



Parkrose
School District

District Staff Handbook

2024-2025



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PREFACE

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules and regulation, and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, collective bargaining agreement, or changes in state or federal law. Board policies are available online at www.parkrose.k12.or.us and at the district administrative office.

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

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 Opportunity Employment

Equal employment opportunity and treatment shall be practiced by the district, and the district does not discriminate on the basis of an individual's perceived or actual race¹, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, or mental or physical disability², or economic status, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

Americans with Disabilities Act

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

Assistant Director of Student Services Antoinette Harrison, 10636 NE Prescott Street, Portland, Oregon, antoinette_harrison@parkrose.k12.or.us, 503-408-2118

Other Civil Rights or Discrimination Issues

The following staff have been designated as the coordinator of Title IX of the Education Amendments, and other civil rights or discrimination issues:

Incidents involving **students** contact: Antoinette Harrison, Assistant Director of Student Services, 503-408-2118, antoinette_harrison@parkrose.k12.or.us.

Incidents involving **adults** contact: Mary Bradbury-Jones, Director of Human Resources, 503-408-2112, mary_bradburyjones@parkrose.k12.or.us.

Procedure for filing a complaint can be found on the district's home page at <https://www.parkrose.k12.or.us/index.php?id=273> or by contacting the district administrative office.

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

² This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106). Related federal law applies to employers with 15 or more employees. 42 U.S.C. 12111(5)(A).

District Mission:

We build a safe, creative community where our students can grow and have agency in their educational path by providing diverse learning opportunities, partnering with our wider community and building a foundation for life-long learning.

District Vision:

All students graduate our schools with a strong sense of identity, empathy and the critical skills they need to innovate and follow the path of their choosing from the moment they come through our doors.

Directory of Schools & Administration Offices

Parkrose District Administration Office

10636 N.E. Prescott
Portland, OR 97220-2699
503-408-2100

Parkrose School Board Members

Brenda Rivas, Chair
Paul Tabron Jr., Vice Chair
Joash Bullock
Sonja McKenzie
Vacancy position #5

Superintendent

Michael Lopes Serrao

District Office Administrators

Sharie Lewis, Director of Business Services & Operations, CFO
Mary Bradbury-Jones, Director of Human Resources
Andre Goodlow, Director of Teaching & Learning
Antoinette Harrison, Assistant Director of Student Services
Andres Estrada, Assistant Director of Special Education

Parkrose High School

Molly Ouche, Principal
Whitney Alfrey, Assistant Principal
Ryan Gallagher, Assistant Principal/Athletic Director
Kenneth Keys, Assistant Principal
Nicole Maynard, Office Manager
12003 N.E. Shaver
97220-1499
503-408-2600

Parkrose Middle School

Annette Sweeney, Principal
Jonicia Shelton, Assistant Principal
Eleisa Perry, Lead Administrative Assistant
11800 N.E. Shaver
97220-1498
503-408-2900

Prescott Elementary School

Stephen Shepherd, Principal
Lorena Valle, Lead Administrative Assistant
10410 N.E. Prescott
97220-3498
503-408-2150

Russell Elementary School

Samantha Ragaisis, Principal
Ericka Villegas, Lead Administrative Assistant
2700 N.E. 127th
97230-1699
503-408-2750

Sacramento Elementary School

Sarah Lamb-Christensen, Principal
Bern Martin, Lead Administrative Assistant
11400 N.E. Sacramento
97220-1899
503-408-2800

Shaver Elementary School

Melanie Zecca, Principal
Berenice Brown, Lead Administrative Assistant
3701 NE 131st
97230-2868
503-408-2850

GENERAL INFORMATION

ASSOCIATIONS

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

President - Zach Melzer

The OSEA Association Chapter #44 represents the bargaining unit for all classified staff. Association officers and building representatives are as follows:

President - Gary Collins

BELL SCHEDULE

Please consult your School.

BOARD MEETINGS - OPEN TO THE PUBLIC

In most cases, the school board meets at 6:30pm for a working session the second Monday of each month, as well as a business meeting the fourth Monday of each month. All board meetings are open to the public. You are welcome to attend in-person, virtually or view their recorded meetings online. In-person attendance may be restricted as needed.

- ★ Location for in-person attendance: Parkrose School District Office located at 10636 NE Prescott Street.
- ★ Virtual information: Click this URL to join: <https://zoom.us/j/94961285856> or join by phone: 1-253-215-8782 Webinar ID: 949-6128-5856
- ★ Video Recordings: For those of you who cannot participate virtually or in-person we will post a recording of the meeting on our website at: <https://www.youtube.com/channel/UCXajhxrPxMcIOQ6J00JUszQ>.
- ★ Agendas are posted the Thursday or Friday prior to each meeting and can be found on our webpage at: <https://meetings.boardbook.org/Public/Organization/1541>

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

If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services. (Policy BD/BDA 12.13.21) Please email questions@parkrose.k12.or.us or call 503-408-2114. Zoom closed captioning provided for the hearing-impaired. Other appropriate auxiliary aids and services may be provided upon request and appropriate advance notice.

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

BOARD POLICIES

All staff members are responsible for carrying out and complying with Board Policy. Parkrose School District Board Policy is available online at <https://www.parkrose.k12.or.us/policies/>. Updates, changes or additions to Board Policy are reviewed and announced during Board meetings.

BUILDING HOURS

The District Administrative Office is accessible to staff between the hours of 8:00am and 4:00pm on days school is in session September through June. Non-school days including summer hours will vary. Call ahead 503-408-2100, may be closed for lunch.

For School Building Hours please check with your building Principal/Supervisor. Staff members requiring access at other times; including weekends may do so by contacting their Principal/Supervisor for access procedures. During summer and other times during the school year when school is not in session, the school buildings are generally not open for staff. See your Supervisor for access.

COMMUNITY USE OF BUILDINGS

Parkrose buildings are open to community groups during the week for approved use when such use does not interfere with district programs.

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

Facility rental information is available on our webpage: <https://www.parkrose.k12.or.us/facility-rentals>.

DISTRICT ORGANIZATION

The District is comprised of four elementary schools, one middle school and one four-year high school. In addition, the District has a Superintendent, Director of Business Services & Operations, Director of Human Resources, Director of Teaching & Learning, Assistant Director of Student Services and an Assistant Director of Special Education. All departments, programs, committees, and staff are focused on support of the instructional process in the classroom.

STAFF OPERATIONS

ABSENCES

Staff members unable to report to work for any reason must notify their Supervisor as soon as possible.

All absences and leave requests must be entered into [TimeClock Plus](#), where they may be approved or denied, when applicable, by your supervisor. Positions requiring a sub must also be entered in [Frontline](#). Contact your supervisor or front office support staff if you have any questions.

