for all students in grades K-12 as a part of the health education curriculum. For students in grades 9-12 not enrolled in health education classes, a program of activities which meets the requirements of the drug, alcohol and tobacco prevention rule has been developed. At least annually, senior high school students will receive age-appropriate instruction.

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

EMERGENCY DRILLS (Board Policy EBCB)

All teachers are required to provide instruction on fire, earthquake, safety threats and tsunami dangers and drills for at least 30 minutes each school month in accordance with the requirements of law. Oregon Fire Code requires at least one fire drill to be conducted within the first 10 days of the school year.

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

At least three drills on earthquakes that include tsunamis drills will be conducted each year. Drills and instruction on tsunami emergencies will include immediate evacuation after an earthquake when appropriate or after a tsunami warning. At least two drills on safety threats will be conducted each year.

Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation and other actions to take when there is a threat to safety.

A map of the fire and/or tsunami hazard escape route to be followed is to be posted near classroom doorways and reviewed with students.

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

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

The warning signal for an earthquake alarm/drill is a continuous alarm. In the event of an earthquake, teachers are required to:

1. Immediately direct all students to "drop, cover and hold." Students should drop to a crouched position with head bent to knees, hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. Wait until shaking stops;
3. Evacuate building following established evacuation procedures;
4. Take attendance and report any unaccounted students to the administration;
5. Upon "all clear" signal announced by administration, not bell/alarm signal escort students back to class;
6. If outdoors during an earthquake, direct students to move away from building and other overhead objects such as power lines. Drop low to the ground and protect head and neck.

FEATURE FILMS/VIDEOS (Board Policy IIABB)

The Board holds that the showing of feature films/videos must have educational relevance to the class content that is being taught at the time of the showing. Since the content of these feature films is customarily designed for general audience viewing, the Board feels certain precautions should be taken to ensure that the showing of a particular film is consistent with the educational values espoused by the district. The Board directs that procedures be developed to accomplish this objective, including the provision that a parent has the opportunity to preview a film when practicably possible and that a parent must give prior consent before his/her student may view a film as indicated in the table below. All employees must abide by any relevant copyright laws for showing films and videos.

Grade Level	Without Parent Consent	Must Have Parental Consent
Elementary (K-5)	"G"	"PG"
Middle School (6-8)	"G" "PG"	"PG-13"
Senior High (9-12)	"G" "PG" "PG-13"	"R"

Prior to showing a commercially produced and rated feature film/video in a school, the instructor must have prior approval of the building principal. At least five days prior to the showing, the instructor shall submit to the principal (in writing) the following information on the particular film:

1. Title and brief description;
2. Purpose for the showing;

3. Match with course objectives;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary, grant consent;
6. Audience rating.

Additionally, the following requirements must be met:

Elementary Level K-5:

1. "G" rated films may be shown with prior building principal approval. Prior parental notification is not required;
2. "PG" rated films may be shown with prior building principal approval. Prior parental notification and permission is also required;
3. "PG-13" and "R" rated films are prohibited.

Middle School 6-8:

1. "G" and "PG" rated films may be shown with prior building principal approval. Prior parental notification is not required.
2. "PG-13" rated films may be shown with prior building principal approval. Prior parental notification and permission is also required.
3. "R" rated films are prohibited.

Senior High 9-12:

1. "G," "PG" and "PG-13" rated films may be shown with the prior building principal approval. Prior parental notification is not required.
2. "R" rated films may be shown with prior building principal approval. Prior parental notification and permission is also required.

All Levels:

1. Instructors are required to preview all film media before showing to students;
2. Edited or unrated films/video may be shown at the discretion and with the prior approval of the building principal;
3. If a parent, following notification by the instructor of the showing of a PG, PG-13 or R rated film, objects to his/her student viewing such film, an alternative learning activity will be provided.

Outside the Classroom:

The building principal will be responsible for any showing of films that would be of entertainment value at a non-class time such as lunch or after school hours.

