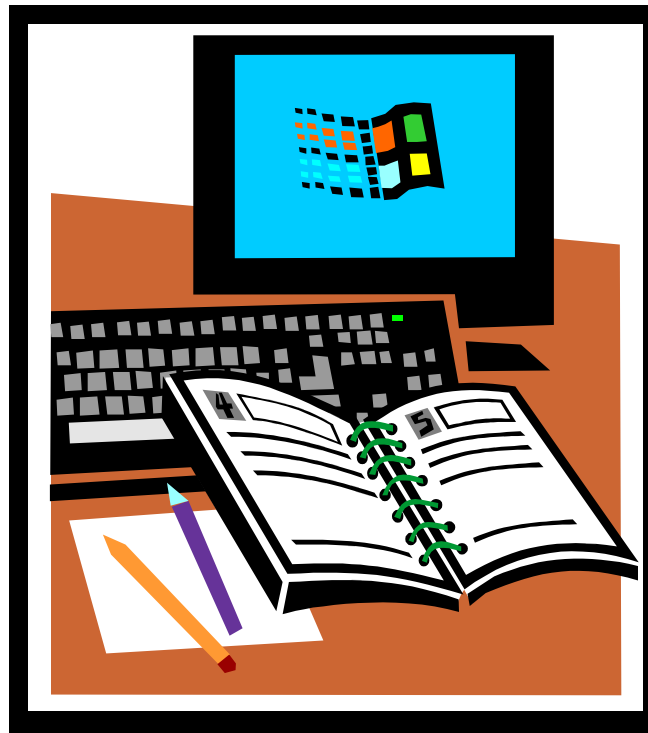


JEFFERSON SCHOOL DISTRICT 14J



Staff Handbook

last updated 9.22.17

Absences	7
Accident Reporting	27, 44
Activity Bus Use	8
Admission to Events	8
Alternative Education	8
Asbestos	4
Assessment Programs	8
Associations	9
Bid Requirements	35
Bilingual Education	9
Blood Borne Pathogens	11
Board Communications	12
Board Meetings	9
Board Members	5
Breakfast and Lunch Programs	9
Breaks	10
Building Use	10
Bullying	26
Calendar	6
Cash in Buildings	10
Chaperones (See Volunteers).....	50
Child Abuse Reporting	10
Classroom Security	11
Communicable Disease	12
Community Activities - Staff Involvement	45
Compensation and Contracts	19
Compliance Statements	4
Complaints	14
Computer Use	15
Conferences (Parent-Teacher)	18
Controversial Speakers	23
Copyright	17, 36

Corporal Punishment	17
CPR Certification.....	25
Credit Card Use	34
Criminal Records/Employee Background Check	17
Curriculum	19
Decision Making	45
Discipline and Discharge	19
District Addresses	5
District Office Hours	19
District Property	10
District Staff Lists	8
District Telephone Numbers	5
Donations of Computer Equipment	19
Drug, Alcohol and Tobacco Prevention Ed	19
Drug-Free Workplace	20
Emergency Drills	20
Employee Resources	6
Equal Employment	4
Evaluations - Staff	21
Fair Labor Standards Act	21
Family Medical Leave Act	10
Field Trips/Special Events	22
Fingerprinting	17
First Aid Card	22
FMLA	7
Fund Raising	22
Gifts and Solicitations	43
Grievances	23
Guest Speakers	23
Harassment	23
Hazing	23
Homebound Instruction	23

Homework	23
Identification Badges	24
Illness Reports	24
Infection Control	11-13
Injury Reports	24, 44
Intimidation	26
Inventory	27
<i>Jefferson Together!</i>	5
Job Sharing	28
Keys	28
Laidlaw Transportation	5
Leave Request Forms	28
Lesson Plans	29
License Requirements	29
Mail Services	29
Make-up Work	29
Materials Not Related to Instruction.....	30
Media Access to Students	30
Medication Administration	30
Menacing	26
Multicultural Education	31
Non-School Sponsored Student Trips	47
OFLA	10
Out-of-State Student Travel	25
Parental Rights – NCLB	31
Parent Relations	42
Park & Recreation District	5
Payroll Calendar	6
Personal Communications/Social Media	32
Personnel Records	32
Petty Cash	31
Political Activities, Participation in	32

Pregnant/Parenting Student	31
Private Vehicle Use for District Business	31
Psychological Testing	31
Purchase Orders	31
Purchasing Procedures	31-32
Receipts	35
Release for Religious Instruction	36
Release of Information - Staff.....	35
Religion, Teaching About	45
Requisition	31
Research Project	33
Resignation	33
Resuscitation	34
Retirement	34
Safety Committee	34
Salary Adjustment – Ed Level	35
Security System	38
Sexual Harassment	36
Site Council	35
Special Interest Materials	35
Staff Conduct	36
Staff Conflict of Interest	40
Staff Development	39
Staff Dress	40
Staff Ethics	41
Staff Health and Safety	41-42
Staff Meetings.....	42
Staff Room	43
Student Activity Funds	43
Student Conduct	43
Student Discipline	44
Student Transportation in Private Vehicles	44

Substitute-Calling System	10
Supervision of Students	45
TAG Programs	45
Telephones	45
Title I Programs	4, 46
Tobacco-Free Environment	46
Tuition Reimbursement	46
Tutoring	47, 50
Visitors	47
Volunteers	47
Weapons	47
Worker's Comp 801 Form	24, 41

PREFACE

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law. Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice.

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

Equal employment opportunity and treatment shall be practiced by the District regardless of race, color, national origin, religion, sex, age, marital status and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the district office for additional information or assistance.

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

In accordance with asbestos management regulations, notice is given that there are asbestos-containing materials in the schools of Jefferson School District 14J. A written operation and management plan is prepared for each building and is available for review. Copies are located in each school office and at the district office. An EPA Management Review was completed in August, 2000.

ASBESTOS ABATEMENT PROJECTS: Asbestos abatement projects are planned as needed, on an annual basis.

August 2013

DISTRICT INFORMATION

BOARD OF DIRECTORS

The Legislature of the State of Oregon delegates to the Board responsibility for the conduct and governance of district schools.
For information and a list of directors on the Jefferson School District Board, visit jefferson14j.com/board.