Additionally, personal business and other leaves must be pre-approved by the building principal, and at least three days advance notice is required, except in case of emergency. All requests for leave without pay must be PRIOR approved by the Human Resources Department. Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification to the principal. Final decisions regarding substitute use or non-use will be made by the supervisor and/or district. Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others either for all day or temporary absences from their duties.

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

Regular Attendance

The importance of regular attendance will be stressed with new employees and a work calendar will be given to new employees. Teachers, Educational Assistants, Food Service and Transportation calendars provide non-contract days and holidays. **It is the expectation of the district that when you accept employment, you are able to work the documented days on your individual work calendar.**

1. Regular attendance will be a factor to be considered as a part of periodic evaluation;
2. Absenteeism will be considered chronic whenever the total number of absences within a school year (exclusive of vacation, bereavement, or contractual personal leave) exceeds an average of one day per month for illness or injury, except in such cases as major surgery, recovery from a serious or life-threatening accident or illness, or as a result of documented mental or physical impairment that constitutes a disability
3. Tardiness and leaving work early shall be considered along with absenteeism in determining whether a pattern of unsatisfactory attendance exists;
4. If chronic absenteeism occurs and cannot be corrected, the District may take disciplinary action.

(GCBBD/GDBD-AR 10.04)

Accepting Employment

Regular attendance, timeliness and fitness for duty are critical for successful employment. Each employee shall accept employment only if he/she is able to perform all of the essential requirements of the job, as stated on the job description and vacancy announcement, with or without reasonable accommodations. Each employee must report to work for all scheduled workdays at the designated time, fit for duty. This means that the employee shall be mentally and physically fit and ready to perform the job duties assigned. (GCBBD/GDBD-AR 10.04)

Fitness for Duty

The District has the right to require an employee to provide information from his/her medical treatment provider and/or to require an independent medical examination if observation and other information available to the supervisor suggest that the employee may not be fit for duty and/or the employee may present a danger to himself or others. (GCBBD/GDBD-AR 10.04)

ABUSE OF A CHILD REPORTING

Abuse of a child by district employees, contractors³, agents⁴, volunteers⁵, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy, GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements, and the accompanying administrative regulation.

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

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect shall make a report to the Oregon Department of Human Services through the centralized child abuse reporting system⁶ or a law enforcement agency within the county where the person making the report is located at the time of the contact.

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

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

Written documentation of this report must be completed and submitted to the Building Principal or the Assistant Director of Student Services. If the superintendent is the alleged perpetrator the report shall be submitted to the Director of Human Resources who shall also report to the Board chair.

Forms are available in the office.

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

³ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁴ “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁵ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁶ How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)

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

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

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

District staff may be admitted at no charge in order to promote employee participation in district extracurricular activities. District residents 55 years of age and older may be given senior citizen guest passes for all school activities, including athletic events. (DFEA 5.28.19)

ANIMALS

Only service animals serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or co-curricular activity are allowed in district facilities. (ING & AR 4.24.17)

BREAKS

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

All classified staff members who work 4 or more consecutive hours are entitled to one - 15 minute break. Those working 8 hour days are entitled to two- 15 minute breaks.

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

Employees are expected to adhere to the break schedule established by the Principal/Supervisor. Deviation from the regularly scheduled break period requires prior Principal/Supervisor approval.

BUDGET

(SEE ALSO, SECTION ON PURCHASE ORDERS LATER IN THIS DOCUMENT)

General Fund (Fund 100):

The general fund is a set of accounts used to record all normal or general operations of the Parkrose School District. These accounts usually include all transactions which do not legally or procedurally have to be accounted for in the other funds based on Generally Accepted Accounting Principles (GAAP). With the exception of accounting for prior year's tax receipts, the modified accrual basis of accounting is used with this fund. Revenues are recorded as received in cash except for revenue subject to accrual. All expenditures are recorded at the time the liability has been incurred using the encumbrance or direct recording process.

The District Budget Committee recommends the yearly budget to the Board of Education and it is approved at an open board session. All principals/supervisors are given a copy of their yearly budget.

1. Purchase Orders must be placed for materials through Infinite Visions
2. All purchase orders are to be aligned with district & state funding laws. If not, they will be denied.
3. Before posting for a job position, the expenditure must go to the Business Director and approved.
4. The Business Director will approve and give to HR to post the position.
5. Monthly reports are available to Principals/Supervisors to review their budget balances.
6. Business Office staff will train the Front Office Support Staff and Principals on how to read and use the budget.

Federal & State Funds (215 & 280):

All federal and state grant funds are approved by the Board of Education in an open board meeting. After approval, expenditures can be made. The district will create a budget code for each grant and issue to the appropriate principal/supervisor with the beginning balance and budget code.

1. Purchase Orders must be placed for materials through Infinite Visions.
2. All purchase orders are to be aligned with the written budget narrative. If not, they will be denied until appropriate authorization has been approved through their funding authority.
3. **Before posting for a job position, the expenditure must go to the Business Director and approved.**
4. The Business Director will approve and give to HR to post the position.
5. Monthly reports will be given to Principals/Supervisors on budget balances.
6. Business Office staff will train the Front Office Support Staff and Principals on how to read and use federal grant budgets.

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, phones 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 Principal/Supervisor.

Certain district-owned equipment including computers may be checked out by staff. Such equipment may not be used for personal financial gain or avoidance of personal financial loss.

In the event of loss or damage of any district property, a fee will be assessed by the district according to the repair or replacement costs. (Board Policies ECAB, EDB, EDC/KGF)

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fundraisers or other school-related purposes is to be deposited in the office, whenever the sum accumulated in any one day by a class, staff member, coach, student or others exceeds \$25.00. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms. Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials. (Board Policies DH, DM, IGDF)

CHECKOUT

Workday Checkout

Teachers may leave the building and district grounds during lunch as necessary. The building principal or designee must approve departures during preparation periods.

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

Staff may be required to sign in and out with the office when they leave the premises for either lunch or on a preparation period. This will enable office staff to respond appropriately in the event of messages and emergency situations that may arise.

Year End Checkout

The building principal or front office staff will collect all staff keys and access cards prior to the last day of school for all employees. All staff will complete required checkout forms and procedures available from the school office.

CHILDREN IN THE WORKPLACE

Children are not allowed to spend the day with their parents at their work site in the Parkrose School District unless approved by their supervisor.

CLASSROOM SECURITY

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

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

The district will not be responsible for the loss of, or damage to, personal property.

COMMUNICABLE DISEASE, BLOOD BORNE PATHOGENS & INFECTION CONTROL PROCEDURES

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

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

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

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

COMPLAINTS

Staff Complaints

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

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

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

Bias Incident Complaints

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

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

"Symbol of hate" means nooses⁷, symbols of neo-Nazi ideology or the battle flag of the Confederacy.