FIELD TRIPS AND SPECIAL EVENTS (Board Policy IICA)

Field trips and other curricular/co-curricular activities involving travel may be authorized by the superintendent or designee when such trips or activities contribute to the achievement of desirable educational/social/cultural goals.

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

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

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms. Any out-of-state travel must be approved by the Board.

FLAG SALUTE

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

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

GRADING (Board Policy IK and IKAD)

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

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

Teachers should use a variety of communication devices, including phone and personal conferences, as well as written grade reports to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Letter grades will be used as follows:

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

Grading will be conducted on a twelve-week (trimester) basis.

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

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

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability or an excused absence as determined by district policy. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

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

HUMAN SEXUALITY, HIV/AIDS, SEXUALLY TRANSMITTED DISEASES, HEALTH EDUCATION (Board Policy IGAI)

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

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

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

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

MAKE-UP WORK

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

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

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up school work upon return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty.

MEDIA ACCESS TO STUDENTS (Board Policy JOD)

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

Media representatives 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.

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

MOVING CLASS/HOLDING CLASSES OUTDOORS

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

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

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

MEDICATIONS (Board Policy JHCD/JHCDA)

The district recognizes that administering of nonprescription and prescription medication to students and/or self-medication may be necessary when the failure to take such medication during school hours would prevent the student from attending school.

The district reserves the right to reject a request to administer or allow self-administration of a medication when such medication is not necessary for the student to remain in school.

Medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district regulations governing administering noninjectable or injectable, or prescription or nonprescription medicines to students, including procedures for the disposal of sharps and glass.

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by district employees in accordance with established state law, Board policy and procedures.

Nonprescription Medication

A request to the district to allow a student to self-medicate with a nonprescription medication shall include written permission and instruction from a parent or guardian, and shall include an assurance from the parent or guardian that the student has received appropriate instruction for its use. A request to the district to administer a nonprescription medication shall include written permission and instruction from a parent or guardian. The district shall designate school staff authorized to administer medication to students. Training shall be provided as require by law.

The superintendent shall develop administrative regulations as needed to meet the requirements of law, Oregon Administrative Rules and for the implementation of this policy.

Prescription Medication

When prescribed by a physician, students in grades K-12 will be allowed to self-administer prescription medication, including medication for asthma or severe allergy as defined by state law, and subject to age appropriate guidelines. A written treatment plan for a student who self-administers medication will be developed and signed by a physician or other Oregon licensed health care professional and kept on file. A written request and permission form signed by a parent or guardian is required and will be kept on file. If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

The superintendent will require that an individualized health care plan is developed for every student with a known life-threatening allergy and for every student for whom the district has been given proper notice of a diagnoses of adrenal insufficiency. Such a plan will include provisions for administering

medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities.

The district recognizes a need to ensure the health and well-being of students who require regular doses or injections of medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis, or have a need to manage hypoglycemia, asthma or diabetes. When a licensed health care professional is not immediately available, a designated trained staff member may administer to a student, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law.

A request for the district to administer prescription medication to a student shall include the written permission of the parent or guardian and shall be accompanied by written instruction from a physician, physician assistant or nurse practitioner. A prescription label prepared by a pharmacist will be deemed sufficient to meet the requirements for a physician's order.

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

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine is kept at a reasonable, secured location in the student's classroom as provided by state law. Training shall be provided to designated staff as required by law in accordance with approved protocols as established by the Oregon Health Authority. Staff designated to receive training shall also receive bloodborne pathogens training. Current first-aid and CPR cards are strongly encouraged for designated staff.

The superintendent will ensure student health management plans are developed as required by training protocols, maintained on file and pertinent health information is provided to district staff as appropriate.

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

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

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

Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by the district which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students.

The counseling center may contain pamphlets which will assist parents who have questions about selection of such activities.

PROGRAM EXEMPTIONS (Board Policy IGBHD)

Students may be excused from a state required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district, upon the written request of the parent.

An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors and other district staff in the development of such alternative learning activities as needed.

