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

Staff Handbook

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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 4:00 p.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 four schools: Garibaldi Grade School, Nehalem Elementary, Neah-Kah-Nie Middle School, and Neah-Kah-Nie High School. There are currently 724 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.

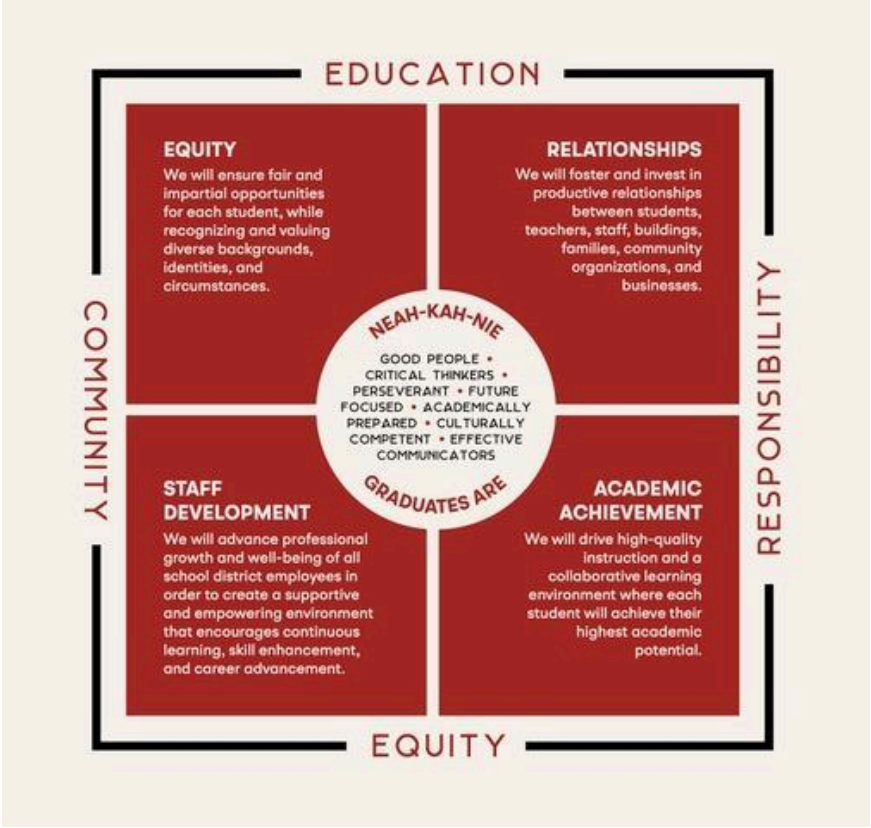
If you would like more information about the Neah-Kah-Nie School District, please visit www.nknsd.org or call the Neah-Kah-Nie School District office at 503-355-2222.

Sincerely,

Tyler Reed, Superintendent

Neah-Kah-Nie School Strategic Plan 2024-2028

The Neah-Kah-Nie School District Strategic Plan was updated in the fall of 2024. The full strategic plan is posted on our website and available here.



PREFACE

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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, collective bargaining agreement, or changes in state or federal law.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

Any information contained in this staff handbook is subject to revision or elimination. Appropriate notice will be provided.

This handbook is not intended as a contract and does not modify any terms of the employment arrangement.

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

This staff handbook is effective on 08/10/2026. This handbook supersedes all previous statements, memos, and practices that are in conflict with its provisions.

Equal Employment Opportunity Statement

The district is an equal employment opportunity employer and does not discriminate on the basis of an individual's perceived or actual race[1], color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, parental status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in a uniformed service, familial status, genetic information, political affiliation, an individual's juvenile record that has been expunged, economic status, citizenship or immigration status[2], or mental or physical disability[3], if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

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

The district administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember.

District Official(s)/Compliance Officers:
Tyler Reed, Superintendent
Kari Fleisher, Business Manager

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

[2] Discrimination on the basis of immigration or citizenship status does not include compliance with requirements that are imposed under federal law.

[3] This unlawful employment practice related to disability as described in Oregon Revised Statute (ORS) 659A.112 applies to employers who employ six or more persons (ORS 659A.106). Related federal law applies to employers with 15 or more employees. 42 U.S.C. 12111(5)(A).

Americans with Disabilities Act and Section 504

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

Cynthia Barthuly, Special Education and Student Services Director, 504 North 3rd Avenue, cynthiab@nknsd.org, 503-355-2222

The procedure for filing a complaint can be found on the district's home page at nknsd.org and in Board policy ACA - Americans with Disabilities Act.

Nondiscrimination and Civil Rights

The following staff have been designated as the civil rights coordinator:

Catherine Dalbey, NWRESD

The procedure for filing a complaint can be found on the district's home page at KL-AR(1) - Public Complaint Procedure.

Title IX of the Education Amendments

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

Cynthia Barthuly, Special Education and Student Services Director, 504 North 3rd Avenue, cynthiab@nknsd.org, 503-355-2222

The procedure for filing a complaint can be found on the district's home page at nknsd.org or in the district's Board policy GBN/JBA – Sexual Harassment.

Building Administrators:
Christy Hartford, Neah-Kah-Nie High School
Ryan Keefauver, Asst. Principal/Athletic Director
Lori Dilbeck, Principal, Neah-Kah-Nie Middle School
Kristi Mills , Principal, Nehalem Elementary School
Janmarie Nugent, Principal, Garibaldi Grade School
Cynthia Barthuly, Special Education and Student Services Director

STAFF ORGANIZATION

Administration
Confidential
Licensed Staff
Classified Staff
Special Assignments
(21st Century Schools Council, building safety committee, educational equity advisory committee, other committees, advisors, coaches etc.)

School Calendar

The district's school calendar is updated each school year. The current adopted school calendar available online.

Use of the term "Parent"

**The term "parent," as used in this handbook, generally includes a legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in Oregon Revised Statute (ORS) 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, may depend on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes may depend on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For students with disabilities, parent also includes a surrogate parent, an adult student to whom rights have transferred, and foster parent as defined in Oregon Administrative Rule (OAR) 581-015-2000.

Associations

The NKN Teacher Education Association represents the bargaining unit for all licensed staff. Association officers and building representatives are as follows:

Cynthia Grelck - President

Angie Douma - Vice President

Jenna Betts - Secretary

Corey Douma - Treasurer

The OSEA Chapter 93 Association represents the bargaining unit for all classified staff. Association officers and building representatives are as follows:

Mary King - President

Terry Houchins - Vice President

Katie Griffin - Secretary

Lisa Stanfield - Treasurer

Board Meetings and Communications

Regular board meetings are held on the 2nd Monday at the NKN District Office Board Room, loathed at 504 N. 3rd Av. Rockaway Beach, OR 97136. Meetings begin at 5:30 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. Additional board meeting procedures are published in Board policy BD – Board Meetings. Information on how to participate in or submit public comment is published in Board policy BDDH – Public Comment. Meeting notices and related Board information are published on the district's website, on dedicated board web pages.

All staff members are invited to attend Board meetings.

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

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

Board Members

The Legislature of the state of Oregon delegates to the Board of the district the responsibility for the conduct and governance of the district's schools. Board members, as elected by residents of this district, are published on the dedicated board member web pages on the district's website. https://nknsd.org/board-of-directors/

Renae Scalabrin, Chair renaes@nknsd.org, Sandra Tyrer, Vice Chair, sandrat@nknsd.org, Marisa Bayouth Real, marisar@nknsd.org, Randy Schultz randys@nkns.org Don Allgeier dona@nknsd.org, Ellene Smith, ellens@nknsd.org, and Sara Hieter, sarah@nknsd.org

Community Use of Buildings (KG)

Some buildings are 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 are encouraged to leave their rooms in order, and to secure personal items. The district is not responsible for personal items left on district property.

Additional information on community use of district buildings and access is published in Board policy KG – Community Use of District Facilities and any accompanying administrative regulation.

Conference Affiliation (IGD)

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

Conference schools include: Banks, Corbett, Neah-Kah-Nie, Rainier, Riverdale, Warrenton, Yamhill-Carlton.