⁷ The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under Senate Bill 398 (2021)

The district prohibits the use or display of any symbols of hate on school property⁸, or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

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

Student/Parent Complaints

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

If the complaint is not informally resolved, staff should advise the complainant that they may submit the matter directly to the 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. If the complaint is against the superintendent, the complaint will be referred to the Board chair.

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

Additional complaint procedures include:

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

All complaint procedures can be found towards the bottom of the district and school webpages.

COMMUNICATIONS

The district communicates through e-mail and expects staff to check their email daily. Mail boxes are set up in each building and it is expected that each staff member will check their mailbox daily.

Announcements are prepared at each building and distributed according to procedures established at each site. Staff are to provide time during the school day to communicate to their students as necessary to keep them informed about District and school activities and to help promote the school's effort to recognize the accomplishments of staff and students.

⁸ "School property" means any property under the control of the district.

COMPUTER USE

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

Personal use of the district's system or district-owned computers or devices including Internet and e-mail access by district staff may be permitted when consistent with Oregon ethics laws, Board policy and administrative regulations, when during the school day.

District staff may use the district's electronic communications system, district-owned computers or devices including Internet and e-mail access for personal use under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.

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

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

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

CONFERENCES

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

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

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

CONTRACTS AND COMPENSATION

Contracts will be issued for all licensed 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.

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

Notice will be given to staff in compliance with rules of the insurance carrier and current relevant collective bargaining agreement regarding domestic partner benefits. (Board Policies GCBC/GDBC)

CONFIDENTIALITY

(see also FERPA)

Confidentiality of school-related issues is not only a standard, it is a law. Staff is expected to maintain confidentiality regarding information related to students and their families. Discussing student information outside of the professional context is strictly prohibited.

This includes public discussion of a student's "at school" behavior. All staff are admonished that disclosure of information outside of the professional context is considered a serious breach of ethical duty, which could lead to disciplinary action up to and including dismissal. In addition, employees who are subpoenaed to testify in any civil or criminal proceeding regarding their personal conversations with students are required to contact the superintendent or director of human resources. Failure to maintain confidentiality may result in license revocation in accordance with ORS 40.245.

Additionally, release of student records without proper authorization or outside of District policy or state law may result in civil penalties.

(OAR 581-21-420)

COPYRIGHT

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 materials shall be conducted strictly in accordance with applicable provisions of law.

Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

Employees in violation of copyright law may be required to remunerate the district in the event of loss due to litigation and may be subject to discipline up to and including dismissal. (Board Policies EGAAA, EGAAA-AR)

CRIMINAL RECORDS CHECKS AND FINGERPRINTING

All newly hired employees⁹ not identified under Oregon Revised Statutes (ORS) 342.223¹⁰ are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district¹¹ or private school, and has not resided outside the state between the two periods of employment.

Licensed or registered educators, including a person in student teaching, practicum or an internship regulated by Teacher Standards and Practices Commission (TSPC), are required to comply with criminal records check and fingerprinting rules established by TSPC. Other specialists must comply with criminal records check and fingerprinting rules established by regulating agencies and the district. Those applying for reinstatement of a license or registration that has expired for more than three years are required to submit to criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students¹² or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

A volunteer allowed by the district into a position that has direct, unsupervised contact with students will undergo an in-state criminal records check.

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

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

The district shall not begin the employment of an individual before the return and disposition of the required criminal records check and/or fingerprinting.

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

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

Termination of Employment or Withdrawal of Employment/Contract Offer

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status or withdrawal of offer of employment or contract will be made by the superintendent immediately upon the following:

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

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

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

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

- a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification by the Superintendent of Public Instruction or his/her designee or the State Board of Education 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 in law.
2. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

Appeals

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

CYBERSECURITY

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

The underlying principles followed to achieve that objective are:

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

DISCIPLINE AND DISCHARGE

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

DRUG-FREE WORKPLACE (including alcohol)

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

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

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

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

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

The district, upon determining that a staff member has engaged in the manufacture, distribution, dispensation, possession or use, on or in the workplace, of a controlled substance or alcohol, or upon

having reasonable suspicion of a staff member's use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take appropriate action with regard to the employee. Such action may include transfer, granting of leave with or without pay, suspension with or without pay or dismissal.

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

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

EMERGENCY CLOSURES

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

Staff will be notified of delayed openings or school closures via their Principal or Supervisor. Some schools may establish a staff calling tree for notifications. Staff may also subscribe to receive Flash emergency alerts at: <http://flashalert.net/news.html?id=68>. The district typically posts these notices on the district webpage and social media as well.

Staff members should refer to their collective bargaining agreements if there are questions about whether they are required to report to work on school closure days.

EMERGENCY PROCEDURES, CRISIS AND DISASTER PLANS

All school and district classrooms, offices and common spaces will have a copy of the [Standard Response Protocol](#) Emergency Actions guide posted. Staff may also [download the My-EOP](#) emergency guide app.

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

EMPLOYEE ASSISTANCE PROGRAM (EAP)

OEBB currently offers EAP benefits through Uprise Health. Starting October 1, Canopy will replace Uprise Health.

Before October 1, 2024 - you can access services by calling 833-506-0376 or visit their website uprisehealth.com/members and enter access code: OEBB.

After October 1, 2024 - contact [Canopy](#) Crisis Counselors are available by phone 24/7/365 call: 800-433-2320 text: 503-850-7721 email: info@canopywell.com.

EMPLOYMENT OUTSIDE THE DISTRICT

Outside work is of concern to the District as it may:

1. Prevent the employee from performing her responsibilities in an effective manner;
2. Be prejudicial to her effectiveness in the position; or might compromise or embarrass the District;
3. Raise a question of conflict of interest – for example, where the employee's position in the District gives her access to information or another advantage useful to an outside employer;
4. Prevent the individual from assuming emergency duties required by the regular position.

Employees are prohibited from performing duties related to an outside job during regular work hours. Staff are not to use District materials, equipment, or facilities in performing outside work. (Board Policies GBC,GCQA/GCQA)

EMPLOYMENT OF RELATIVES

The District permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the District, create actual or perceived conflicts of interest. No administrator or supervisor will exercise supervisory authority over a person who is a member of his/her immediate family. More than one member of an immediate family may be hired as a regular District employee. In accordance with Oregon law, however, the District may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family.