RELEASE TIME FOR RELIGIOUS INSTRUCTION (Board Policy JEFB)

Students may be excused from school for religious instruction, not to exceed two hours for grades 1-8 and five hours for grades 9-12 in any school week. Teachers will be notified by the office of any students in their class so excused. Any student unable to attend classes on a particular day due to religious beliefs is to be excused from attendance requirements for that day.

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

RESTRAINT AND SECLUSION (Board Policy JGAB)

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint and seclusion under these circumstances is only allowed so long as the students' behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the district whether 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 OAR 581-021-0568.

RESUSCITATION DECISIONS/LIFE-SUSTAINING EMERGENCY CARE

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

Life sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation and cardiopulmonary resuscitation (CPR).

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

RETENTION OF STUDENTS (Board Policy IKE)

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.

SENIOR TRIPS (Board Policy IICAA)

The district recognizes senior trips as an extension of the school experience. District sponsored senior trips may be authorized.

In-state senior trips require approval by the building principal. Requests for out-of-state or foreign travel shall be submitted to the superintendent for Board approval.

Private groups and organizations may be permitted to use district facilities and equipment during non-school time to promote senior trips on the same basis as facilities and equipment are provided to others.

STUDENT ACTIVITY FUNDS (Board Policy IGDG)

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

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

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

STUDENT CONDUCT (Board Policy JFC)

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

In addition to adopted Board policies governing student conduct, school rules specifying student conduct expectations have been established. These rules apply to actions which occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school or district-sponsored activities on transportation provided or approved by the district; at the bus stop; or whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

A student handbook, code of conduct or other document shall be developed and distributed to parents, students and employees. Each school shall publish any additional rules specific to the school and distribute it to students and parents.

Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

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

STUDENT DETENTION (Board Policy JGB)

Teachers may detain a student after school hours for disciplinary reasons provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student's transportation home.

Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted.

Students who are detained after school are not to be left unsupervised during their detention.

STUDENT DISCIPLINE (Board Policy 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*. Student discipline will offer corrective counseling and sanctions that are age appropriate, and to the extent possible, are shown through research to be effective.

The following behavior referral process has been established to assist staff in dealing with student misconduct:

Minor Violations

1. With the first offense, the staff member describes the inappropriate behavior, provides an opportunity for the student to be heard, describes appropriate behavior, if necessary, and informs student that subsequent violations will result in a parent contact by the teacher. Document with student's response and signature.
2. With a second offense, the staff member describes the inappropriate behavior, provides the student with an opportunity to be heard, describes appropriate behavior, if necessary, and informs the student that they are now on Step 2. Contact parents with details and inform parents and student that further violations [of the same rule] will result in a referral to the office for disciplinary action. Document with student's response and signature.
3. With a third offense, the staff member confronts the student, describes the inappropriate behavior, provides the student with an opportunity to be heard, and if necessary, document with student's response and signature. Submit form to the office for administrative action.

This three-step process is to be followed throughout the grading period. At the beginning of each new term, students are afforded a clean slate and the process begins anew. Students referred to the office for a third offense may begin anew or be continued with Step 2 or 3 actions, as deemed appropriate by the teacher in consultation with the administration.

Severe Violations

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

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

STUDENT DISMISSAL PRECAUTIONS

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

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

STUDENT/PARENT HANDBOOK (Board Policy CHCA)

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

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

Teachers are expected to review the handbook with students during the days/times designated by the building principal.

STUDENT PERFORMANCES

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

All performances involving students must be approved by the building principal and may not interfere with other scheduled activities or classes within the school.

The extended use of one particular group of student is generally discouraged. Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES (Board Policy EEAE)

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

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior principal approval.

The parent, employee or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

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

STUDENT WITHDRAWAL FROM SCHOOL

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

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment or other district property including replacement costs, if known. Submit the list to the office.

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

VISITORS (Board Policy KK)

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

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

SPECIAL PROGRAMS

ALTERNATIVE EDUCATION PROGRAMS (Board Policy IGBHA)

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

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

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

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

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

Teachers with questions concerning available alternative education programs should contact a counselor or the principal.