The high school participates in OSAA-recognized activities that may include football, soccer, volleyball, cross country, wrestling, basketball, swimming, track and field, baseball, softball, tennis, golf, cheerleading, dance/drill, band/orchestra, choir, solo music and speech.

District Office Hours

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

Video Surveillance (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 (GCBD/GDBD)

Staff members unable to report to work for any reason must enter their absence into the ESS substitute calling system as soon as they become aware that they will not be able to work their regular shift. Substitutes are assigned on a daily basis unless a longer duration is specified.

In order to facilitate continuity during absences, whenever possible, staff members unable to return to their duties the following day should enter additional absences by 2:30 p.m. Whenever possible and as appropriate, substitutes will be retained during the course of the absence.

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

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

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

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy and federal and state law. The district is required to give an eligible employee leave, if they are a victim of domestic violence, harassment, sexual assault or stalking, or is a parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, or stalking. The leave may be unpaid.

Abuse of a Child Reporting (JHFE)

Abuse of a child by district employees, contractors[4], agents[5], volunteers[6], or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy, GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements, and the accompanying administrative regulation.

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

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect shall immediately make a report to the Oregon Department of Human Services (DHS) through the centralized child abuse reporting system[7]or a law enforcement agency within the county where the person making the report is located at the time of the contact.

Any district employee who has reasonable cause to believe that any person with whom the employee is in contact has abused a child shall immediately report in the same manner described above.

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

Written documentation of this report must be completed and submitted to one of the following: Tyler Reed, Superintendent Christy Hartford, Neah-Kah-Nie High School Ryan Keefauver, Asst. Principal/Athletic Director Lori Dilbeck, Principal, Neah-Kah-Nie Middle School Kristi Mills Principal, Nehalem Elementary School Janmarie Nugent, Principal, Garibaldi Grade School Cynthia Barthuly, Special Education and Student Services Director.

If the superintendent is the alleged perpetrator the report shall be submitted to Kristi Mills elementary school principal who shall also report to the Board chair.

Forms are available in the office.

Administrative regulation GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child further outlines district and staff responsibilities. Designated staff are responsible for documentation of visits by DHS to the district; see GBNAB/JHFE-AR(2) - Abuse of a Child Investigations Conducted on District Premises.

A district reporting form to document a report to DHS is available in the office.

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

Failure to report 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.

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[4] “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

[5] “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

[6] “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

[7] Oregon DHS. Call 855-503-SAFE (7233)

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

Admission to District Extracurricular Activities

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

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by district administration that are part of an approved district curriculum or cocurricular activity are allowed in district facilities. Companion and comfort animals are not considered service animals.

Attendance / Punctuality

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.

Breaks

Scheduled breaks are provided to all nonexempt employees to meet the requirements of law. All classified staff members who work 2 or more consecutive hours are entitled to one paid 15 minute break. Those working 8-hour days are entitled to two paid 15 minute breaks, inclusive of travel time between destinations.

Employees who work six or more consecutive hours receive an unpaid 30-minute meal break, unless otherwise provided by law, inclusive of travel time between destinations.

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

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

Care and Use of District Property (KGF/EDC)

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

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

Money collected by staff as a result of fund-raisers or other school-related purposes shall be handled with good and prudent business procedures. Money is to be deposited in the school office whenever the sum accumulated by a class, staff member, or others exceeds $25. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

Money collected within school buildings will be taken to the district's designated depository when the sum accumulated 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 (GCKC)

Workday Checkout

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

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

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

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 (ECA)

When leaving the classroom, locker room, or other work areas between classes or at the end of the day, teachers are expected to secure all windows, turn out the lights and secure all doors.

Staff are asked to refrain from keeping personal items of value in or about their desks. Personal items should never be left unsecured. Students should be instructed to leave valuables at home.

The district will not be responsible for the loss of, or damage to, personal property, due to such causes as fire, theft, accident or vandalism.

Communicable Disease, Bloodborne Pathogens, and Infection Control Procedures (EBBAB/GBEBAA/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 from communicable diseases is generally attained through immunization, exclusion or other

measures in accordance with Oregon law, by the local health department, or in the *Communicable Disease Guidance for Schools* 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 for staff and student protection.

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

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

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

The district's Exposure Control Plan is available at
https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Updated%20CD%20Guidance.pdf

Complaints (GBM)

Staff Complaints

Any staff member who believes there is evidence of, and wishes to report a violation, misinterpretation, or inappropriate application of district personnel policies 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 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.

Bias Incident Complaints (ACB)

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

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

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

The district prohibits the use or display of any symbols of hate on school property[8], or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

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

Student and Parent Complaints (Collective Bargaining Unit and Policy KL)

The district recognizes that complaints regarding staff performance, discipline, grades, student progress, or homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled 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 KL – Public Complaints and applicable provisions of administrative regulations and collective bargaining agreements regarding the handling of complaints.

Additional complaint procedures may include:

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

[8] “School property” means any property under the control of the district.

Computer Use (IIBGA)

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

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's system or district-owned computers or devices including Internet and e-mail access by district staff is prohibited during working hours.

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

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

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

Files and other information, including email sent, 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 can aid 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 before-school or after-school time to meet with students, as necessary.

Contracts, Compensation and Employment Notices (GCBC)

Contracts will be issued for all licensed district employees. Renewal or nonrenewal notices will be issued in accordance with law.

<u>Contract and Non-contract Teachers</u>

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

satisfied the initial three-year probationary term in another Oregon school district, and who has been retained for the next succeeding school year (ORS 342.815 (3)(a)).

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

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

For any teacher who is not a contract teacher, the superintendent may recommend that the teacher not be renewed for the following school year. If the board decides to nonrenew, the Board shall give written notice of nonrenewal by March 15. The material reason for nonrenewal therefore shall, at the request of the teacher, be included in the records of the district, and the Board shall furnish a statement of the reason for nonrenewal to the teacher. If the Board fails to give notice by March 15, the contract shall be considered renewed for the following school year in accordance with law.

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

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

Other Employees

The district shall give individual notices, in writing, by May 30 to all employees for which a teaching or administrative license is not a condition of employment, of their continued employment.

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 (EGAAA)

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

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio, 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 materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office.

"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 for 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 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 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 or 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 substituted 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 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 that 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 students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
(7) Make a single copy of a sound recording 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 Recording

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 libraries or media center supervisor, at the conclusion of the retention period, all off-air recordings shall be released or destroyed immediately. The libraries or media center supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-consecutive calendar day retention period.
(2) Retain recordings 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 10 consecutive school days of the 45-consecutive calendar day retention period;
(4) Use off-air recordings for evaluation purposes only, after the first 10 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 or 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 are not included in the definition of daily newscasts of major events of the day.
(8) 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) Record off-air programs in anticipation of an educator's requests;
(2) Request 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 or technical program 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 media or library supervisor. Programs will be used for the 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 Video Recordings

a. Permissible uses – district employees may:

(1) Use purchased or rented video recordings 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) se only rented lawfully-made video recordings;
(3) Arrange for the local school to transmit video recordings over their closed circuit television for direct instruction;
(4) Use off-air video recordings 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 video recordings where a written contract specifically prohibits such use in the classroom or direct teaching situation;

(2) Use rented or purchased video recordings 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 or download a program or software 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 or download a program or software 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 or 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 or 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

Permissible uses – district employees must 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 and Fingerprinting (GCDA/GDAA)

All newly hired employees[9] not identified under ORS 342.223[10] are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district[11] or private school and has not resided outside the state between the two periods of employment.

Licensed or registered educators, including a person in student teaching, practicum or an internship regulated by Teacher Standards and Practices Commission (TSPC), are required to comply with criminal records check and fingerprinting rules established by TSPC. Other specialists must comply with criminal records check and fingerprinting rules established by regulating agencies and the district. Those applying for reinstatement of a

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

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

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

license or registration that has expired for more than three years are required to submit to criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students[12] or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

A volunteer allowed by the district into a position that has direct, unsupervised contact with students will submit to an in-state criminal records check and/or fingerprint-based criminal records check.

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

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

The district shall begin the employment of an 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.