Employees who are members of the same immediate family may not be assigned to work in the same building except as approved by the superintendent. Persons regularly employed by the District prior to the inception of such a relationship will not be terminated, but may be transferred to another building or placed under different supervision, if necessary, to eliminate potential conflict. (Board Policy GBC)

EQUITY & INCLUSION

Equity, Diversity & Inclusion Policy: A Roadmap For Closing The Gap

The vision of the Parkrose School District is for each student to reach high levels of reading and critical thinking; graduating college and career ready and become contributing members of society. Our vision is that our students' successful future is not determined by their race, gender expression, gender identity, sexual orientation, socio-economic status, ethnicity, culture, linguistic difference, religion, immigration status or disability. We believe that every student has the potential to achieve, and it is our responsibility to give each student the access, opportunity and support to meet their highest potential. We believe that equity of opportunity and equity of access to all of our educational programs, services, and resources are critical to the achievement of successful outcomes for all of the children whom we serve which will lead to positive, lasting change.

The Board of Education acknowledges that some groups in the Parkrose community are treated inequitably because of individual and systemic biases based on race, gender expression, gender identity, sexual orientation, socio-economic status, ethnicity, culture, linguistic difference, religion, immigration status or disability. The Board further recognizes that such inequitable treatment leads to limiting educational, social, and career outcomes that do not accurately reflect abilities, experiences and contributions of our students. This inequitable treatment, based on consistent educational data, has led to a persistent, pervasive, institutional and systemic achievement gap between white students and Asian students when compared to other students of color in our school district.* The responsibility for these disparities rests with us, the adults, and not the students.

For the district to meet its vision, we must close the opportunity and achievement gap. Race, gender, socio-economic status, sexual orientation, ethnicity, culture, linguistic difference, religion, immigration status or disability cannot continue to be the predictor of student academic success in our district. In order to close this persistent gap, students, teachers, staff and families need to work together to nurture and support each student's individual determination to reach high levels of academic, social emotional and extra-curricular achievement. Furthermore, the Parkrose School District will work actively to remove any barriers to achievement that prevent students from reaching their fullest potential, specifically, barriers of institutional racism.

The Board of Education will reach out to engage, welcome and empower all of our families, in particular underrepresented families, as essential partners in their students' education, school planning and district decision-making. We believe that families, communities, teachers and community-based organizations have unique and important solutions to improving outcomes for all of our students. Our work will only be successful if we are able to truly partner with the community, engage with respect, authentically listen and have the courage to share decision-making, control and resources.

The Board of Education of the Parkrose School District directs the superintendent to convene, on a monthly basis, an Equity, Diversity & Inclusion Team composed of a broad variety of membership. The superintendent will, in conjunction with the Equity Team, create Administrative Regulations corresponding

to this policy that provide actionable steps to reaching the Board's vision of closing the achievement gap. The superintendent will present measurable indicators of success in this endeavor to the school board three times per year. Finally, the superintendent is directed to continue to provide staff training on culturally appropriate responsive educational practices such as restorative justice, culturally responsive teaching practice, AVID (Advancement Via Individual Determination) and Academic Language for All. This policy will be reviewed annually by the District's Equity, Diversity & Inclusion Team, revised as needed and presented to the Board for approval each May. (AA 6.27.17)

Equity, Diversity & Inclusion Lens

Equity is the action that we as the Parkrose School District Community and Partners take to ensure that every student has the opportunity to achieve their dreams. It is the responsibility of all of us to provide each student the access, opportunity and support they need to meet their highest academic and social potential regardless of race, gender, socio-economic status, sexual orientation, gender identity, ethnicity, culture, linguistic difference, religion, immigration status or disability. (AAA 6.26.17)

Equity Policy: Equal Educational Opportunity

Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation, gender identity, race, religion, color, national origin, disability, marital status, familial status, parental status, linguistic background, culture, socioeconomic status, capability or geographic location. To file a complaint please use procedure KL-AR. (JB 12.13.21)

Equity Policy: Recruiting, Hiring And Retaining Employees

The Parkrose School District believes that racial, cultural, linguistic, ethnic, and gender diversity is a strength for our community. We value diversity, equity and inclusion as top school district commitments. Equity ensures that all students have an opportunity to reach their fullest potential. While closing the achievement gap and supporting our district vision: "All students read and think critically at high levels, graduating college and career ready".

We believe that it is our moral obligation to empower the Parkrose Community by accepting, embracing and reflecting our diverse cultures, which includes hiring a work force that is as diverse as the students and families that live in Parkrose. Our District must intentionally commit to recruiting, hiring and promoting a diverse staff.

Finally, we believe that Parkrose School District has the obligation to use its power in order to change society as a whole beginning with the people that live and work in Parkrose. To that end, we will create and implement policies that hold the district accountable for retaining a work force that is as equally diverse as the students it serves.

The Superintendent will create A Hiring For Equity Employment Guide (Administrative Regulation) to accompany this policy in order to implement this policy successfully. Promising Practices will be investigated and implemented, including the development of a "grow your own" program of employment and advancement. The Hiring for Equity Employment Guide will be reviewed annually by July 1st. (GE 6.26.17)

EVALUATION OF STAFF

The purpose of the district's evaluation program is to aid the employee in making continuing professional growth and to determine the employee's performance of the job responsibilities.

The district's evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities and receive administrative responses to them; to have formal and informal observations of the teaching of licensed staff and the performance of assigned duties and job responsibilities of all other staff; to receive verbal and written comments and suggestions for improvement(s) from supervisors; and to have clear opportunities to make improvement within specific timelines.

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

Licensed staff evaluations shall be customized based on collaborative effort and include the core teaching standards adopted by the Oregon State Board of Education. Evaluations will be based upon multiple evaluation methods that use multiple measures to evaluate.

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

The district's evaluation procedures are provided to all staff in their collective bargaining agreements. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, collective bargaining agreements and Oregon Revised Statutes. (Board Policy GCN/GDN)

EXPRESSION OF MILK OR BREAST-FEED IN THE WORKPLACE

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

The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.

The following locations have been identified in each facility for milk expression or breast-feeding: District office (including Transportation, Nutrition & Maintenance): Small Student Services Office; Prescott Elementary: Counselors office. Russell Elementary: Kitchenette off multipurpose room. Sacramento Elementary: Closet off multipurpose room. Shaver Elementary: Office behind reception; Parkrose Middle School: Office in girls locker room; Parkrose High school: Kitchenette in L Region;

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

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

This policy only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger. (GBDA 10.28.19)

FAIR LABOR STANDARDS ACT

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

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

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

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

- What constitutes non-exempt 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.
- Failure to accurately record work days or time off may lead to discipline up to and including dismissal.