ASSESSMENT PROGRAMS (Board Policy IL)

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

Assessment results are used to measure the academic content of standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education. Additional services, alternative educational or public school options are made available to any student who has not met or has exceeded all of the state-required academic content standards and Essential Skills.

The district's assessment program consists of the following:

1. Criterion-reference assessments, including performance-based assessments, content-based assessments and other valid methods as may be required by state and federal requirements;
2. Assessment of Essential Skills;
3. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
4. Assessments by individual teachers;

5. Optional school-wide and grade level-wide assessments as recommended by the superintendent and as approved by the Board.

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

A student may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student.

BILINGUAL EDUCATION (Board Policy IGBI)

Students whose primary language is a language other than English are provided appropriate assistance through the district's English as a Second Language Program (ESL) until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

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

Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact the office.

BREAKFAST/LUNCH PROGRAMS (Board Policy EFAA)

The district participates in the National School Lunch and School Breakfast and Commodity Program(s).

Free and reduced price meals are available for students unable to pay the full price for meals. General information, eligibility criteria and confidential application forms are available through the office.

COUNSELING AND GUIDANCE PROGRAM (Board Policy IJA)

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

Counselors may provide such services as academic counseling for students and parents, including assistance and information in the areas of scheduling, forecasting, assessments, alternative educational programs, progress towards meeting local and state graduation requirements, scholarships, and college entrance requirements and identification of district, community and state-wide resources for students with academic, personal/social or other needs.

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

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

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

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

Confidentiality is not to be abridged except:

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

2. To consult with other professional persons when this is in the student's interest;
3. When the student waives this privilege in writing.

CRISIS PREVENTION/RESPONSE PROGRAM (Board Policy JHHA)

The district recognizes that schools are subject to a number of potential disruptive events. These events include major crises. No school is immune no matter the size or location.

Being prepared for crisis can enhance the district's effectiveness in responding to smaller incidents.

The district knows that schools cannot be sanctuaries. The challenge, however, is to protect students as much as possible in an increasingly violent world.

Although there is no guarantee that a district/school will ever be completely safe from crime, the district will take the following security measures to lessen the chances of violence occurring on school grounds:

1. The district will coordinate a local school security committee (task force) comprised of school officials, law enforcement officials, other youth-services providers. The committee will plan what safety measures are needed and how they can be implemented, as well as regularly review school safety and security measures;
2. School site administrators will acquire crime-resistance savvy and take greater responsibility in working with the Board and district to implement site security programs;
3. The district will develop a comprehensive crisis management plan that incorporates resources available through other community agencies;
4. A school communications network will be established that links classrooms and playground supervisors with the front office or security staff as well as with local law enforcement and fire departments;
5. School staff will be informed and regularly updated on safety plans through in-service training. The training will include licensed staff, classified staff, part-time employees and substitute teachers, and may include parents and community volunteers;
6. Parents and community volunteers may be used to help patrol surrounding neighborhoods and supervise the grounds before, during and after school; criminal background checks will be conducted on these volunteers;
7. Access points to school grounds will be limited and monitored during the school day. Visitors shall sign in at the office and wear an identification pass. Delivery entrances used by vendors will be checked regularly;
8. Students will be taught to take responsibility for their own safety by reporting suspicious individuals or unusual activity on school grounds and by learning personal safety and conflict-resolution techniques;
9. Schools will establish a curriculum committee to focus on teaching student's nonviolence, pro-social skills, conflict resolution, law-related education and good decision making. A school security committee also will be created to focus on what safety measures need to be implemented and how that can be accomplished. These committees may be combined;
10. Schools will strictly adhere to Board policies regarding weapons on campus, use of violence and drug abuse. Offenses in these areas may result in immediate expulsion.

To protect against intrusion the district will not only analyze the facilities to make illegal entry as difficult as possible but will develop a crisis plan so that each staff member and student knows what to do in an emergency.