Processing and Reporting

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

1. The individual shall complete the appropriate forms or requirements approved by ODE.
2. If the individual is subject to fingerprinting per state law, they are responsible to report to an authorized fingerprinter within three working days. Fingerprints may be collected by one of the following:
    a. Employing district staff;
    b. Contracted agent of employing district;
    c. Local or state law enforcement agency;
    d. Statewide vendor identified by the Oregon Department of Administrative Services.
3. Individuals subject to fingerprinting, shall be subject only after acceptance of an offer of employment or contract.
4. 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.

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

5. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify the ODE with the results. The ODE will review and notify the district of said results as well as the identity of any subject individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment or contract.
6. A copy of the form will be kept in the personnel office.

Termination of Employment or Withdrawal of Employment or Contract Offer

1. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract made by the district upon:
    a. Refusal to consent to a criminal records check and/or fingerprinting; or
    b. Notification from the Superintendent of Public Instruction that the employee or candidate has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction, or in Oregon under a different statutory name or number.
2. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law may be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.
3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals, and the provisions of Accountability for Schools for the 21st Century Law.
4. Any volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check, in accordance with law and/or Board policy will be denied the ability to volunteer in the district.
5. If the district has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction of for any crimes listed in ORS 342.143, or the substantial equivalent, or any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual may be denied the ability to volunteer.
6. Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form will be denied the ability to volunteer in the district.

Appeals

A subject individual may appeal a determination by ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

Curriculum (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 permitted only with principal approval. Teachers with questions should contact the principal.

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

Cybersecurity

The purpose of information security is to protect the confidentiality, integrity and availability of district data as well as any information systems that store, process, or transmit district data, and protect the information resources of the district from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. Information Confidentiality: The ability to access or modify information is provided only to authorized users for authorized purposes;
2. Information Integrity: The information used in the pursuit of the district objectives can be trusted to correctly reflect the reality it represents; and
3. Information Availability: The information resources of the district, including the network, the hardware, the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designated.

Daily Bulletin, Announcements, and Email

A bulletin or announcement prepared by staff and students and approved by the principal may be read, emailed and/or placed in staff mailboxes. All staff are asked to provide time at the beginning of class each day to read the bulletin to or listen to daily announcements with 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 bulletin by completing the appropriate form, or emailing information, and returning or submitting it to the office no later than 3:00 p.m., one day in advance of the announcement. Bulletins or announcements will generally not be read or announced for more than three days unless as otherwise authorized.

Discipline and Discharge (GCPD)

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

Employees are expected to follow the lawful instructions, directives, and guidance of their assigned supervisors and management. Failure or refusal to carry out assigned duties, open defiance of supervisory direction, or intentional non-compliance is considered insubordination. Insubordination undermines workplace efficiency and teamwork. Any employee who engages in insubordination may be subject to disciplinary action, up to and including immediate termination of employment.

Dismissal of Classes

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher.

Drug-Free Workplace (GBEC)

All staff are expected to maintain a drug-free workplace A staff member engaged in work for the district shall not unlawfully manufacture, distribute, dispense, possess, or use on or in the work place 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. § 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; and off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

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

Any staff member who discovers suspected illegal drugs, controlled substances, or drug paraphernalia on district property or at a district-sponsored activity shall immediately notify the building principal or their immediate supervisor and promptly surrender the item(s). Staff should not retain, transport, or dispose of suspected drugs or paraphernalia except as necessary to safely transfer them to the principal or supervisor. The principal or supervisor will ensure the items are secured and handled in accordance with district procedures and applicable law.

Each staff member must abide by the terms of the district’s drug-free workplace policy, GBEC – Drug-Free Workplace.

Notification by Employee of Conviction

A staff member must notify the district in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

The staff member will notify their supervisor.

Sanctions and Remedies

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

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

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

Emergency Closures (EBCD)

Decisions on closures of schools and buildings related to 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.

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

Staff will be notified of Emergency closures or delays broadcast through ParentSquare and Flash Alert. Additionally, the following radio stations regularly report delayed openings and school closures; station KTIL (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.

School administration will communicate about any further staff responsibilities for supervising students or contacting parents in the event of early dismissals.

Emergency Plan (EBCB)

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

Copies of the emergency plan will be available in every school office and other strategic locations throughout the district. Parents or guardians will be informed of the district's plan.

Additional information is outlined in Board policies EBC – Emergency Plan and First Aid and EBCB – Emergency Procedure Drills and Instruction.

Evaluation of Staff (GCN/GDN)

The purpose of the district's evaluation program is to aid staff members in making continued professional growth and to determine a staff member's performance of the job responsibilities.

The district's program is designed to provide an opportunity for staff to set goals and receive administrator responses to them; to have assistance to better meet the needs of students and others, 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.

Expression of Milk or Breast-Feeding in the Workplace (GBDA)

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

The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity[13] 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.

[13] "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period.

“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 any 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.

The list of designated locations is listed in the staff hand book. The list is also 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.

Fair Labor Standards Act

Regular working hours for all classified staff will be set by the 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 employees’ 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.

Family and Medical Leave (Sick Time, Sick Leave, FMLA, OFLA and PFMLI) and Safe Leave

Employee leave is handled in accordance with Board policies GCBDA/GDBDA - Family and Medical Leave GCBDF/GDBDF - Paid Family and Medical Leave Insurance, any accompanying administrative regulations, and any applicable collective bargaining agreements.

The district participates in Paid Family and Medical Leave Insurance (PFMLI) and Paid Leave Oregon. This program is administered by the Oregon Employment Department. The district does not administer PFMLI or Paid Leave Oregon. All applications and related questions should be directed to the Personnel Department.

Eligibility
In order for an employee to be eligible for the benefits under FMLA, the employee must have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and worked at a worksite that employees 50 or more district employees within 75 miles of the worksite.

Generally, in order for an employee to be eligible for benefits under OFLA, the employees must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week. Special requirements apply during public health emergencies.

Length/Purpose of Leave
Eligible employees may access FMLA leave for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. Serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

2. Parental leave (separate from eligible leave as a result of a child's serious health condition):

    a. Bonding with and the care for the employee's newborn (within 12 months following birth);
    b. Bonding with and the care for a newly adopted child or newly placed child in foster care under the age of 18 (within 12 months of placement);
    c. Care for a newly adopted child or newly placed child in foster care over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
    d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.

3. Military Caregiver Leave: leave for the care for spouse, child or next-of-kin who is a covered servicemember with a serious injury or illness;

4. Qualifying Exigency Leave: leave arising out of the foreign deployment to a foreign country of the employee's spouse, child or parent who is a military member on active duty or call to covered duty status.

5. Eligible employees may access OFLA leave entitlements may be taken by an eligible employee for any of the following purposes:

1. To care for a child of the employee who is suffering from an illness, injury or condition that requires home care or who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency;

2. To deal with the death of a family member by:

    a. Attending the funeral or alternative to a funeral of the family member
    b. Making arrangements necessitated by the death of the family member; or
    c. Grieving the death of the family member.

3. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.

4. Sick child leave: leave taken to care for an employee's child suffering from an illness, injury, or condition that requires home care. Under OFLA, sick child leave includes leave to care for an employee's child whose school or child care provider has been closed in conjunction with a statewide public health emergency declared by a public health official.

5. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member. When such leave is used for a family member who is related by affinity, the district requires an attestation form signed and submitted by the employee.

6. Child placement leave: leave taken under OFLA before January 1, 2025, to effectuate the legal process required for placement of a foster child in foster care or the adoption of a child.

7. Leave previously protected by OFLA: 1) leave to which an eligible employee was entitled under ORS 659A.150 - ORS 659A.186 on June 30, 2024; and 2) leave to which an eligible employee would not be entitled under ORS 659A.150 - ORS 659A.186 on July 1, 2024 and may now be entitled leave under Paid Family and Medical Leave (ORS 657B).

8. Eligible employees may also access OMFLA under OFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.

Contact the payroll and benefits for additional information regarding length of leave, intermittent leave and alternative duty under state and federal law and provisions governing multiple family member eligibility.