Overtime is defined as time spent working over 40 hours in one week. A week is defined as seven consecutive days covering Sunday through Saturday. (Board Policy GBAA)

FEDERAL FAMILY & MEDICAL LEAVE ACT (FMLA), OREGON FAMILY LEAVE ACT (OFLA), PAID LEAVE OREGON, MILITARY FAMILY LEAVE ACT (MFLA) & OREGON MILITARY FAMILY LEAVE ACT (OMFLA)

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

QUALIFYING PURPOSES	Paid Leave Oregon	OFLA	FMLA	Oregon Sick Leave
Family Leave				
• Birth, adoption or foster placement	Yes	Yes	Yes	Yes
• Family member's serious health condition (family member definitions vary)	Yes	Yes	Yes	Yes
Medical Leave				
• Individual's own serious health condition	Yes	Yes	Yes	Yes
Safe Leave				
• Domestic violence, sexual assault, harassment or stalking	Yes	No Serious health conditions and reasonable safety accommodations under ORS 659A may include leave.	No	Yes
Other Leave Types				
• Extended leave for a pregnancy* *In addition to leave for serious health condition	Yes	Yes	No	No
• Sick child leave	No	Yes	No	Yes
• Military family leave	No	Yes	Yes	No
• Bereavement leave	No	Yes Up to two weeks* District provides 5 days. *must be taken within 60 days	No	Yes
• Public health emergency	No	Yes Active Public Health Emergency	No	Yes

		allows for sick child leave for school/child care closures		
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LEAVE DURATION AND BENEFIT PAYMENTS	Paid Leave Oregon	OFLA	FMLA	Oregon Sick Leave
Leave duration (most cases)	12 weeks in a one-year period	12 weeks in a one-year period	12 weeks in a one-year period	40 hours in a one-year period
Maximum leave duration (for certain combinations of leave types)	14 weeks in a one-year period	36 weeks in a one-year period	26 weeks in a one-year period	Employers may cap use at 40 hours per year
Payment	Paid Leave	Unpaid Leave	Unpaid Leave	Paid Leave for employers with 10 or more employees (6 or more in Portland)
Benefit amount	Varies based on the employee's average weekly wage. Up to 100% for lower-income workers.	n/a	n/a	100% of regular wages

Paid Leave Oregon, OFLA, FMLA run concurrently.

Calculating the 12-Month Period for Leave

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

To learn more specifics and to apply for medical leave, visit:

www.americanfidelity.com/leave-or

Continuation of Health Insurance Benefits

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

Medical Certification

If the staff member provides 30 or more days of notice when applying for FMLA and/or OFLA leave, he/she shall be required to provide medical documentation when appropriate to support the request for leave. If the staff member provides less than 30 days of notice, he/she is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

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

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

If the leave is for the purpose of an employee's own serious health condition, he/she will be required to provide a fitness-for-duty medical release from the health care provider before returning to work. The district may require a staff member using OFLA leave to care for a sick child to provide medical certification after the use of more than three days of such leave in a one-year period. The District will pay the cost of the medical certification not covered by insurance or other benefit plans.

Return to Work

Following an FMLA or OFLA leave, a staff member is generally entitled to be returned to his/her former position or to an equivalent job with equivalent benefits, pay and other terms and conditions of employment, with certain exceptions.

See the Department of Human Resources for details of this or any other provision of FMLA or OFLA leave. In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave. Staff members employed by the district at least 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA. (Board Policies GCBDA, GCBDA-AR)

FERPA - Family Educational Rights and Privacy Act

(see also Confidentiality)

Staff is expected to maintain appropriate confidentiality. Staff learns many things about school business or records which shall be regarded as confidential and therefore, not shared with others. Though the majority of information regarding school operations is open to examination by the public, it is the role of administrative staff to present and interpret this information. Employees shall refer inquiries to the principal or their supervisor. Release of identifiable student information carries both civil and criminal penalties. Do not discuss identifiable student information on a cell phone or cordless phone because transmissions can be picked up by anyone. (ORS 40.245 and OAR 581-21-240)

Staff is to regard information regarding students, with the exception of specifically identified directory information, as strictly confidential.

Student records and behavior at school is never to be discussed in public or in areas of the school where such conversations might be overheard by students or staff who do not have a legitimate interest in the matter. Failure to maintain confidentiality regarding student records and performance may result in disciplinary action, up to and including dismissal.

FRAUD

During your employment with the District, you may be faced with seeing someone deliberately falsifying information or using district money or property in an inappropriate way. If you do see anyone use district resources to further their personal assets or income or you notice anything that makes you feel uncomfortable, it should be reported to your supervisor. If you witness or suspect fraud or conflict of interest, please contact your supervisor or the Human Resource Director. Your information will be kept confidential.

FUND RAISING

SEE CASH IN BUILDINGS SECTION ABOVE

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

Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fundraising must not interfere with or disrupt school. Fund-raising request forms are available in the office.

All money raised must be receipted and deposited with the district immediately. Anything over \$25 must be deposited – it may not be taken home or left in a building.

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

Raffles are not a legally approved fund-raising activity. Please contact the District Business Director for further clarification.

GIFTCARDS

In general, Gift cards should not be purchased with District funds, including Student Body Funds. Please contact the District Business Director for further clarification.

For Employees

The IRS considers gift cards a cash equivalent, which must be reported on the employee's W-2 as wages. Gift cards may not be purchased with District or Student Body funds and given to employees (e.g. Starbucks gift card to teachers, gift card to coaches).

For Students

It is NOT recommended that gift cards be given to students. Rewards and awards for students should be the item itself, rather than a gift card or certificate to purchase the item. The item would preferably be related to the educational objectives of the student activity for which the award was earned.

Gift cards may be purchased with District funds and given to students only if the amount does not exceed \$5 for Elementary School students and \$15 for Middle and High School students.

Exception for gift cards to students:

If a specific donation is received to purchase gift cards to be given out to the parents or guardians of "hardship" or needy students for clothing, etc. There must be documentation to support the donor's wishes and the donations to parents and guardians.

For Parents and Volunteers

Gift cards may be purchased with District funds to show appreciation to parents and others who volunteer for us. They should be used judiciously with a value of \$25.00 or less per volunteer.

Employees in a volunteer role are still considered employees, for which gift cards may not be given.

GIFTS AND SOLICITATIONS

Students and their parents shall be discouraged from giving gifts to district employees. The Board welcomes, as appropriate, the writing of letters by students to staff members expressing gratitude and appreciation.

Individual employees will limit giving gifts to staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them. Collecting money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or retirement gifts. Staff-initiated "sunshine funds" are exempt from this policy.

No staff member may solicit funds in the name of the school or district through the use of, including but not limited to, internet-sourced crowdfunding or other similar types of fund raising, without the approval of the principal (the principal must notify the superintendent).

Individual employees need to be accountable for maintaining integrity and avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

All employees are prohibited from accepting items of material value from companies or organizations doing business with the district. "Material value" is defined as \$50 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 schools without the superintendent's approval. Staff members may not be made responsible or assume responsibility for collecting money or distributing any fund-drive literature within the schools without the superintendent's approval.

The soliciting of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the principal or supervisor. Advertising is not allowed in the building without the superintendent's approval. (GBI 9.25.17)

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. The guest(s) will sign-in at the main office as all visitors are required to do.