DISTRICT ADMINISTRATIVE AND SPECIAL EDUCATION OFFICE

Kent Klewitz, Superintendent
541-327-3337, x 1051
Tracy Keuler, Student Services Director
541-327-3337, x 1052
1328 North Second Street, Jefferson, OR 97352
FAX: 541-327-2960

JEFFERSON ELEMENTARY

Anna Keifer, Principal
615 North Second
Jefferson, OR 97352
541-327-3337 x 1650

JEFFERSON MIDDLE SCHOOL

Dan Fritz, Principal
1344 North Second
Jefferson, OR 97352
541-327-3337 x 1550

JEFFERSON HIGH SCHOOL

Cathy Emmert, Principal
2200 Talbot Road SE
Jefferson, OR 97352
541 327-3337 x 1250

OTHER IMPORTANT NUMBERS

Jefferson Park and Recreation District
Bill Linhart
P. O. Box 37
Jefferson, OR 97352
Telephone: 541-327-3581
Fax: 541-327-7746

First Student Transportation Service
Melody Rossiter
P. O. Box 895
Jefferson, OR 97352
Telephone: 541-327-9654
541-327-9683

EMPLOYEE RESOURCES

Most district employee and student forms are in the Staff Resource Center of the iVisions Web Portal.

Access is available at <https://bis.lblesd.k12.or.us/jefferson/> via district provided employee login.

Additional resources are available on the [Staff Only](#) page of the district. Access is issued by the district office.

District Calendar: www.jefferson14j.com/calendar

Phone Directory: http://www.jefferson14j.com/uploads/2/4/0/7/24076719/phone_extensions.pdf

Other Resources: <http://www.jefferson14j.com/401/login.php?redirect=/staff-only.html>

GENERAL INFORMATION

Throughout this handbook, links Board Policies provide additional information, but not for all topics. These should not be presumed to be the only policies that address a topic. Topics can be searched via the district's online policy at the link below. In addition, in most cases a policy will be supported by one or more Administrative Rules (ARs). These should also be referenced, as they provide the method by which the policy is upheld. Enter <http://policy.osba.org/jeff14j/index.asp> into your web browser or click on the link to access ARs and conduct searches using the online policy manual. If one exists, the AR will be listed after the policy.

ABSENCES (G CBD/GDBD): Staff members unable to report to work for any reason must record their absence via AESOP, the substitute calling service, as soon as possible to ensure that appropriate substitute arrangements can be made. Substitutes are assigned on a daily basis unless a longer duration is specified. In order to facilitate continuity during absences, staff members unable to return to their duties the following day should create a new absence by 2:30 p.m. Whenever possible and as appropriate, substitutes will be retained during the course of your absence.

Staff members may request a particular substitute. Requests that a particular substitute not be called may be made through the WESD system. Final decisions regarding substitute use or nonuse will be made by the District. The need for substitute coverage due to illness or emergency arising during work hours will be arranged as needed upon notification to the building principal.

Staff absences: including absences due to district-related activities must be requested through the iVisions Web Portal. A new request needs to be made for each payroll period affected. Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy and law.

Federal Family and Medical Leave (FMLA) and/or State Family Medical Leave (OFLA) could apply to absences due to the following:

1. Any period of incapacity or treatment in connection with or consequent to inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility;
2. Any period of incapacity requiring absence from work, school or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health-care provider;
3. Continuing treatment by (or under the supervision of) a health-care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days;

4. Illness, disease or condition is terminal, requires constant care, and poses an imminent danger of death;
5. Disability due to pregnancy, childbirth or prenatal care;
6. In order to care for newborn child;
7. In order to care for a family member with a serious health condition;
8. Because of receiving a child into foster care or adoption;
9. In order to care for a child with a condition requiring home care which does not meet the definition of serious health condition and is not life threatening or terminal (OFLA only)
10. For the death of a family member;
11. For a qualifying exigency (FMLA);
12. To care for a covered service member;

(Policy [GCBDA/GDBDA](#)) For absences described above, see specific definitions in [GCBDA/GDBDA-AR\(1\)](#).

Leave due to domestic violence, harassment, sexual assault, stalking is covered in policy [GCBDC/GDBDC](#).

ACTIVITY-BUS USE: Staff members are encouraged to use the district activity buses for student trips whenever possible. Staff member must first be trained by First Student and receive Oregon Department of Education Activity Driver's Certification prior to driving an activity bus. Use of activity buses must be scheduled through the high school office manager. Activity buses are parked under the covered area in the compound, under the protection of the security system. Individuals using an activity bus on a weekend or prior to 6:45 a.m. will need to disarm the security system before entering the compound. After removing the bus from the compound, the gates must be locked and the security system reactivated. Instructions can be obtained from the high school office manager. **It is the driver's responsibility to see that the bus is left clean, with a full fuel tank, ready for the next trip.**

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES: All district staff members are admitted free of charge to home athletic contests. Staff members are expected to pay the published price of admission to all other extracurricular events.

ALTERNATIVE EDUCATION PROGRAMS: See Alternative Education Programs Policy [IGBHA](#).

ASSESSMENT PROGRAMS: The district's assessment program has been developed to meet state requirements and local district needs. Assessment results are used to identify individual student's learning strengths and weaknesses and as a basis for planning learning activities. Results are used as a factor in determining the educational progress of students and the success of school programs for program improvement planning purposes. Additional services, alternative educational or public school options are made available

to any student who has not met or has exceeded all of the standards at grades 3, 5, 8 and 10.

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

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

ASSOCIATIONS: The Jefferson Education Association is the bargaining unit for all licensed staff. The Oregon School Employees' Association is the bargaining unit for all classified staff.

BILINGUAL EDUCATION: Students whose primary language is a language other than English are provided appropriate assistance through the district's English-as-a-Second Language Program (ESL) until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction. Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal or signed communication in a language they can understand. Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact their building office.

BOARD MEETINGS/COMMUNICATIONS (Policy [BD/BDA](#) & [BG](#)): Regular Board meetings are held on the second Monday of each month at the District Board Room at 6:30 p.m. All regular and special meetings of the Board are open to the public unless otherwise provided by law.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through building administrators to the superintendent in accordance with established lines of authority, as approved by the Board. All official Board communications, policies and information of staff interest will be communicated to staff through the superintendent to building administrators. Minutes and agendas are posted on the district website at www.jefferson14j.com/meetings.

BREAKFAST/LUNCH PROGRAMS (Policy [EFAA](#)): The district participates in the National School Lunch, School Breakfast, and Commodity Programs. Free and reduced-price meals are available for students unable to pay the full price for meals. General

information, eligibility criteria and confidential application forms are available on the district website and through the office in each building.