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

Leave Period

For the purposes of calculating an employee's leave period for FMLA, the district will use the 12 month period measured forward from the date the employee's leave begins

For the purposes of calculating an employee's leave period of OFLA, the district uses a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences.

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

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Subject to any related provisions in any applicable collective bargaining agreement an employee may elect to use any available accrued paid leave including personal and sick leave, or available accrued vacation leave during the leave period. The employee must notify the district about the use of available accrued paid leave.

Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with FMLA and leave available under ORS 653.601 - 653.661 when taken for the same purpose.

An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period to the extent that the total
combined amount of accrued paid leave and benefits received from PFMLI does not exceed an amount equal to the employee's full wage replacement during the period of leave.

The district will notify the eligible employee when the requested leave has been designated as FMLA or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA leave period.

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. 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 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 as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, "as soon as practicable" will be within one business day of an employee becoming aware of the need.

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.

For the purpose of OFLA, and if an eligible is required to provide taking leave in an unforeseeable situation, an employee must give oral or written notice 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.

For purposes of OMFLA, an employee must provide the district with notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Medical Certification Verification
Under FMLA the district may require an eligible employee to provide medical documentation certification when appropriate to support the request stated reason for leave. In most cases the district will provide written notification to employees of this requirement within five working days of the staff member's employee's request for leave. If the employee
provides more than 30 days' notice, they are required to submit such medical certification prior to the beginning of the leave. 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.

The employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with applicable law.

If the leave is for the purpose of an employee's own serious health condition, the district may also require the employee to provide a obtain and present a fitness for duty certification medical release from the health care provider before returning to work. If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA and/or OFLA leave and that failure to provide the certification may result in a delay or denial of reinstatement.

For the purposes of FMLA qualified leave, any costs associated with obtaining the fitness-for-duty certification shall be borne by the employee.

For the purposes of OFLA qualified leave, any out-of-pocket costs associated with obtaining the fitness-for-duty certification costs associated with obtaining the medical certification shall be borne by the district or be paid as otherwise allowed by the law.

If the leave is qualified under both FMLA and OFLA, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district. 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.

When an eligible employee returns to work following a FMLA-, OFLA- or OMFLA-qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise. The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.
For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar 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.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

Return to Work
Following an 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 personnel director for details of this or any other provision of FMLA or OFLA leave.

Family and Medical Leave Insurance (PFMLI and Paid Leave Oregon)
The district participates in Paid Family and Medical Leave Insurance (PFMLI) and Paid Leave Oregon. This includes submitting employee and employer contributions to the Oregon Employment Department. As required by state law. The district does not administer PFML or PLO. All applications and questions should be directed to the Oregon Employment Department.

Paid Family Medical Leave can be taken for:

1. Family leave means leave from work taken by a covered individual:
    a. To care for and bond with a child during the first year after the child's birth or during the first year after the placement of the child through foster care or adoption;
    b. To effectuate the legal process required for placement of a foster child or the adoption of a child; or
    c. To care for a family member with a serious health condition;
2. Medical leave: means leave from work taken by a covered individual that is made necessary by the individual's own serious health condition; or

3. Safe leave: means leave for any purpose related to domestic violence, harassment, sexual assault, bias, or stalking and relocation for health and safety reason as provided in ORS 659A.272 (includes leave related to domestic violence, harassment, sexual assault, bias or stalking).

An employee is entitled to use any accrued paid leave in addition to receiving PFMLI benefits during a period of leave to the extent that the total combined amount of accrued paid leave and benefits received by the employee does not exceed an amount equal to the employee's full wage replacement.

The employee will be allowed to use available district-provided paid leave (e.g., sick, vacation or otherwise) for days that Paid Leave Oregon is received to the extent that the total combined amount of accrued paid leave and benefits received by the employee does not exceed an amount equal to the employee's full wage replacement during the period of leave. The district will determine the particular order in which accrued leave is used when more than one type of accrued leave is available to the employee.

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

Questions regarding leave should be directed to the Payroll and Benefits Department.

Fund-Raising (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 in accordance with Board policy IGDF – Student Fund-Raising Activities.

Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fund-raising request forms are available in the office

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

Fund-raising must not interfere with or disrupt school.

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.

Staff and students should take all reasonable precautions to provide for the security of any items, materials, or products being sold. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

Gifts and Solicitations (GBI)

Staff members are discouraged from accepting anything of value offered by another for the purpose of influencing their professional judgment. Staff members are prohibited from accepting items of $50 value or more from anyone who has a financial interest in a decision that the staff member will be making, unless an exception exists in the law.

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

The solicitation of staff by salespeople, other staff, or agents during on-duty hours is prohibited without principal approval. Any solicitation should be reported at once to the principal.

Grievances

Refer to your Collective Bargaining Agreement.

Guest Speakers or Controversial Speakers (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 cocurricular 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.

Teachers are expected to inform the principal of the date, time, and nature of the presentation whenever such use is planned. Prior principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

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

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

Guest speakers will also be given any curriculum guidelines that 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. Staff should request photo ID of guest speakers.

Harassment, Workplace (GBEA)

Workplace harassment[14] is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between the district and a district employee off district premises. Elected school board members, volunteers, and interns are subject to Board policy GBEA – Workplace Harassment.

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure and may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

A workplace harassment complaint may also need to be investigated under policies AC – Nondiscrimination and Civil Rights, GBN/JBA – Sexual Harassment and GBNA – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff, or other policies and their accompanying administrative regulation.

Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbullying (GBNA)

Hazing, harassment, intimidation, bullying, 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 who are found to be in violation of Board policy, GBNA – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff, will be subject to discipline up to and including dismissal. Staff may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC).

An employee who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or 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) (EHA)

The district will safeguard the protected health information[15] of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law and in accordance with Board policy EHA - Health Insurance Portability and Accountability Act (HIPAA).

"Protected health information" means individually identifiable health information that is:

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

[15] "Protected health information" means individually identifiable health information that is: transmitted by electronic media; maintained in electronic media; or transmitted or maintained in any other form or medium.

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, how to access medical information, or how to file a complaint 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 will 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. Replacements must be requested directly from the school office;
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; and
    b. The badge or card was prepared solely for internal use by the district to identify employees.

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

Injury or Illness Reports (EBBB)

All injuries or illnesses[16] 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 district's safety

[16] "Injury or illness" is defined as "An injury or illness is an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning." OAR 437-001-0015(39)

officer immediately. Staff members will report self-administered first-aid[17] treatment to an immediate supervisor. Reports will cover property damage as well as personal injury.

A completed Injury or Illness Report Form must be submitted to the district safety officer within 24 hours or the next scheduled district workday, 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 employees, students, visiting public, or district property will be reported immediately to a supervisor.

In the event of a work-related illness or injury to an employee resulting in in-patient hospitalization, loss of an eye, amputation or avulsion[18] 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[19] will be reported[20] to OSHA within eight hours.

An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated the 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.

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

Inventory (DID)

Board policy DID – Property Inventories.

Job Sharing (GCEC and 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. Applications and additional guidelines are available in the office.

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

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

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

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

Keys or Access Cards (ECCA)

Keys or access cards are issued to staff by the 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- or access-control procedures:

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

Lesson Plans

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

Teachers are expected to prepare lesson plans on a weekly basis. Copies of lesson plans are to be submitted to the principal no later than the end of the school day Friday, for the upcoming week. 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 principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

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

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

License Requirements (GCA)

For all positions that require licensing, the district must verify the current license before the Board will consider approving their employment. It is the responsibility of each licensed staff member to keep their license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may terminate or invalidate any contract with the district.

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.

Materials Distribution (KJA)

Requests to 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 administration. 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 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 principal. Attendance of staff members at such meetings is left to the discretion of each employee.

Parking and Traffic Controls

District vehicles operated by staff shall not be idled for more than five consecutive minutes at any one location.

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, will not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and assigned duties.

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

Staff members only speak on behalf of the district when specifically authorized to do so. Official district communications will be made using established district websites and accounts.

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

Personal Electronic Devices and Social Media (GCAB)

Staff use of personal electronic devices[21] during the workday is regulated in accordance with Board policy GCAB - Personal Electronic Devices and Social Media - Staff.