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

No overall standard can be established which will automatically exclude, as a resource, the person whose views or manner of presenting them may obstruct the educational process or endanger the health and safety of students or staff. The Board establishes the following guidelines, however, in an effort to uphold students' freedom to learn while also recognizing obligations which the exercise of freedom entails.

1. The teacher/sponsor and school building administrator are expected to exercise judgment and to investigate fully those proposed resource persons about whom questions may arise;
2. Teacher/Sponsors should encourage the use of resource persons representing various approaches or points of view on a given topic to afford students a more comprehensive understanding of it;
3. An appropriate record will be made of each resource person used and of that person's presentation;
4. The ideas presented and the resource person invited to present them will have a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved.
5. The teacher/sponsor responsible for inviting the resource person, or any member of the school administration, has the right and duty to interrupt or suspend any proceedings if the conduct of the

resource person is judged to be in poor taste or endangering the health and safety of students and staff.

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

Prior to his/her participation, guest speakers are to be informed of the following regulations:

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

Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff. (Board Policies IICB, INC, KGC/GBK/JFCG)

HARASSMENT, WORKPLACE

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

“Workplace harassment” means conduct that constitutes discrimination prohibited by ORS 659A.030 (i.e., discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault¹³ or that constitutes conduct prohibited by ORS 659A.082 (i.e., discrimination against person in uniformed service) or 659A.112 (i.e., discrimination in employment based on disability).

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

The district will make Board policy, [GBEA – Workplace Harassment](#), available to all district employees and it shall be made a part of district orientation materials provided to new district employees at the time of hire.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING OR CYBERBULLYING

Hazing, harassment, intimidation, bullying, menacing, and cyberbullying of or by students, staff, or third parties toward staff is strictly prohibited and shall not be tolerated by the district. Staff who are found to be in violation of Board policy, [GBNA – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff](#), will be subject to discipline up to and including dismissal. Staff may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC).

An employee who has knowledge of conduct in violation of Board policy [JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student](#) shall immediately report concerns to the designated district official.

¹³ “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

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

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

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

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

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

The electronic exchange of financial and administrative transactions related to an individual's protected health information will meet the requirements of HIPAA, including national standards for transactions designed to ensure the security of health information created or received by the district. Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with HIPAA, should contact the Department of Human Resources. (Board Policy EHA)

IDENTIFICATION BADGES

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

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property; (Board Policy ECAAA)
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. Replacement cost is \$15.00
5. An identification card damaged due to circumstances beyond the employee's control will be replaced by the district at no cost to the employee. Other replacement costs will be charged to the Employee.

INJURY/ILLNESS REPORTS

All injuries or illnesses¹⁴ sustained by the employee while in the actual performance of the duty of the employee, occurring on district property, in a district vehicle, or during the course of school-sponsored activities, including field trips and other away events, are to be reported to a Supervisor immediately. Staff

¹⁴ The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

members will report self-administered first-aid¹⁵ treatment to an immediate supervisor. Reports will cover property damage as well as personal injury.

A written report will be submitted within 24 hours to the district's Business Director or designee. The reporting forms should be available in your front office, they are also available online at: <https://www.parkrose.k12.or.us/forms>.

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

In the event of a work-related illness or injury to an employee resulting in in-patient hospitalization for medical treatment other than first aid, loss of an eye, amputation or avulsion¹⁶ the Business Director or Designee will report the incident to the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes¹⁷ will be reported¹⁸ to OSHA within eight hours.

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

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

INVENTORY

The District, in order to fulfill its fiduciary responsibility, must maintain an accurate and current inventory of all fixed assets and other valuable property. It is the responsibility of every District employee to see that the inventory in her assigned area is maintained. Changes in equipment condition or location should be recorded on the appropriate work location inventory sheet and reported to the principal or supervisor. No inventory items are to be disposed of without Board approval. Contact the Business office for direction.(Board Policy DID)

JOB POSTINGS

The District has established a job-posting procedure to give all employees an opportunity to apply for positions for which they are qualified. Notices of vacancies will be sent to each building and the Association president and posted in accordance with collective bargaining agreements.

KEYS

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

¹⁵ For employees, "first aid" means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, or similar injuries that do not ordinarily require medical care. Such one-time treatment and subsequent observation is considered first aid even though it is provided by a physician or registered professional personnel. (OAR 437-001-0015(34))

¹⁶ Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

¹⁷ 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. (OAR 437-001-0015(11))

¹⁸ Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

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

All staff will be issued photo and name identification badge to help ensure the protection of staff and students and reduce the possibilities of theft, vandalism and loss of district property. All staff are required to display this ID prominently on their person when at work or at district functions. Visitors will be issued badges, without a photograph. Staff issued identification badges will be subject to the following requirements:

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. An identification card lost, stolen or damaged due to circumstances beyond the employee's control will be replaced by the district at no cost to the employee. Other replacement costs will be charged to the employee;
5. Identification badge requests must be made directly to the building principal or supervisor;
6. The appropriate administrator will be responsible for collecting staff identification badges at the end of the assigned work shift in the event of employee resignation, non-renewal, non-extension or termination.

(Board Policies ECAAA, ECAAAAR)

LICENSE REQUIREMENTS

For teachers offered employment, the district must be able to verify a current TSPC or State of Oregon license before the Board will consider approving their employment. Applicants whose license cannot be verified prior to the beginning of school or the first day of employment will not be employed until such license is verified. This verification includes all endorsements.

It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Licensed staff is 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 amounts of the forfeiture from the teacher whose unlicensed status caused the forfeiture.

Recovery may not exceed one-half of the amounts forfeited that is attributable to the particular licensed person. (Board Policy GCA and ORS 342.173 (9))

MAIL AND DELIVERY SERVICES

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

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

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

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

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

MATERIALS DISTRIBUTION

Requests to staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home are to be referred to the 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.

MEDICAL EXAMINATION AND DRUG TESTING

As part of the District's employment procedures, an applicant may be required to undergo a post-offer, pre-employment screen for illegal drugs that is conducted by a lab designated by the District. The employee may also be required to undergo a medical examination. Some offers of employment that an applicant receives from the District is contingent upon, among other things, satisfactory completion of this screening and a determination by the District that the applicant is capable of performing the essential functions of the position that has been offered, with or without a reasonable accommodation.

In accordance with the Omnibus Act and applicable Federal Motor Carrier Safety Regulations, transportation personnel shall further be subject to periodic drug and alcohol testing in accordance with Board Policy GBEDA and as outlined in GBEDA-AR.

Candidates who refuse to submit to such screening shall immediately be terminated from employment consideration. Current employees who test positive will be subject to immediate disciplinary action up to and including dismissal in accordance with Board policy. Current employees who refuse to comply with testing requirements will be regarded as testing positive.