BREAKS: Scheduled breaks are provided to all classified employees to ensure safety, efficiency, and to meet the requirements of law. All classified staff members who work four or more consecutive hours are entitled to one 15-minute break. Those working eight-hour days are entitled to two 15-minute breaks. Classified employees are expected to adhere to the break schedule established by the administration. Deviation from the regularly scheduled break period requires prior supervisor approval.

BUILDING USE BY COMMUNITY: (Policy [KG](#)): The buildings are open to community groups during the week and weekends for approved use when such use does not interfere with district programs. As classrooms may be scheduled outside regular hours, all staff members are encouraged to leave their rooms in order and to secure personal items. Staff will be notified prior to outside use. The district is not responsible for personal items left on district property.

CARE/USE OF DISTRICT PROPERTY: All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the building principal. Certain District-owned equipment may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain. An equipment use form must be submitted and approved. The form is page seven of the administrative rule of policy KG, which is available by clicking the “online policy manual” on the district website. 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 (Policy [DFA](#)): Money collected by staff and students as a result of fundraisers or other school-related purposes is to be deposited in the office at the end of the school day. At no time are school funds to be kept overnight or held in classrooms. Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials.

CHAPERONES: See section titled “Volunteers.”

CHILD ABUSE REPORTING (Policy [JHFE](#)): Any district employee who has reasonable cause or reasonable suspicion to believe that any child with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she is in contact has abused a child, will immediately notify the Oregon Department of Human Services, Community Human

Services, or the local law enforcement agency. (Child means an unmarried person who is under 18 years of age.) The school employee shall also immediately inform his/her supervisor, building principal or superintendent.

Oregon law recognizes these types of abuse:

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

Any district employee who fails to report a suspected child abuse as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A district employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected child abuse or fails to maintain confidentiality of records as required by this policy, the employee will be disciplined. Intentionally making a false report of child abuse is a Class A violation.

CLASSROOM SECURITY: When leaving the classroom, locker room or other work area between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end. All staff members are asked to refrain from keeping personal items of value in or around their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of or damage to personal property due to such causes as fire, theft, accident or vandalism.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES (Policy [JHCCBA/EBBAB/GBEBAA](#)): The District provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Infection control procedures, including provisions for handling and disposing of potentially infectious materials have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the District and with all rules set by the Oregon Department of Human Services, Health Services, and the county health department. Furthermore, staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

HIV, AIDS, HBV and HCV Health Education (Policies [IGAEA](#) & [IGAI](#)): An HIV, AIDS, HBV and HCV* curriculum has been developed cooperatively by parents, teachers, administration, local health department staff and others. All teachers are expected to teach the age-appropriate curriculum annually in grades K-12 in accordance with established curriculum. The purpose of the curriculum is to present current, accurate information to help students learn infection control procedures for preventing the spread of HIV/AIDS/HBV/HCV-causing virus and to assist them in making decisions about protecting their health and the health of others. The value of abstinence must be stressed. Teachers are expected to notify parents of minor students in advance that the material regarding HIV/AIDS/HBV/HCV will be taught. Any parent may request his/her student be excused from the class.

The Superintendent has been designated to facilitate communications between the Oregon Department of Human Services, Health Services, Oregon Department of Education and teaching staff regarding the district's AIDS, HIV, HBV and HCV health education program.

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

Communicable Diseases/Students with HIV, HBV, AIDS*: Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in Oregon Revised Statutes and rules of the county health department. A student with a school retractable disease is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. Parents/guardians are required to notify the administrator of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department, excluding the student from school or the parent may voluntarily withdraw the student from school. If the district is informed of the student's infection and written parental permission is obtained, a planning team is convened to address the nature, duration and severity of risk as well as any modification of activities needed.

HBV*/Blood Borne Pathogens Training and Immunization: All staff members will receive appropriate information and training:

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

Additionally, the HBV vaccination series will be made available to all staff members identified by the district as having occupational exposure. Report any occupational exposure to blood borne pathogens to the building Principal. Following a reported exposure, the district will immediately make available to the exposed staff member a confidential post-exposure evaluation and follow-up.

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

Also see Policy [EBBA](#) First Aid.

Infection Control Procedures: Appropriate hygienic and sanitation practices have been established by the district. The following procedures are a review for all staff and students of appropriate hygienic and sanitation practices:

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

7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved **disinfectant following labeling instructions for use, or a freshly made solution of one-part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables;
8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leak proof containers that are appropriately labeled or color-coded;
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;

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

**Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers. Other disinfectants as recommended by the Center for Disease Control may be used.

COMPLAINTS:

Student/Parent Complaints (Policies [KL](#) and [LGA](#) and their accompanying Administrative Rules: [KL-AR](#) and [LGA-AR\(1\)](#) & [LGA-AR\(2\)](#)) The district recognizes that complaints regarding staff performance, discipline, grades, student progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter in writing directly to the building principal or immediate supervisor as appropriate. The complainant will be provided with necessary formal complaint

procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements. When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

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

Staff Complaints (Policy [AC](#)): Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal for informal discussion and resolution. The complaint should be presented in written form. If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations. This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement.

COMPUTER USE: (Policies [IIBG](#) & [IIBGA](#)): Staff members are permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission and goals. Personal use of district computers, including Internet and E-mail access, is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Standards and Practices Commission (GSPC) guidance (e.g., Occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity). Such use is restricted to the employee's own time. Staff violating Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of 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 E-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned E-

mail system.

CONFERENCES (PARENT-TEACHER): Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are held once each semester. 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. Teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide time outside instructional hours to meet with students as necessary.

COMPENSATION AND CONTRACTS: Work agreements will be issued for all district employees.

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

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

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

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

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

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

COPYRIGHT (Policies [EGAAA](#) and [IIBG](#)): A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting.

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

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Detailed guidelines for “fair use” are on pages 2 -10 of EGAAA-AR Guidelines for the Use of Copyrighted Materials. It is the employee’s responsibility to review these guidelines.

CORPORAL PUNISHMENT (Policy [JGA](#)): The use of corporal punishment in any form is strictly prohibited by the district. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain. A staff member is authorized to use physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming self, others or doing harm to school property (physical force will not be used to discipline or punish a student).