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

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

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 may not post images of district facilities, staff, students, volunteers, or parents without written authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students, and the public with respect while posting in order to prevent substantial disruption in school.

Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff shall use Parent Square, District email using mailing lists and/or other internet messaging to a group of students rather than individual students. Texting a student 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 Board policy GCAB – Personal Electronic Devices and Social Media – Staff. Staff actions on social network sites, public websites, blogs, and other social media, while on or off duty, that disrupt[22] the school environment are subject to disciplinary action up to and including dismissal.

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

[22] A "disruption," for purposes of this handbook 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.

Personal Property

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

Personal References for Employment (GBC)

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

Personnel Records (GBL)

An employee may arrange to inspect the contents of their personnel file.

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

All records containing medical condition information such as workers' compensation reports and release or permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records. Except as provided below, or required by law, district employees' personnel records will be available for use and inspection only by the following:

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

9. Upon receiving a request from a prospective employer issued under ORS 339.374(1)(b), the district, pursuant to ORS 339.378(1) shall disclose the requested information if it has or has had an employment relationship with a person who is the subject of the request, no later than 20 days after receiving such request. The records created by the district pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
10. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;
11. Upon request from a prospective employer or a former employee, authorized district officials may disclose information about a former employee's job performance to a prospective employer and such disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under ORS 659 or ORS 659A.

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

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.

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 and Instructional Staff Planning Time

Refer to your Collective Bargaining Agreement

Progress Reports (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 periods indicating academic and behavior 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.

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 (GBK/KGC)

To comply with state law, the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on all district property and in district-owned buildings and vehicles, on school grounds including parking lots, and at district-sponsored events.

District policy affecting students is in Board policy JFCG – Prohibited Use of Tobacco Products, Alcohol, Drugs and Inhalant Delivery Systems**

“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.

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

Purchase Orders (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.

Any purchases will be made in accordance with district procedures and Board policy DJ – District Purchasing and IGDG – Student Activity Funds, as applicable.

{Insert local procedures for ordering and distribution of basic supplies, materials, and equipment.}

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. Date needed;
11. Signature of requester;
12. 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 in Board policy DJC – Bidding Requirements and the accompanying administrative regulation specifying exemptions from competitive bidding, and such other requirements as may be specified by law. Staff members with questions should contact the business manager for details.

Release of General Staff Information (GBLA)

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

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.

The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

Oregon law extends this exemption to the district's volunteers.

Research, Copyrights and Patents (GCQB/GCQBA)

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

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

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

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

Resignation of Staff (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 week prior to the date they wish to leave district employment.

Acceptance of the resignation by the superintendent will be made to the resigning employee in writing. The resignation shall be effective as of the date specified in the resignation notice. If no effective date is specified in the resignation notice, the resignation shall be effective as of the date

specified in the superintendent's acceptance letter. A resignation submitted to a building principal or immediate supervisor is final upon submission and may not be withdrawn.

Retirement(GCPC/FDPC)

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

Safety Committee (EBAC)

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

The building safety committee meets monthly, 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 Harassment (GBN/JBA)

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures[23].

Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)

See administrative regulation GBN/JBA-AR(1) Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

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

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

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with a student's educational program or activity or that creates an intimidating, offensive or hostile educational environment; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with the staff member's ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and

[23] Common complaint procedures that may also be involved include Nondiscrimination and Civil Rights (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Suspected Sexual Conduct with Students and Reporting Requirements (Board policy GBNAA/JHFF).

Assault when sexual contact occurs without the students, staff members or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

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

All complaints or reports about behavior that may violate this policy shall be promptly investigated.

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

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

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

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

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

The person who initiated the complaint and if applicable the student's parents or person's parents shall be notified when the investigation is initiated and concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal student confidentiality laws.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participates in the investigation. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered

in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

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

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

Step 1

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

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

1. The rights of the student, student's parents, staff member, person or person's parents who filed the complaint;
2. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parents may pursue, including the person designated for the school or district for receiving complaints;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the student, student's parents, staff member, person or person's parents and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment; and
7. Notice that students who report information about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and
3. 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 an 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

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. Sick time 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. Sick time shall be taken in 15 minute increments.
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 qualifying Family Medical Leave (FMLA), Paid Family and Medical Leave Insurance (PFMLI) or Oregon Family Leave (OFLA). Sick time may also be used in the event of a public health emergency, donate accrued sick time to another employee, to donate blood in connection with a voluntary program for the donation of blood consistent with ORS 653.616 or for leave to address domestic violence, harassment, sexual assault, bias, or stalking under ORS 659A.272 (safe leave).
7. When sick time is used for a family member who is related by affinity, the district requires an attestation form signed and submitted by the employee.[24]
8. When the reason for sick time is consistent with FMLA, PFMLI or OFLA leave, the sick time and qualifying FMLA, PFMLI or OFLA leave may run concurrently.
9. The district notifies employees at least quarterly of their sick time balance.

[24] See OAR 839-007-0045(10).

Site Council(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 (IIAD)

Supplementary materials from nonschool sources require principal approval prior to their use in school. This includes educational films and all videos secured from or through private or commercial sources.

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

Staff Conduct

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

Standards for Competent and Ethical Performance of Oregon Educators

<u>Application of Rules</u>

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon law.
2. Oregon law may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the TSPC under Oregon law or the discipline of any licensee or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon law.
3. The TSPC determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.

4. The TSPC will promptly investigate complaints, except when law allows delay or deferral.

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 the rules.
3. "Educator" means any licensed or registered, or certified person who is authorized to engage in an instructional program including teaching, counseling, school psychology, school social work, administering, and supervising.
4. "Ethical" means conforming to the professional standards of conduct set forth in the rules.
5. "Sexual conduct" means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are:

    a. Sexual advances or requests for sexual favors directed toward the student; or
    b. Of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance, or of creating an intimidating or hostile educational environment.

    "Sexual conduct" does not include:

    a. Touching or other physical contact:

        (1) That is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer; and
        (2) For which there is no sexual intent.

    b. Verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board;
    c. Conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications:

        (1) Arise out of a consensual relationship between students;
        (2) Do not create an intimidating or hostile educational environment; and
        (3) Are not prohibited by law, any policies of the district or any applicable employment agreements.

6. "Sexual harassment" means any unwelcome conduct with an individual which includes but is not limited to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

    a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
    b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
    c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.[25]

[25] This definition is found in OAR 584-020-0005(9) and is different than the definition found in ORS 342.704 and Board policy GBN/JBA – Sexual Harassment.

7. “Teacher” means any person who holds a teacher’s license as provided in ORS 342.125.
8. “Student” means any person who is:
    a. In any grade from pre-kindergarten through grade 12; or
    b. Twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution of education; or
    c. Who was previously known as a student by the person engaged in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

<u>The Competent Educator</u>

The educator demonstrates a commitment to:

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

<u>Curriculum and Instruction</u>

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

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

The competent administrator demonstrates:

1. Skill in assisting individual staff members to become more competent educators by complying with federal, state and local law, rules and lawful and reasonable district policy and contracts;
6. Knowledge of curriculum and instruction appropriate to assignment;
7. Skill in implementing instructional programs through adequate communication with staff; and

8. Skill in identifying and initiating any needed change which helps each student toward realization of personal learning potential.

Supervision and Evaluation

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

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

The competent administrator demonstrates:

1. Skill in the application of assessment data to provide effective instructional programs;
2. Skill in the implementation of the district's student evaluation program;
3. Skill in providing equal opportunity for all students and staff; and
4. Skill in the use of employee and leadership techniques appropriate to the assignment and according to well-established standards which ensure due process for the staff for which the administrator is responsible for evaluating.

Management Skills

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

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

The competent administrator demonstrates:

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

6. Skills in planning and staff assignment.

Human Relations and Communication

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

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

The competent administrator demonstrates:

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

The Ethical Educator

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

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

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

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

1. Apply for, accept, offer or assign a position 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 or purposes 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 and;
4. Respond to requests from a TSPC representative for information, furnish documents to the TSPC, and participate in interviews with a TSPC representative relating to a TSPC investigation, except subject to the exercise of any legal right or privilege.