Additionally, the superintendent may require a medical examination for any employee whose health or mental condition appears to interfere with the discharge to the employee's responsibility or to be a hazard to other staff or students.

The district may require medical examinations after an employment offer has been made to a job applicant and before the applicant begins his/her employment duties. Any such requirement will ensure that all entering employees in the same job category will complete a medical examination regardless of disability.

All offers of employment may be made contingent on medical examination results.

Medical examinations will be conducted by a medical doctor selected by the district. District required medical examination expenses will be paid by the district. The successful applicant must be qualified and must be able to perform the essential functions of a position with or without reasonable accommodations. The district may withdraw an offer of employment should the medical examination reveal that the individual does not satisfy certain employment criteria under the following conditions:

1. The exclusionary criteria are job related and consistent with business necessity;
2. There is no reasonable accommodation that will enable the individual with a disability to perform the essential functions of the job.
3. The medical condition poses a direct threat to the health or safety of others in the workplace and cannot be eliminated or reduced to an acceptable level by a reasonable modification of policies, practices, procedures, or by the provision of auxiliary aids or services;

4. The requested or necessary accommodation would impose an undue hardship on the district, unless funding is available through other sources. Individuals with a disability may be offered an opportunity of paying for a portion of the costs that constitutes an undue hardship or of personally providing the accommodation.

Information the district receives regarding medical examinations will be collected and maintained on separate forms and in separate files apart from personnel files. All such records will be kept confidential, maintained for a minimum of one year, and released only in accordance with provisions of the Americans with Disabilities Act or other applicable laws. (Board Policy GBE, GBED, GBEDA)

MEETINGS

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

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

Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee. Any cost associated with attending a labor organization meeting will be borne by the individual employee or the labor organization subject to statutory and collective bargaining agreement provisions. (Board Policy GCKB)

PARENTAL RIGHTS/SURVEYS

Any surveys conducted with students or parents must be approved by the Superintendent.

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

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

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

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

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

PARKING/TRAFFIC CONTROLS

Each site has established parking and traffic controls to accommodate student pickup, buses and faculty needs. Staff is expected to comply with the guidelines established at each site. (Board Policy ECD)

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

On all controversial issues, staff members are encouraged to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. Staff members only speak on behalf of the district when specifically authorized to do so. Official district communications will be made using established district websites and accounts.

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

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA - STAFF (CELL PHONES & OTHER)

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

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

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

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

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

Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use district email using mailing lists and/or

other internet messaging to a group of students rather than individual students. Texting a student during work hours is discouraged. Texting a student while off duty is strongly discouraged.

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

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

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

PERSONAL PROPERTY

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

PERSONNEL RECORDS

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

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

If an employee wishes, he/she may submit a written response to evaluations, complaints or written disciplinary actions, to be attached to a file copy.

All other personnel records are considered confidential and 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 personnel office is open for business.
2. Others designated in writing by the employee.
3. The comptroller or auditor, when such inspection is pertinent to carrying out 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 so obtained will be kept confidential. No files will be removed from their central location for personal inspection.
5. The superintendent and members of the central administrative staff.
6. District administrators and supervisors who currently or prospectively supervise the employee.
7. Employees of the personnel office.
8. Attorneys for the District or the District’s designated representative on matters of District business.
9. The disciplinary records of a district employee convicted of a crime listed in ORS 342.143 are not exempt from the disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally

identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is the subject of the disciplinary record;

10. Upon request from a law enforcement agency, the Department of Human Services or the Teacher Standards and Practices Commission, a district shall provide the records of investigations of suspected abuse of a child by a district employee.

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. (Board Policy GBL)

PETTY CASH

In order to expedite the purchase of minor school supplies, postage, freight and other emergency items, a petty cash account has been established. Staff members may purchase items costing \$20 or less with prior approval from the principal.

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 approved purchases may be authorized only upon submission of appropriate receipts to the business office. (Board Policy DJB)

Petty cash is not to be used to cash staff member's personal checks.

PROHIBITED USE, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS

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

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

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

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

PUBLIC CONDUCT ON DISTRICT PROPERTY - TRESPASS CITATIONS

No person on district property or grounds, including parking lots, will:

1. Injure or threaten to injure another;
2. Damage the property of another or of the district;
3. Initiate or circulate a report, one knows to be false, concerning an alleged hazardous substance, impending fire, explosion, catastrophe or other emergency that will take place in or upon a school;
4. Violate parking regulations;
5. Drive a vehicle in an unsafe manner;

6. Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on district property which has been authorized by the Board, superintendent, principal or other authorized administrator;
7. Enter any portion of district premises at any time for purposes other than those which are lawful and authorized by district officials;
8. Bring, possess, conceal or use a weapon as prohibited by Board policy JFCJ - Weapons in the Schools and state and federal law;
9. Possess, consume, sell, give or deliver unlawful drugs and/or alcoholic beverages. Possess, sell, give or deliver drug paraphernalia;
10. Use, distribute or sell tobacco products or inhalant delivery systems;
11. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;
12. Willfully violate Board policies, administrative regulations or school rules designed to maintain public order on district property.

Persons having no legitimate purpose or business on district property or violating or threatening to violate the above rules may be issued a trespass citation and/or ejected from the premises and/or referred to law enforcement officials. (DO KGB 9.28.15)

RELEASE OF GENERAL STAFF INFORMATION

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

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

RESEARCH / COPYRIGHTS AND PATENTS

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

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

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

In the event that a staff member produces items described above partly on their own time and partly on district time, the district reserves the right to claim full ownership. The 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

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

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to suspend the teacher's license for the remainder of the school year. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

A resigning non-licensed staff member is required to either deliver a written and signed notice of resignation to the Office of the Superintendent and the Department of Human Resources or give notice via classified email. If the Superintendent decides to accept the resignation, acceptance shall be by letter from the Human Resource Department to the employee. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the acceptance letter.

A classified employee is expected to either submit a written and signed notice of resignation or send a classified email to the human resources director at least two weeks prior to the date he/she wishes to leave district employment. (Board Policy GCPB/GDPC)

RETIREMENT

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

The Superintendent will develop administrative regulations as may be necessary for district employees who retire; then begin receiving benefits from the Public Employees Retirement System and request continued district employment. Practices will be in accordance with current contracts and state law. (Board Policy GCPC)

SAFETY COMMITTEE

A building 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 building 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. Minutes of the safety minutes are posted in the buildings.

All potential hazards are to be reported immediately to a safety committee member or to the office. (Board Policy EBAC)

SEXUAL HARASSMENT

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

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

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

Incidents involving **students** contact: Antoinette Harrison, Assistant Director of Student Services, 503-408-2118, antoinette_harrison@parkrose.k12.or.us.