CRIMINAL RECORDS CHECKS/FINGERPRINTING (Policy [GCDA/GDDA](#)): All newly licensed or registered educators and those applying for renewal of a license or registration are required to submit to a nationwide criminal records check and fingerprinting in accordance with rules established by the Teacher Standards and Practices Commission (TSPC). This includes any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist who has not submitted to a criminal records check within the previous year. Additionally, all staff not requiring licensure or registration as a teacher or administrator, and newly hired into a position having direct, unsupervised contact with students are required to submit to a national criminal records check and fingerprinting as required by Board policy and law. Pending return of the fingerprint background check, the individual may begin work upon receipt of an acceptable response to the Criminal History Verification of Applicants. These individuals include all newly hired classified staff and paid coaches.

In addition to the newly hired employees, such checks shall be required of the following:

1. All district contractors and/or their employees, whether employed part-time or full-time;
2. All contractors and/or their employees who provide early childhood special education or early

intervention services in accordance with rules established by the Employment Department;

3. An individual who is an employee of a public charter school.

Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such background checks. Fees as required by the Oregon Department of Education (ODE) for individuals subject to fingerprinting, including non-licensed applicants for positions with the district, shall be paid by the individual.

All newly licensed or registered educators and those applying for reinstatement of a license or registration that has expired for more than three years are required to submit to nationwide criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

The following procedures will be used for all newly hired classified employees and coaches subject to fingerprinting:

Processing/Reporting

1. As part of the new-hire process and only after acceptance of an offer of employment or contract, the individual must complete a Fingerprint-Based Criminal History and the Criminal History Verification of Applicants.
2. The individual will be required to report within three days to a local or state law enforcement agency for fingerprinting.
3. The individual is responsible for obtaining a fingerprint card from the school district personnel office.
4. The individual is responsible for submitting the fingerprint card to the authorized finger printer.
5. The individual is responsible for returning the completed fingerprint card to the district personnel office.
6. The Fingerprint Criminal History Verification form and fingerprint card will be sent to ODE by district personnel, retaining a copy.

Termination of Employment

1. Any individual required to submit to fingerprinting in accordance with law and Board policy will be terminated from employment of contract status by the superintendent immediately upon the following:
 - a. Refusal to consent to fingerprinting; or
 - b. Notification by the Superintendent of Public Instruction or his/her designee that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified by law.

Appeals: A non-licensed individual may appeal a determination which prevents his/her employment or eligibility to contract with the district to the Oregon Superintendent of Public Instruction. Individuals eligible to appeal as a contested case will be so notified in writing by ODE.

CURRICULUM (Policy [IF](#)): Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure for the education of district students. The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles. Deviations from established curriculum, textbooks and instructional materials are not permitted without building principal approval. Teachers with questions should contact the building principal. Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction.

DISCIPLINE AND DISCHARGE (Policy [GCPD](#)): Discipline and dismissal of staff will follow due process, relevant provisions of collective bargaining agreements and applicable law.

DISTRICT OFFICE HOURS: The district office is open between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, all year unless otherwise publicized.

DONATIONS OF COMPUTER EQUIPMENT: Donations of computer equipment or software that add to or alter existing systems must be approved by the district fiscal office according to guidelines set by the district technology committee. Any donated equipment or software accepted by the district and staff will become the property of the district.

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION (Policies [JFCG/JFCH/JFCI](#), [JFCG/KGC/GBK](#)): The district will not tolerate the possession, sale or use of unlawful and harmful drugs (illicit drugs, non-therapeutic use of prescribed drugs, misuse of solvents and other dangerous substances and drug paraphernalia), alcohol or tobacco in the schools, on district property, on a school bus or while participating in any school-sponsored activity, whether on district property or at sites off district property.

Given the extensive use and the formal and informal promotion of drug, alcohol and tobacco use in society, the school has an obligation to provide drug, alcohol and tobacco education that emphasizes prevention, describes intervention and referral procedures and outlines consequences.

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

DRUG-FREE WORKPLACE (Policy [GBEC](#)): No staff member shall manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15.

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

The Board believes that all students have the right to learn, and all employees have the right to work, in an atmosphere which is conducive to student learning. The use/abuse of alcohol, narcotics and other dangerous drugs by district personnel on school grounds or at school-related activities directly affects district staff by interfering with their ability to educate students and to perform their assigned duties or responsibilities, and may result in discipline up to and including dismissal.

EMERGENCY DRILLS (Policy [EBCB](#)): All teachers are required to provide instruction on fire and earthquake dangers and drills for at least 30 minutes each school month in accordance with the requirements of law. At least one fire drill will be conducted each month for grades K-12. At least two drills on earthquakes will be conducted each year. A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students.

The warning signal for a fire alarm/drill is a fire alarm bell. 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 close door, leaving 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 building principal;
5. Upon “all clear” signal, escort students directly back to class. Check roll.

The warning signal for an earthquake alarm/drill is an all call on PA system. In the event of an earthquake, teachers are required to:

1. Immediately direct all students to “duck, 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 roll 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. Crouch low to the ground and protect head and neck.

EVALUATION OF STAFF (Policy [GCN/GDN](#)):

Licensed Staff - Evaluation of licensed staff shall be conducted to conform with applicable Oregon Revised Statutes and any applicable collective bargaining provisions. Teachers' evaluations shall be customized based on collaborative efforts and include the core teaching standards adopted by the State Board of Education.

Evaluations must attempt to:

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

Classified Staff - All classified employees will be formally evaluated by their immediate supervisor at least twice during their first year of employment and at least once a year thereafter.

FAIR LABOR STANDARDS ACT: Regular working hours for all classified staff will be set by the district administrator. Classified staff members are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the building principal. All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours. Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations and collective bargaining agreements.

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

- What constitutes nonexempt working hours;
- What constitutes normal working hours;
- That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- 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. A week is defined as seven consecutive days covering Monday through Sunday. Overtime will be compensated at not less than time and one-half compensatory time.

FIELD TRIPS AND SPECIAL EVENTS (Policies [IICA\(1\)](#) and [IICA\(2\)](#)): Field trips and other student activities involving travel may be authorized by the building principal when such trips or activities contribute to the achievement of desirable educational goals. Requests should be submitted to the building principal well in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers. Written parental permission must be obtained for approved field trips, which is generally done at the time of student registration for school each year.

Teachers, coaches or advisors planning to take students on a district-sponsored overnight trip must first complete the appropriate field trip forms and receive the Superintendent's approval not less than two weeks before the anticipated trip. Teachers planning an out-of-state field trip must have prior approval by the Board.