Staff Development (GCL)

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

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

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

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

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

Staff Dress and Grooming (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.[26]

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 or guidance.

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

Staff Ethics (GBC)

{House Bill 4161 (2026) updated laws regarding staff receipt of food and beverage at district events and up to $100 in merchandise from the district in a calendar year. OSBA plans to release an updated policy during the summer 2026.}

District employees are prohibited from engaging in, or having a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regard to their duties and responsibilities as district employees. This also applies to any personal financial benefit

[26] Discrimination on the basis of race, including but not limited to natural hair, hair texture, hair type and protective hairstyles, is prohibited. See ORS 659A.001.

for the district employee's relative[27] or member of the household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.

This means that:

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

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

Staff Health and Safety (GBE)

The district shall provide instruction to staff in the emergency plan and safety program.

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

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.

Staff will adhere to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for bloodborne pathogens[28]. The district's Exposure Control Plan is available through the district office.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and, including but not limited to, the following safety rules of the district:

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

[28] "Bloodborne pathogens" are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). 29 CFR 1910.1030(b)

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

12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

Staff Involvement in Community Activities

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

Staff Involvement in Decision Making (IFCA)

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, i.e., site council, and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, and budget and facility planning. Contact the principal or designee for additional information regarding possible building and district level committee work that may be available.

Staff, Parent and Student Relations (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 does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order or parental plan that curtails the rights of the noncustodial parent.

A noncustodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education, except as provided by a court order.

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. Such information will be maintained on file in the office and provided to staff, as appropriate.

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

Staff Room

A staff room is provided to staff for 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. The district will not be liable for loss or damage to personal items brought to district property and district-sponsored activities.

Students are not permitted in the staff room.

Student Suicide Prevention Plan (JHH)

In accordance with Oregon law, the district has approved a suicide prevention plan ("plan") for its students that includes procedures relating to suicide prevention, intervention, and activities that reduce risk and promote healing after a suicide; identification of the school official responsible for responding to reports of suicidal risks; a procedure by which a person may request a district to review the actions of the school in response to suicidal risk; methods to address the needs of high risk youth (including: youth 45 bereaved by suicide; youth with disabilities, mental illness, or

substance abuse disorders; youth experiencing homelessness or out -of -home settings, such as foster care; youth identifying as lesbian, gay, bisexual, transgender, queer, and other minority gender identities and sexual orientation; and youth identifying as Native American, Black, Latinx, and Asian); a description of, and materials for, any training to be provided to school employees as part of the plan; procedures for reentry into the school environment following a hospitalization or behavioral health crisis; and a process for designating staff to be trained in a evidence based suicide prevention program.

The district's Plan is expected to be reviewed by all staff. A copy of the plan is available upon request from a school office or the district office or may be accessed through the district's website.

Supervision of Students (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.

Surveys (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.

Annual notice and other notice requirements, and parental rights, are outlined in policy KAB and its accompanying AR. Read policy KAB and its accompanying AR to understand other notice requirements that may apply throughout the school year.

A student's personal information (e.g., name, address, phone number, social security number) will not be collected, disclosed, or used for the purpose of marketing or for selling that information without prior notification. A student's parents or a student 18 years of age or older will be given an opportunity to inspect any instrument used to collect such information and student personal information will be released only with permission.

Personal information does not apply to the collection, disclosure, or use of personal information collected from students for: the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as college or other postsecondary education or military recruitment; book clubs, magazines, and programs providing access to low-cost literary products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; the sale by students of products or services to raise funds for school-related or education-related activities; or student recognition programs.

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.

Suspected Sexual Conduct (Reporting Requirements) (GBNAA/JHFF)

Sexual conduct by district employees, contractors[29], agents of the district[30], and volunteers[31] is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students[32] of the district are subject to Board policy GBNAA/JHFF –Suspected Sexual Conduct with Students and Reporting Requirements.

"Sexual conduct" means verbal or physical conduct, or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student[33] and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance or of creating an intimidating or hostile educational environment. "Sexual conduct" does not include touching or other physical contact that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent, or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

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[29] "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

[30] "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

[31] "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

[32] Student conduct only meets the definition of sexual conduct if the student is also an employee, contractor, agent, or volunteer.

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

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

Any district employee, contractor, agent, or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer; or that another district employee, contractor, agent, or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the principal or the superintendent, in the event the designated licensed administrator is the suspected perpetrator, for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the high school principal who shall report the suspected sexual conduct to the Board chair. If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements. When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student’s safety.

When a principal receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district’s administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

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

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

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

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

A “substantiated report” means a report of sexual conduct that TSPC or ODE determines is founded.

If the district employee decides not to appeal the employment action or if the determination of an appeal is sustained, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records of the school employee maintained by the district. This information may be disclosed to a potential employer.

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

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

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

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

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

Board policy GBNAA/JHFF – Sexual Conduct and administrative regulation GBNAA/JHFF-AR – Sexual Conduct provide additional information and procedures regarding district and staff responsibilities. Reporting forms are included in GBNAA/JHFF-AR.

Teaching about Religion

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

Tutoring

No private tutoring for which a teacher receives a fee is permitted in district schools on school time.

Unmanned Aircraft System (UAS) A.K.A. Drone

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

If an employee, volunteer, or representative of the district is operating or plans to operate an unmanned aircraft system shall do so in accordance with Board policy ECACB – Unmanned Aircraft System (UAS) a.k.a. Drone, all applicable FAA and ODA regulations, and local laws.

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

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

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

Use of Private Vehicles for District Business

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, and schedule activities or other transportation far enough in advance to avoid any use of private vehicles.

No staff member may use a private vehicle for district business without written permission from the principal. When using any vehicle while on district business, staff shall use seat belts. Failure to do so is grounds for dismissal.

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

A student will not be allowed to perform district business in a district vehicle or a staff member's vehicle.

A student will not be allowed to perform district business with their own vehicle.

Vacancies and Transfers (GCCA and Collective Bargaining Agreement)

Announced vacancies for licensed and classified positions are posted in the staff room at least seven working days prior to closing the application period. Copies of the posting are also sent to association representatives and individual staff upon written request to human resources. During summer break, such notices are mailed to the president of the association(s).

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

Volunteers (IICC)

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 refer volunteers to the office.

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

1. Head coaches;
2. Assistant coaches;

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

The use of volunteers requires prior district approval. Forms required for volunteers are available in the office.

Any electronic communications with students by a volunteer for the district will be appropriate and only when directed by district administration and in compliance with board policy.

Weapons (JFCJ)

Students shall not bring, possess, conceal or use a weapon on or at any property under the jurisdiction of the district, any activities under the jurisdiction of the district or any interscholastic activities administered by a voluntary organization.

In accordance with Oregon law, any district employee who has reasonable cause to believe a student or other person, while in a school, is or within the previous 120 days has unlawfully been in possession of a firearm or destructive device, as defined by the district's weapons policy, Board policy JFCJ – Weapons in Schools, shall immediately report such violation to an administrator or designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

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

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

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

The superintendent may authorize persons to possess weapons for courses, programs and activities approved by the district and conducted on district property.

Weapons In Schools - Staff (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 GBMA)

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

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

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

STUDENT OPERATIONAL PROCEDURES

Assemblies

*S*tudents are required to attend all assemblies. Those who request to be excluded will be referred to the office until the end of the assembly.

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 staff in accordance with building discipline procedures.

Assignment of Students to Classes

The principal or designee assigns students and classes to teachers. Parents have the right to discuss student class assignments with the principal, and counselors if available.

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

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

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

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 (IGDH)

The district may cooperate 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 workload on staff. All such contests must be consistent with the purposes and educational goals of the district and must have approval from the principal or superintendent.

A staff member sponsoring such activities is 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

The use of corporal punishment[34] in any form against a student 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 inflection of, or willfully causing the infliction of physical pain on a student.

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

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

Corporal punishment does not include physical pain or discomfort resulting from or caused by:

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

Training for or participation in athletic competition or other such recreational activity, voluntarily engaged in by a student;
It does not include physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;

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

Dismissal of Classes

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

Drug, Alcohol and Tobacco Prevention and Substance Use Prevention and Intervention

Students have a right to attend school in an environment conducive to learning. The district will not tolerate the possession, sale, distribution 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, inhalant delivery systems or tobacco products in the schools, on district property or grounds (including parking lots), on a school bus, or while participating in any school-sponsored activity, whether on district property or at sites off district property.