EARLY CHILDHOOD EDUCATION – Readiness to Learn

The district recognizes the necessity to ensure that all children have access to early education opportunities to better develop the skills, attitudes and habits expected of kindergarten and first grade students. To this end, the district has coordinated and/or collaborated with a variety of programs for children birth through age five (5). These programs include early childhood special education, state and federal Head Start programs, Healthy Start and child development.

Additionally, early education opportunities are provided to students between kindergarten and grade three (3). These include targeted services for ‘at-risk’ children; ongoing curriculum and educational practices review and improvements that encourage parent participation and promote consistency with research findings about how children learn and sensitivity to individual differences; interagency agreements among the district and health care and social service providers; ongoing review of program goals; and planned transition from pre-kindergarten to kindergarten through grade three (3).

HEALTH SERVICES PROGRAMS (Board Policy JHC)

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

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

The district’s school nurse is available as a resource to teachers in securing appropriate information and materials on health-related topics.

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

Nonemergency invasive physical examinations and screenings not otherwise required or permitted by state law may take place under federal law only with prior parental notification and the option for parents to excuse their student from the activity.

Oregon Revised Statute (ORS) 329.025 requires:

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

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

HOMEBOUND INSTRUCTION (Board Policy IGBG)

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

The amount of instructional service provided will be related to each student’s educational needs and physical and mental health.

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

HOME TUTORING SERVICES (Board Policy IGBGA)

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

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

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

LIBRARY/MEDIA SUPPORT SERVICES

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

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

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

Teachers may schedule with staff to bring entire classes to the library/media center for project work, as appropriate. Individual students may be admitted for specific project work during class time with a note from the student's teacher.

PREGNANT/PARENTING STUDENT PROGRAMS (Board Policy JFE)

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

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

SPECIAL EDUCATION SERVICES (Board Policy IGBA)

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

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

Whenever appropriate, students with disabilities are educated with students without disabilities. Special placements or separate schooling is provided only when the nature of the disability prevents some educational benefit in the regular classroom or affects the health or safety of the student or others.

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

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

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

STUDENT ASSISTANCE PROGRAM (Board Policy JHH)

The district recognizes that students can experience a number of personal, behavioral or medical problems which can have an adverse effect on their behavior, conduct or academic performance in school.

In order to assist students to resolve problems arising from behavioral/medical problems, including alcohol and other drug abuse, the district has established a Student Assistance Program.

Referral forms and procedures are available through the counseling office.

The Board recognizes that childhood/adolescent suicide and suicidal tendencies are continuing problems within the elementary and secondary schools of the nation. Therefore the Board directs the superintendent to initiate and establish an aggressive, comprehensive suicide prevention program.

Decisions regarding individual or a group in crisis will be made through a team approach. No individual staff member will make crisis decisions in isolation.

TALENTED AND GIFTED PROGRAMS (Board Policy IGBB)

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

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged.
2. Behavioral, learning and/or performance information.
3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students.
4. A nationally standardized academic achievement test of reading or mathematics or a test of total English Language Arts/Literacy or total mathematics on the Smarter Balanced Assessment Consortium for assistance in identifying academically talented students.

Identified students must score at or above the 97th percentile on standardized one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted may be identified. Each teacher will receive a list of identified talented and gifted students assigned to their classroom. Teachers are expected to modify curriculum, instructional strategies and grading, as may be necessary, to meet the needs of identified students.

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

Staff should refer parents with questions to the principal.

TITLE 1A PROGRAMS (Board Policy IGBC)

In order to help meet the needs of disadvantaged students, the district participates in Title IA federally-funded programs that provide basic skills instructional services for educationally disadvantaged students in grades K-5 and who live in targeted low-income areas. Students identified in need of Title IA services are provided instruction on a daily schedule, as appropriate. Title IA staff will meet with individual teachers regarding scheduled instruction.

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

Teachers with questions or concerns regarding student placement or scheduling in this program should contact the Title IA coordinator.

EMPLOYEE ACKNOWLEDGEMENT

I _____
Employee Signature Employee Printed Name Date

Acknowledge by my signature, that I have received, read and understand the information presented in the Neah-Kah-Nie School District Staff Handbook.