FIRST AID CARD (Policy [EBBA](#)): All staff members are required to hold current first aid and CPR certification. Failure to do so within 90 days of employment or card expiration may result in suspension without pay and is cause for dismissal. The district provides first aid/CPR classes each year to aid staff in obtaining/maintaining the required certifications. Staff members opting to seek first aid or CPR training outside the district-offered courses will do so on their own time and be responsible for all related class costs.

FUND RAISING (Policy [IGDF](#)): All fund raising must be approved by the superintendent and supervised by the appropriate advisor. Fund-raising projects involving the sale of products must be approved by the activity sponsor and by the principal before the activity is initiated. Solicitation of funds is expressly prohibited without the superintendent's consent. 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 or products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

GRIEVANCES: Employee grievance procedures are outlined in negotiated agreements.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS: Guest speakers may be used by teachers from time to time when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the building principal of the date, time and nature of the presentation whenever such use is planned. Prior administrative 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 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. Prior to his/her participation, guest speakers are to be given the following regulations in writing:

1. Profanity, vulgarity and lewd comments are prohibited;
2. Tobacco use is prohibited;
3. Sexist, racial remarks or derogation of any group or individual is prohibited.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING (Policies [GBNA](#), [GBNAA/JFCFA](#) & [GCBDC/GDBDC](#)): Hazing, harassment, intimidation, bullying or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated by the district. Staff members who are found to be in violation of policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC).

HOMEBOUND INSTRUCTION: Homebound instruction is provided to any student whose health or impairment causes him/her to be absent from school for at least ten 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 and/or homework as necessary to help students maintain satisfactory progress during the student's temporary absence from school.

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 student. 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.

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

INJURY/ILLNESS REPORTS: All injuries/illnesses occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the administration immediately. Reports will cover property damage as well as personal injury. A completed Accident/Incident Report form (on the Portal) must be submitted to the building administrator within 24 hours or the next scheduled workday. The Workers Comp 801 Form (on the Portal) must also be submitted if the injured individual seeks medical treatment. All work-related injuries and/or illnesses will be promptly investigated and corrective measures implemented, as appropriate.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the district office will inform the Oregon Occupational Safety and Health Division (OR-OSHA) within the timelines required by law. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health-care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

INVENTORY (Policy [DID](#)): Any time equipment or furniture of any kind is purchased, moved or discarded, the district's inventory is revised. Please email the district office immediately, providing: a description of the item including manufacturer and model; serial number; inventory tag number; original cost; new location; and in the case of a change, the old location. If the item is being discarded, a description of the reason for discard should be given.

Personal property or equipment (computers, printers, furniture, etc.) is not to be included on the district inventory and is not covered by the district's property liability insurance unless there is a massive catastrophe. In such a case, the coverage is minimal.

JOB SHARING: The district endorses the concept of 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 a 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 are subject to school board approval.

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

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands," "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the building principal immediately upon discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. If an individual loses the keys checked out to them, they may be responsible for the cost of new keys for all doors affected by the loss.
6. All keys are to be checked in at the end of the school year. Staff members with summer duties necessitating building access may make arrangements with the building principal to keep their keys, as appropriate.
7. Any person employed by Jefferson School District 14J who retains a key or duplicate key to any district facility without express knowledge and consent of the building administrator will be subject to disciplinary action that could lead to termination of employment with the school district. Each building administrator will register all keys with his/her office at the beginning and end of each school year and report directly to the Superintendent any abuses of keys.

LEAVE – PROFESSIONAL: Requests to attend conferences must have administrative pre-approval prior to any request for funding. (See Absences.) Indicate Targeted Staff Development or Staff Development, depending upon the activity. When approved, all professional development activities will be on a reimbursement basis according to the appropriate negotiated agreement.

Reimbursement can be requisitioned via the Portal, payable to the attendee. A copy of the registration form and a receipt or other proof of payment must be received by the district office to support the request for reimbursement.

LESSON PLANS: The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students. Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans are to be kept by teachers in a place known to and accessible to the building principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the building principal.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class 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 and kept in a location readily accessible to substitute teachers in case of absence.

LICENSE REQUIREMENTS: It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

In the event the district is required to forfeit any State School Fund moneys 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 of the amount of the forfeiture from the teacher whose unlicensed status caused the forfeiture. Recovery may not exceed one-half of the amount forfeited that is attributable to the particular licensed person.

MAIL SERVICES: Recognized collective bargaining units may use the service in accordance with the terms of their collective bargaining agreements and Board policy. All staff members are to check their mailboxes before school, midday, and after each working day and remove mail daily. Students should not pick up mail from staff mailboxes. District mailing and postage may be used for school district business only.

MAKE-UP WORK: A student who has an excused absence from class is to be permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class for the work missed due to absence.

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up school work upon return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty. Students will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while suspended.

MATERIALS NOT RELATED TO INSTRUCTION OR SCHOOL PROGRAMS, DISTRIBUTION OF (Policy [KJA](#)):

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

MEDIA ACCESS TO STUDENTS: The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals. Media representatives are required to report to the building principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly. Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDICATION (NON-INJECTABLE) ADMINISTRATION (Policy [JHCD](#)): Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary. Training will be provided to designated school staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or off district property.

Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.

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

procedures:

1. A parent (guardian) permission form and written instructions have been submitted for all prescription and nonprescription medications. In the case of prescription medications, permission from the physician is also required. Such permission may be indicated on the prescription label. Building principal permission is also required for all self-medication requests.
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided above;
3. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
 - a. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction;
 - b. Nonprescription medication must have the student's name affixed to the original container.
4. The only medication students may keep with them at all times is an inhaler;
5. Sharing and/or borrowing of medication with another student is strictly prohibited.

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

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

MULTICULTURAL EDUCATION: The district is committed to an educational system that will prepare students to function effectively and cooperatively in a multicultural society. The development of community partnerships and curriculum which use every opportunity to present the many ethnic, racial and religious strands that are a part of the American fabric provide a process for incorporating multiculturalism into the district's educational program. Instructional materials at all grade levels are expected to reflect and fairly portray the history, contributions and culture of both men and women and of various ethnic groups in society.

PARENTAL RIGHTS/SURVEYS - NCLBA REQUIREMENT (Policy [KAB](#)): Staff members 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 of more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;

- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

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

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

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

PARTICIPATION IN POLITICAL ACTIVITIES (Policy [GBG](#)): 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 views as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and assigned duties. See District Policy GBG with regard to employees seeking political office. No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes. On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA (Policy [GCAB](#)):

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

and blogs, judiciously by not posting confidential information about students, staff or district business. Staff are subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is illegal or violates the terms of this policy. Staff actions on social network sites, public websites, blogs and other social media, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. See policy for details.