A staff development program is provided by the district which explains information about the district's substance use prevention and intervention plan, an employee's responsibilities within that plan, and alcohol and drug abuse prevention education.

Emergency Procedure Drills and Instruction (EBCB)

Students are required to receive at least 30 minutes of each school month on the drills and instruction on emergency procedures in compliance with Oregon Revised Statute 339.408 and at least one drill shall be conducted each school month. Fire drills will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year. At least three drills on earthquakes and tsunamis will be conducted each year. Drills and instruction on earthquake emergencies shall include the response procedure known as "drop, cover and hold on." Drills and instruction on tsunami hazard 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 for students in all grades. 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.

Staff will support the required instruction and drills so that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, tsunami procedures and safety threats in accordance with Board policy EBCB – Emergency Procedure Drills and Instruction and best practices. Other emergency procedure instruction may include instruction on wildfires, bomb threats, active shooter, cybersecurity, floods, winter storms, and medical emergencies.

A map/diagram of evacuation routes are posted in the schools and buildings and shall be reviewed with students.

Emergency procedures are written and published in the district's emergency procedures plan. Staff are directed to read and access training on the plan. A copy of the plan may be requested from a school office and will be maintained and posted as directed by district administration.

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 buildings and other overhead objects such as power lines. Drop low to the ground and protect head and neck.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action to the staff of the school where the safety threat occurred.

The communication must include:
1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

Feature Films, Videos, Other Media (IIABB)

The showing of commercially produced and rated feature films and videos may have a legitimate purpose in a school’s educational program. Since the content of these feature films or videos is customarily designed for general audience viewing, precautions should be taken to ensure the showing of particular films or videos is consistent with the educational values of the district.

Field Trips and Special Events(IICA)

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

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 (IK/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 are essential.

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

Teachers should use a variety of communication devices, including phone, electronic communications and parent-teacher 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 Semester 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 ensuring 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.

Procedures affording due process 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. Notice of such criteria must be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

Students with disabilities are to receive grades based on progress toward goals as stated in the student's individualized education program (IEP).

Homework

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the students.

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home.

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

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

Human Sexuality, Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), Sexually Transmitted Diseases, Health Education

Human sexuality, HIV, AIDS, and sexually-transmitted infections and disease prevention curriculum has been cooperatively developed and aligned with the Oregon Health Education Standards and Benchmarks, by parents, teachers, administration, local health department staff, and others as an 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, HIV, AIDS or Hepatitis B Virus (HBV) will be taught. Any parent may request their student be excused from that portion of the instructional program.

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

See Board policy IGAI - Human Sexuality, HIV/AIDS, Sexually Transmitted Diseases, Health Education.

Make-Up Work

When a student has an absence, a teacher will allow a student to make up work missed by the student. The work is to be made up within a reasonable period of time following the return to school, with a minimum of one day allowed per day absent. Schools must work with students to determine what is reasonable based upon the students' needs, academic situation, and amount of make-up work to be completed.

For a planned absence, teachers may provide homework prior to the absence. Evaluation of student work received within the allowable time following return to school shall not incur a penalty or grade reduction related to being late.

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 (OAR) 581-021-0065 (suspension), to make up schoolwork upon return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension.

Media Access to Students (JOD)

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

Media representatives are required to report to building 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 (Board policy JOA – Directory Information) and personally identifiable information (Board policy JOB – Personally Identifiable Information).

Medications (JHCD/JHCDA) DENISE**

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 non injectable 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 required 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 diagnosis 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 healthcare 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 auto injectable 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.

Administering Naloxone or Other Similar Medication to a Student or Other Individual Naloxone or any other similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an opioid overdose."

Nurse support can be accessed from:

Denise Weiss, District Nurse, denisew@nknsd.org 503-355-3517

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 administrator.

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

Non-School-Sponsored Study and Athletic Tours, Trips or Competitions

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

Students who raise funds for their personal participation in such activities may not raise moneys for travel and other activity expenses as a representative of the school or district. Students may not use school or district 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 (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 a parent. The request shall include the reason(s) for the request and a proposed alternative.

Staff are to refer parents to the procedure for submitting requests that are published in Board policy IGBHD – Program Exemptions.

Release Time for Religious Instruction

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

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

Restraint or Seclusion (JGAB)

The district has developed policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students (ORS 339.285 to 339.308 and OARs 581-021-0550 through 581-021-0570 and 581-022-2267).

Use of Restraint and Seclusion in Oregon

Restraint may be used on a student in a public education program only if the student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Under OAR 581-021-0550(9), "Substantial physical or bodily injury" is defined as any impairment of the physical condition of a person that requires some form of medical treatment.

Seclusion may be used on a student in a public education program only if the student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others and less restrictive interventions would not be effective. Under OAR 581-021-0550(8), "Serious bodily injury" means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.

The use of a seclusion cell is prohibited.

Serious Bodily Injury

It is important to understand that the threshold for the usage of seclusion as a response strategy has a high bar that must be met for the intervention to be considered. In the 2004 reauthorization of the Individuals with Disabilities Education Act, "serious bodily injury" is defined to mean a bodily

injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Use of Restraint or Seclusion for More than 30 Minutes

If restraint is utilized for more than thirty minutes, additional provisions apply. The additional provisions for restraint exceeding thirty minutes are in place to prioritize the safety, well-being, human rights, effectiveness of intervention, and ethical considerations in the management of individuals in potentially challenging situations.

If restraint is utilized for more than thirty minutes:

The student must be provided with adequate access to the bathroom and water every 30 minutes.

Personnel of the public education program must immediately attempt to verbally or electronically notify a parent or guardian of the student.

Every 15 minutes after the first 30 minutes of the restraint, an administrator for the public education program must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint must be continued.

Parent and Guardian Notification Requirements

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

Same-Day Notification: Parent(s)/guardian(s) of students who are restrained and/or secluded are to be notified of the incident by the end of the school day in which the incident occurred.

Media Disclosure: If there are any photos, audio, or video records of an incident involving the use of restraint or seclusion, the parent(s)/guardian(s) must receive written disclosure of the existence of a record within 24 hours of the incident.

Written Documentation: Parent(s)/guardian(s) of students who are restrained and/or secluded must receive written documentation of the incident within twenty-four hours of the incident. This documentation is required to provide a description of the restraint and/or seclusion, including:

The date of the restraint and/or seclusion

The times when the restraint and/or seclusion began and ended

The location of the restraint and/or seclusion

A description of the student’s activity that prompted the use of restraint and/or seclusion

Efforts used to de-escalate the situation and the alternatives to restraint and/or seclusion that were attempted

The names of the personnel of the public education program who administered the restraint and/or seclusion

Description of the training status of personnel who administered the restraint and/or seclusion

If the personnel of the public education program who administered the restraint or seclusion had not received training from a program approved by the Oregon Department of Education (ODE), parent(s)/guardian(s) will receive written notification of the lack of training and the reason the restraint and/or seclusion was administered by a person without training

Debriefing Meeting: Timely notification of a debriefing meeting to be held within two school days after each incident of restraint and/or seclusion.

The parent(s)/guardian(s) of the student must be invited to attend the debriefing meeting.

The parent(s)/guardian(s) have the right to request another meeting in the event they are unable to attend the debriefing meeting that was required by law to be held within two school days of the restraint or seclusion incident.

Written notes must be taken of the debriefing meeting, and a copy of the written notes must be provided to a parent or guardian of the student.

Record Preservation: Programs must preserve, and may not destroy, any records related to an incident of restraint or seclusion, including any photos or audio or video recording. The records must be preserved in the original format and without any alteration.

Any photos or audio or video recording preserved shall be reviewed during the required debriefing meeting.

If a student is involved in five incidents in a school year involving restraint and seclusion, a team consisting of personnel of the public education program and a parent or guardian of the student must be formed for the purposes of reviewing and revising the student's behavior intervention plan and ensuring the provision of any necessary behavioral supports. There is no need to wait for five incidents for a team meeting and teams are encouraged to convene to meet student needs and to prevent future incidents.