PERSONNEL RECORDS (Policy [GBL](#)): 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, letters of commendation, 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/permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and are not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the personnel office to inspect the contents of his/her personnel file on any day the district office is open for business;
2. Others designated in writing by the employee;
3. The district's contracted auditor, when such inspection is pertinent to carrying out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Courts and public agencies with the power of subpoena and attorneys for the District when relevant to the performance of their respective duties.

Designated district office personnel shall be responsible for maintaining systematic, complete, and current files for all personnel of the district, as appropriate. The superintendent may permit persons other than those specified above to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in

each case the appropriateness and extent of such access. Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

PREGNANT/PARENTING STUDENT PROGRAMS (Policy [JFE](#)): The district advocates the right to continued public education for all pregnant and parenting students. A pregnant and parenting student should be encouraged to continue with his/her educational program and to participate in all school-sponsored activities unless physically unable. Teachers are expected to work cooperatively with counselors, parents and students in the development of individualized educational programs or services, or both, to address the needs of pregnant and parenting students when their educational needs cannot be met by the regularly-provided school program.

PRIVATE VEHICLE USE FOR DISTRICT BUSINESS (Policy [EEBB](#)): No staff member will use a private vehicle for school business, including the transportation of students, without written permission from the superintendent or designee. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a personal vehicle on school district business will be reimbursed in an amount established in policy. If a staff member is driving their own vehicle for school business and is involved in an accident, the school district will not assume liability until the staff member's own insurance has paid its maximum.

PSYCHOLOGICAL TESTING SERVICES: Psychological tests, excluding intelligence tests, may be administered to students only by licensed psychologists/psychometrists employed for this purpose or by interns under their supervision. Psychological evaluations may be made only with the informed and written consent of parents. Psychological records of students are confidential. Written parental consent is required prior to the release of any such data.

PURCHASING PROCEDURES (Policy [DJ](#)):

Requisition: (iVisions Web Portal): Check your budget. Be sure to note quantity, important numbers and description of the item(s). The maximum amount for an open PO to reimburse supplies is \$50. Technology purchases are to be made through Pat Franklin only.

Petty Cash: A petty cash account has been established in each building. Staff members may be reimbursed for items costing less than \$20 using the appropriate district fiscal forms. Expenditures from petty cash are drawn from budgeted line item accounts and may be authorized only as such funds are available to cover the cost of the purchase. Requests for reimbursement for pre-approved purchases may be authorized only upon submission of appropriate receipts to the business office.

If possible, staff making purchases from local vendors should ask if the vendor will honor a district purchase order or use a district credit card after completing a requisition for the purchase. Under no circumstances should a staff member use a personal credit card for district-related purchases.

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, or building principal.

No purchase including purchases from student body funds will be authorized unless covered by an approved requisition. Requisition forms are available in the building offices. Once completed and signed by the principal, the requisition is sent to the business office, where purchase orders are processed in the order that requisitions are received.

Bid Requirement: Purchases with a single-item value of \$500 or more, or a multi-unit order of the same item valued at an aggregate amount of \$1,000, are subject to the Board's policy governing Bidding Requirements, administrative regulation specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the business manager for details.

Purchase Order: Unless instructions for ordering are placed in the "PO Notes" field and relevant paperwork is forwarded to the district office, it is assumed that all orders will be placed by the requestor. If the purchase order is to be faxed, select the fax option and include the fax number. After the building principal has approved the requisition, it is forwarded to the district office for final approval. You will receive an email once it is approved. When the merchandise is received, please sign the packing slip and send to the district office.

Proof of Receipt: Once the merchandise is received, sign the packing slip and/or invoice indicating that the entire order was received, that part was missing (note the missing item), or that there was some error in the shipment. Return the packing slip/invoice to the district office *immediately*. Without proof that the order has been filled, the bill is not processed for payment, which can cause late charges to occur. **DO NOT HOLD RECEIPTS, PACKING SLIPS OR INVOICES** until all your orders have been received. **Send all receipts, packing slips and invoices to the district office as soon as they come in.**

RELEASE OF GENERAL STAFF INFORMATION (Policy [GBLA](#)): A staff member's or volunteer's address, date of birth, social security number and personal phone number contained in personnel records maintained by the district are exempt from public disclosure. Such information will be released by the district only upon written permission of the staff member or volunteer, unless otherwise accepted by law.

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

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

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

RELIGIOUS INSTRUCTION RELEASE TIME: 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 his/her return to school or at such other times as may be deemed appropriate by the teacher.

RESEARCH, COPYRIGHTS AND PATENTS (Policy [GCQB](#) & [EGAAA](#)): Staff members engaged in a research project during the workday or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the administration. Privacy rights of students or other individuals involved in such research projects must be maintained.

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

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

RESIGNATION OF STAFF (Policy [GCPB/GDPB](#)): Any staff member who wishes to resign from his/her position with the district should provide written notice. A licensed staff member must give written notice at least 60 days prior to the date he/she wishes to leave district employment. The superintendent is authorized to accept the resignation effective the day it is received and either release

the teacher immediately from further teaching or administrative obligations or inform the teacher that he/she must continue teaching for part or all of the 60-day period. Where less than a 60-day notice is given, the Board may request that TSPC suspend the teacher's or administrator's license for the remainder of the school year. Exceptions due to emergency or other extenuating circumstances may be considered by the Board. The superintendent is authorized to accept resignations of classified employees effective the day they are received.

USE OF RESTRAINT AND SECLUSION (Policy [JGAB](#) & [JGAB-AR](#)): The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others. Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the students' behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the district, whether an emergency or as part of a plan, shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must allow staff full view of the student in all areas of the room and be free of potentially hazardous conditions such as unprotected light fixtures and electrical outlets.

RESUSCITATION: 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 is 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.

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

SAFETY COMMITTEE (Policy [EBAC](#)): A district safety committee has been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff and others while on district property. The safety committee meets monthly and conducts workplace safety inspections 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 to the office immediately.

SALARY ADJUSTMENT BASED ON EDUCATION LEVEL: Teachers who attain the cumulated amount of credits required to make a horizontal move on the salary schedule will submit proof of the completed course work in the form of a grade slip or transcript, along with the completed request form, on or before September 15 of the school year to receive the adjustment on the salary schedule placement.

SECURITY SYSTEM: All district buildings are equipped with security alarm systems. Staff members are provided information regarding their building alarm codes and are expected to exercise care when entering buildings. False alarms are costly to the district.

SEXUAL HARASSMENT (Policy [GBN/JBA](#)): Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district. The term, “district”, includes district facilities, district premises and non-district property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

SITE COUNCIL (Policy [IFCA](#)): In an effort to encourage community involvement in shared decision-making and to foster the collaborative efforts of staff, students, parents and community members, 21st Century Schools Councils have been established at each school.

Within the parameters established above, 21st Century Schools Councils shall be responsible for the development of plans to improve the professional growth of the school staff, the improvement of the school’s instructional program, the development and coordination of plans for the implementation of programs under ORS Chapter 329 at the school, the administration of grants-in-aid for the professional development of teachers and classified employees as provided for in Oregon Revised Statutes and Oregon Administrative Rules and advising the Board in the development of a plan for school safety and student discipline under ORS 339.333. Additional duties shall be set by Board policy.

SPECIAL INTEREST MATERIALS: Supplementary materials from non-school sources require administrative approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources. Generally, materials that are of obvious educational quality supplement and enrich instructional and reference materials for definite school courses and are timely may be considered for approval.

STAFF CONDUCT: All staff members are expected to conduct themselves in a manner that conforms to applicable job descriptions, Board policy and administrative regulations. Additionally, all licensed staff members are expected to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules.

Application of Rules

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

Definitions: The following definitions apply to Oregon Administrative Rules unless otherwise indicated by context:

1. Administrator - Any supervisory educator who holds a valid Oregon administrative license or registration;
2. Competent - Discharging required duties as set forth in these rules;
3. Educator - any licensed or registered person, who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising;
4. Ethical - Conforming to the professional standards of conduct set forth in these rules;
5. Sexual contact - Includes:
 - a. The intentional touching of the breast or sexual or other intimate parts of a student;
 - b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator; or

- c. Sexual advances or requests for sexual favors directed towards a student;
 - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment; or
 - e. Verbal or physical conduct which has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment.
6. Sexual harassment - Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
 7. Teacher - Any person who holds a teacher's license as provided in ORS 342.125 or is registered to teach by TSPC.

The Competent Educator: The teacher demonstrates a commitment to:

1. Recognize the worth and dignity of all persons;
2. Encourage scholarship;
3. Promote democratic citizenship;
4. Raise educational standards;
5. Use professional judgment.

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

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

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

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

Management Skills: The competent educator is a person who understands students and is able to relate to them in constructive 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 district policies and procedures;
4. Using district lawful and reasonable rules and regulations.

Human Relations and Communications: The competent educator works effectively with others – students, staff, parents and patrons. The competent educator is aware of the ways the community identifies with the school, as well as community needs and ways 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;
2. Skill in communicating with students, staff, parents and other patrons.

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

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues;
3. Maintain an appropriate professional student-teacher relationship by:
 - a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
 - b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;

- c. Reporting to the educator's supervisor if the educator has reason to believe a student is, or may be, becoming romantically attached to the educator.

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

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

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

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

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to policy [JHFF](#). If the employee decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee's personnel file. The employee will be notified that this information may be disclosed to a potential employer.

STAFF DEVELOPMENT (Policy [GCL](#)): The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Continual work toward professional growth will be expected of all licensed staff members.

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

When contracting with third parties to provide training for employees, the Board recognizes it is not relieved of the responsibility to ensure that appropriate reasonable accommodations for qualified individuals with disabilities have been made. The Board will provide reasonable accommodations to ensure such training, whether provided by the district or through district contracts with third parties, is made available for employees with disabilities.

Requests for release time for attendance at meetings or conferences may be approved as deemed appropriate by the district and with the stipulation that:

1. Requests are to be submitted sufficiently in advance to permit Board consideration; and
2. Where release time is granted, a written report will be submitted to the administration after such meeting or conference. Where such meetings or conferences are devoted primarily or exclusively to organizational or business affairs of associations of teachers, political workshops, training sessions for consultation committees and like activities, it is not considered appropriate for the Board to expend district funds.

Completion of continuing professional development (CPD) requirements, as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) for license renewal, are the sole responsibility of the employee. The selection of the employee's CPD adviser shall be subject to approval by the individual's supervisor.

STAFF DRESS AND GROOMING (Policy [GBCA](#)): All staff members are expected to be neat, clean and to wear appropriate attire that is in good taste and suitable for the job assigned. It is the expectation that all staff will dress in a professional manner. Teaching is a profession that demands setting a good example for students in every way possible.

STAFF AND CONFLICT OF INTEREST: (See Policy [GBC](#).) Staff members are prohibited from engaging in, or having a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees of the district. This means that:

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

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

Gifts and Solicitations: Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. Staff members are prohibited from accepting items of material value from companies or organizations

doing business with the district. Material value is defined by law as \$50 or more from a single source in a single year. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without administrative approval. The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited without administrative approval. Any solicitation should be reported at once to the building principal.

STAFF HEALTH AND SAFETY (Policy [GBE](#)): In order to assure the safety of staff and students, information and/or training as necessary is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage and disposal of such materials.

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

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

Immediately report **all** accidents or incidents, no matter how slight, to your supervisor. Reporting on your next work shift is not acceptable. If you need to see a doctor, complete the “worker” portion of a Report of Occupational Injury or Disease (Form 801) found in your building office. Your supervisor will provide assistance in completing this form if you need help and may provide you with a Light-Modified duty packet if your injury prevents you from returning to work. Take the Light-Modified duty packet to your physician packet. Should your physician authorize time loss, there is at least a three-day waiting period before time-loss benefits begin. To avoid loss of wages, inform your doctor that Light-Modified duty is available and have your physician complete the Work Release/Physical Capacities Form. Report your physician’s findings immediately (within 24 hours) to your supervisor. Return the completed Work Release/ Physical Capacities Form to your building administrator who will forward the form to the District Office. Within 24 hours, report to your supervisor your progress or findings after each subsequent physician’s visit or other treatment. The Work Release/Physical Capacities Form should be completed at each physician visit and returned to your supervisor. You must report to your next scheduled shift once the doctor releases you to work (part time, light, modified or regular).