Incident and Safety Reporting Protocols

Student Serious Injury or Death: If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, oral notification of the incident must be provided immediately to a parent or guardian of the student and to the Oregon Department of Human Services (DHS), and written notification of the incident must be provided to the DHS within 24 hours of the incident.

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

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

Emergency Usage & Source Documentation

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

ODE Guidance for Preventing Restraint and Seclusion in Oregon's Public Education Programs May 2024

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 or Promotion of Students (IKE)

Students will normally progress annually from grade to grade. Teachers and other licensed professionals are expected to recommend-students to the grade level best suited to them academically, socially, and emotionally.

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

The final decision for promotion or retention will rest with school administration.

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

Student Activity Funds (IGDG)

All moneys raised or collected by and/or for school-approved student groups are to be received and deposited into a student activity fund checking account administered by the district 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 student activity fund deposits and expenditures must be processed in compliance with Board policy IGDG – Student Activity Funds.

Student Conduct (JFC)

All students are to comply with district policies and administrative regulations and 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- and district-sponsored activities.

These policies, administrative regulations and rules apply to actions which occur on district property or at any district-sponsored activity regardless of location. Students are subject to discipline for conduct while traveling to and 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 them to students and parents. Rules applying to student conduct shall be posted in a prominent place in each school building.

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.

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

Student Detention (JGB)

An administrator or teacher 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 and such supervision must be provided or arranged for by the teacher or administrator who detains the student.

Student Discipline

Student discipline, whether in the classroom, building, district grounds, or at school- and district-sponsored activities regardless of location, is the responsibility of all staff. Student misconduct consequences are listed in the *Student and 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.

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

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

1. Nonaccidental conduct causing serious physical harm to a student or employee;

2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or

3. When the suspension or expulsion is required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion.

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

Minor Violations

Step 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 the student that subsequent violations will result in a parent contact by the teacher. Document with student's response and signature.

Step 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 will result in a referral to the office for disciplinary action. Document with student's response and signature.

Step 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 staff supporting students with disabilities to resolve any concerns regarding the conduct and discipline of a student with disabilities. Any discipline imposed will be in accordance with Board policy JGDA - Discipline of Students with Disabilities and accompanying administrative regulations.

Student Dismissal Precautions

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

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

Student and Parent Handbook (CHCA)

A student and parent handbook is available online at nknsd.org on each school page. A physical copy can be requested at any school office.

All staff are expected to familiarize themselves with the general information, administrative regulations, and procedures pertaining to students as set forth in the student and 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

Staff 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 administrator and may not interfere with other scheduled activities or classes within the school.

The extended use of one particular group of students is generally discouraged.

Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

Student Transportation

School transportation services for students to and from school, to and from curricular and extracurricular activities and other activities sponsored by the district, are provided by the district's transportation system in accordance with Board policy EEA – Student Transportation.

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 ensure that the student's records are updated in the school's records.

Teachers are also expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment, or other district property including replacement costs, if known, and submit a 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 (KK)

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

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

SPECIAL PROGRAMS

Alternative Education Program (IGBHA)

Alternative education programs may be established for students who are unable to succeed in the regular school program. The district annually reviews available alternative education program(s).

Board policies IGBHA – Alternative Education Programs, IGBHB – Establishment of Alternative Education Programs, IGBHC – Alternative Education Notification, and any accompanying administrative regulations, further outline policy in the district governing alternative education programs.

Staff with questions concerning available alternative education programs for their students should contact a counselor or the building administrator.

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

Dates for district and state assessments will be announced by administration.

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

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

The district's assessment program consists of the following:

1. Criterion-reference assessments, including performance-based assessments, content-based assessments and other valid methods as may be required by state and federal requirements;
2. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
3. Assessments by individual teachers;
4. Other school-wide and grade level-wide assessments. Dates for district and state assessments will be announced by the principal as appropriate.

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

Bilingual Education (IGBI)

Students whose primary language is other than English will be provided appropriate assistance in the district's instructional programs until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction and other educational activities.

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 (EFAA)

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

Neah-Kah-Nie school district participates in the Community Eligibility Provision that is approved July 1, 2024 through June 30, 2028.
This program allows all enrolled students to receive a FREE breakfast and lunch per school day (includes milk and full access to the salad bar).

Counseling Program (IJA)

The district's school counseling program supports the academic, career, social-emotional, and community involvement development of all students.

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

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

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

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

Counselors and teachers with counseling responsibilities are expected to fully respect the right of privacy of those with whom they enter counseling relationships.

Student records will be kept confidential except as allowed or required by law.

Crisis Prevention/Response Program (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 a 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 students' 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.

Health Services Programs (JHC)

The district has established a health services plan that describes the district's health services program for all students. The individual building plans are available on the district website.

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 within the plan.

Homebound Instruction (IGBG)

Homebound instruction is provided to any student whose health or impairment causes them to be absent from school for at least 10 consecutive school 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 (IGBGA)

Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school.

A physician's statement substantiating a student's absence in excess of 10 consecutive school days 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 and Media Support Services

Teachers may contact library or media staff for assistance in obtaining materials, equipment, computer software, video recordings, 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 or media center. Materials may be checked out through library or media staff.

Teachers may schedule with library or media staff to bring entire classes to the library or 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 or Parenting Student Programs (JFE)

The district advocates the right to continued public education for all pregnant and parenting students. The district shall not discriminate in its education program or activity against any student based on their current, potential, or past pregnancy, parenting, or related conditions. No pregnant

or parenting student shall be excluded from the public schools on the basis of pregnancy or parenthood. A pregnant or parenting student will be encouraged to continue with their educational program and to participate in all school-sponsored activities.

Teachers are expected to work cooperatively with counselors, parents, and students in the development of an individualized plan or services, or both, to address the needs of pregnant and/or parenting students when their educational needs cannot be met by the regular-provided school program. Staff shall support pregnant and parenting students in compliance with law; policy and procedures can be found in, but are not limited to, Board policies JFE – Pregnant and/or Parenting Students and GBN/JBA – Sexual Harassment and its accompanying administrative regulations.

Special Education Services (IGBA)

Students, kindergarten through 21 years of age living in the district found to be eligible for services or programs for students with disabilities shall be provided a free appropriate public education (FAPE). The related services and educational programs provided are designed to meet the needs as specified by the student's individualized education program (IEP).

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

Placements are made by the building's IEP team, which consists of the student's parent(s); 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.

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

1. Have access to the IEP, 504 Plan, behavior intervention plan, medical support protocols or any other documentation related to the district employee's responsibilities to assist with the student's educational, behavioral, medical, health or disability-related support needs.
2. Be consulted with when the IEP for the student is being developed, reviewed or revised, including being invited to, and compensated for attending, meetings regarding:
    a. The student's IEP, 504 Plan or behavior intervention plan; or
    b. The student, when the decisions made and issues discussed are related to the responsibilities of the district employee to support the student or when the employee has unique information about the student's needs and present level of performance.

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

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 (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. To assist students to resolve problems arising from behavioral or 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 district recognizes that childhood and adolescent suicide and suicidal tendencies are continuing problems within the elementary and secondary schools of the nation. Designated staff will be trained in an evidence-based suicide prevention program.

Student Suicide Prevention Plan (JHH)

All staff are expected to become familiar with the district's Student Suicide Prevention Plan and Board policy JHH - Student Suicide Prevention.

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. Designated staff will be trained in an evidence-based suicide prevention program.

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

b. Students experiencing disability;
c. Students who are culturally and/or linguistically diverse;
d. Students experiencing poverty; and
e. Students experiencing high mobility.

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

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 parents of a student attending school in the district to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students.

Staff should refer parents with questions to the principal.

Title IA Programs and Migrant Education

In order to help meet the needs of disadvantaged students, the district participates in Title IA programs that provide basic skills instructional services for educationally disadvantaged students in grades K-12 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.

The district also participates in Tile IC programs that provide services to students in migrant situations.

EMPLOYEE ACKNOWLEDGMENT

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.