General Safety Concerns for All Staff

- All accidents are to be reported to the supervisor immediately.
- All injuries, regardless of nature or extent, must be reported to the supervisor immediately.
- All spills are to be cleaned up promptly.

- All work areas are to be clear and free of clutter.
- Electrical equipment and plugs are to be properly grounded.
- All containers, including water containers, must be clearly labeled with appropriate hazard warnings.
- There must be a minimum of three feet of clear floor space in front of any electrical panel.
- Paper and other flammable materials must be kept away from light bulbs and open flame.
- All electric cords must be in good repair.
- All room and building exits must be clearly marked.
- Aisles and passageways must be kept clear of loose objects and are not to be used for storage.
- Proper coverings must be placed over extension cords crossing floors, aisles or walkways.
- Desk drawers are to be closed when unattended.
- Desktops are to be free of sharp objects.
- Paper cutter blades are to be locked down when the cutters are not in use.
- Heavy materials are to be stored in the lower drawers of file cabinets.
- Only one file cabinet drawer is to be opened at a time.

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

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

STAFF MEETINGS: Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins or other methods of district communication. All staff members are expected to attend staff meetings unless prior arrangements have been made with the building principal. Staff members are expected to schedule their time accordingly to avoid conflicts with these meetings.

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

of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to his/her student and to consult with teachers concerning his/her student's welfare and education. Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody. In the case of joint custody, it is the responsibility of the parents to provide the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff, as appropriate. Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the office.

STAFF ROOM: A staff room is provided for staff use during break, lunch and preparation periods, as may be appropriate. All staff members 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.

STUDENT ACTIVITY FUNDS: All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All requests for student activity fund expenditures must be approved by the building principal and be signed by a student participating in the activity. All expenditures from the general account of student activity funds must also be approved by the school-recognized student government organization if such organization exists. Funds derived from the student body as a whole shall be expended to benefit the student body as a whole.

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

STUDENT CONDUCT (Policy [JFC](#)): All students are to comply with district policy, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities.

In addition to adopted Board policies governing student conduct, school rules specifying student conduct expectations have been established. These rules apply to actions which occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities on transportation provided or approved by the district. Disregard of

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

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

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

STUDENT DISCIPLINE (Policy [JG](#)): Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions have been divided into two categories, severe violations and minor violations.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES (Policy [EEAE](#)): Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

Parents 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 if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The parents, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district;
4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child four or five years of age or who weighs between 40 and 60 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. Training in the proper installation and use of child safety system may be required.

STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS, NON-SCHOOL-SPONSORED: The district does not sponsor or financially contribute to the variety of outside-sponsored study and athletic tours/trips/competitions available to students. Students

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

SUPERVISION OF STUDENTS: Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. All teachers are expected to be in their classrooms prior to the arrival of students. Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage. No other staff member may leave his/her assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency. During school hours, or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

TALENTED AND GIFTED PROGRAMS (Policy [IGBBA](#) & [IGBBB](#)): The district has developed a written plan for the identification of and provision of programs and services for academically talented and/or intellectually gifted students.

Identified students must score at or above the 97th percentile on selected district tests. Additionally, talented and gifted students from special populations such as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities may also be identified. Each teacher will receive a list of identified talented and gifted students assigned to his/her classroom. Teachers are expected to modify curriculum, instructional strategies and grading, as may be necessary, to meet the needs of identified students.

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

TEACHING ABOUT RELIGION: Religious education is the responsibility of the home and religious institution. Public schools are obligated to maintain neutrality in all such matters. As religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions. Though teachers may be permitted to expose students to information concerning religious beliefs, teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

TELEPHONES: Telephones are available throughout the building for staff convenience. Long distance calls for district business purposes may be made from classroom telephones. Personal telephone calls made during working hours from district telephones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students. If it becomes necessary to make personal long distance calls while at work, such calls must be made with the staff member's personal calling card or by pay phone.

TITLE I PROGRAMS (Policy [IGBC](#)): In order to help meet the needs of disadvantaged students, the district participates in Title I federally-funded programs that provide basic skills instructional services for educationally disadvantaged students in grades [K-10] and who live in targeted low-income areas. Students identified in need of Title I services are provided instruction on an established schedule, as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction. Students eligible for special education services are not eligible for the Title I program. Teachers with questions or concerns regarding student placement or scheduling in this program should contact the building Title I staff.

TOBACCO-FREE ENVIRONMENT (Policy [GBK/JFCG/KGC](#)): In order to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, the use, distribution or sale of tobacco products or inhalant delivery systems by staff on district property, including parking lots, at district-sponsored events, in district-owned, rented or leased vehicles or otherwise while on duty on or off district premises is prohibited. "Tobacco products" 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. "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.

TUITION REIMBURSEMENT: Teachers may request reimbursement for courses as per the existing JEA/JSD Negotiated Agreement. The cycle for tuition reimbursement shall be September through August of each school year. Requests for reimbursement will only be honored for course work completed during the previous school year cycle and only to staff returning for employment to the district in September of the year following course completion. All requests for reimbursement shall be due by September 15 of each year.

1. Complete the Tuition Reimbursement Form as directed on the form. Use the same form until filled.
2. Courses completed and for which grades have been received by September 15 may be included.
3. Submit the Tuition Reimbursement Form to the building Principal for pre-approval.

4. Tuition Reimbursement Forms will be signed by the principal and retained by the office manager.
5. As grades are received, the employee attaches copies to the Tuition Reimbursement Form retained by the office manager.
6. All forms, grade slips or transcript grades, and receipts for payment must be submitted to the office manager by September 15.
7. Tuition reimbursement checks will be issued as soon as possible after processing.

TUTORING – DISTRICT PROVIDED: Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of ten consecutive school days. A physician’s statement substantiating such absence is required in order for the district to authorize home tutoring. The home tutor will work with the student’s teacher to provide the necessary instructional support needed to help the student maintain his/her academic progress.

TUTORING - PRIVATE: No private tutoring for which a staff member receives a fee is permitted in JSD schools on school time.

VISITORS: Students are not permitted to bring visitors to school without prior approval of the building principal. Staff members are expected to report any unauthorized person on school property to the building principal.

VOLUNTEERS (Policy [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 that will ensure maximum contribution to the welfare and educational growth of students. Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the office.

WEAPONS (Policies [JFCJ](#)): In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by the district’s weapons policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator. Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates the district’s weapons policy. Employees shall promptly report all other conduct prohibited by the district’s weapons policy to an administrator.