Incidents involving **adults** contact: Mary Bradbury-Jones, Director of Human Resources, 503-408-2112, mary_bradburyjones@parkrose.k12.or.us.

These individuals are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. These individuals are also designated as the Title IX coordinators.

General Procedures

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

Sexual Harassment Complaint Procedure

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

See full policies online at: [Parkrose School District - Policies](#)

SNACKS IN BUILDINGS

All snacks are to be store bought even for after school events.

The Board recognizes that childhood obesity has become an epidemic in Oregon as well as throughout the nation. Research indicates that obesity and many diseases associated with obesity are largely preventable through diet and regular physical activity. Additional research indicated that healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being.

Here are some suggestions for healthy snacks: Fruit – Vegetables – Yogurt – Nuts (check with teachers/parents for allergies) – Crackers and Cheese – Hummus – Pretzels – Dark Chocolate – All things in moderation. (Board Policy EFA)

SPECIAL INTEREST MATERIALS

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

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

STAFF CONDUCT

(Standards for Competent and Ethical Performance of Oregon Educators)

Good public relations are an essential part of the service every employee provides to the District. No matter what the position, the community will judge the school system by the conduct and attitude of its employees. Confidence and goodwill are generated when employees are considerate, helpful, friendly and understanding.

All staff are expected to conduct themselves in a manner that conforms to applicable job descriptions, Board policy and administrative regulations. As representatives of the school system, all personnel are expected to conduct themselves in a manner which reflects credit upon themselves and the District.

Additionally, all licensed staff shall adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules OAR 584-020-0035.

Application of Rules

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

STAFF DEVELOPMENT

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

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

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

Completion of continuing professional development requirements as set forth in OAR Chapter 584, Division 255 by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee. See the TSPC website for details www.tspc.state.or.us.

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

STAFF DRESS AND GROOMING

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Employees are allowed to wear religious attire while maintaining religious neutrality and refraining from endorsing religion in the educational environment. Please contact your building administrator or supervisor for additional information/guidance.

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

STAFF ETHICS

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 is expected to maintain appropriate confidentiality. Staff may learn many things about school business or records which shall be regarded as confidential and therefore, not shared with others. Though the majority of information regarding school operations is open to examination by the public, it is the role of administrative staff to present and interpret this information. Employees shall refer inquiries to the principal or their supervisor. Release of identifiable student information carries both civil and criminal penalties. Do not discuss identifiable student information on a cell phone or cordless phone because transmissions can be picked up by anyone. (ORS 40.245 and OAR 581-21-240)

Staff is to regard information regarding students, with the exception of specifically identified directory information, as strictly confidential.

Student records and behavior at school is never to be discussed in public or in areas of the school where such conversations might be overheard by students or staff who do not have a legitimate interest in the

matter. Failure to maintain confidentiality regarding student records and performance may result in disciplinary action, up to and including dismissal.

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. (Board Policy EDC, GBC, IGD, KGF)

STAFF HEALTH AND SAFETY

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

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory.);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;

10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

(Board Policies EBBA/GBEBC/JHCCC, JHCCBA/EBBAB/GBEBAA)

STAFF INVOLVEMENT IN DECISION MAKING (SITE COUNCILS)

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved on the school's 21st Century Schools Site Council and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning.

Contact the building principal for additional information regarding possible building and district level committee work that may be available. (Board Policy GBB)

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.

Noncustodial parents will not be granted visitation or telephone access to their student during the school day unless a signed agreement has been submitted to the school by the parent having sole custody of the child/children. 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. (Board Policy GBH)

STAFF ROOM

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

Students are not allowed in the staff room unless authorized by the building administrator.

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.

Staff are discouraged from discussing confidential information, especially involving students, in the staff room.

SUBSTANCE ABUSE & MENTAL HEALTH HELP

Care Solace, has complimentary and confidential coordination of services to help families find substance use treatment or mental health services. Call 888-515-0595. Support is available 24/7/365 in any language. Or visit caresolace.com/parkrose and either search on your own OR click "Book Appointment" for assistance by video chat, email, or phone.

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.

All building staff that is not on a scheduled break or preparation period is expected to provide supervision of students during assemblies.

Duty schedules for supervision of students at other times of day, such as before and after school, noon, recess and breaks between classes, shall be established by the principal. Staff is expected to be in their assigned supervision areas.

Staff supervising students during extra-curricular activities, especially on overnight excursions, must assure that students in their charge are supervised at an appropriate level. Even when not directly responsible for students, or when supervision of students has been temporarily assumed by another chaperone, the consumption of alcohol or other illegal substances by a staff member acting as a chaperone or advisor is strictly prohibited. (Board Policy JHFA)

SUSPECTED SEXUAL CONDUCT (Reporting Requirements)

Sexual conduct by district employees, contractors¹⁹, agents of the district²⁰, and volunteers²¹ is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers of the district are subject to Board policy, GBNA/JHFF –Suspected Sexual Conduct with Students and Reporting Requirements.

"Sexual conduct" means verbal or physical conduct, or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance or of creating an intimidating or hostile educational environment. "Sexual conduct" does not include touching or other physical contact that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent, or volunteer, and for which

¹⁹ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

²⁰ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

²¹ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

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

Any district employee, contractor, agent, or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer; or that another district employee, contractor, agent, or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the Director of Human Resources who shall report the suspected sexual conduct to the Board chair. If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

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

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

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

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

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

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

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

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

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

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

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

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

TEACHING ABOUT RELIGION

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

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

Guidance for Holidays - The policy of the district reflects a commitment to the principles of religious neutrality and the accommodation of diversity, promoting respect and understanding of different beliefs and customs. To include religious music, symbols, art or writings in school programs, displays, performances, classroom activities and/or celebrations, the teacher must demonstrate an educational purpose consistent with the stated objectives of the curriculum. Therefore, reflective preview by teacher and administrator of the content of such activities is necessary and appropriate. In considering any material, artistic, social and cultural aspects relevant to the purpose for including the material should be taken into account. (IGAC-AR(1) 6.30.22)

TRAVEL

Expenses for travel will be reimbursed when the travel has the advance authorization of the traveler’s supervisor. Travel beyond 200 miles of the District requires the specific approval of the Board, if any District funds are used for reimbursement, unless fully funded from workshop allocations or contractual requirements. The District form “Request for Extended Travel” found in the Appendix will be completed by

all out of area (more than 200 miles) travelers and authorized at the appropriate level. Board Policy DLC-AR-1 and DLCAR-2 specify the rules for reimbursement when traveling and are in the Appendix.

TUTORING

No private tutoring for which a staff member receives a fee is permitted in district schools on school time. District facilities, materials, or equipment may not be used. District facilities, materials, or equipment may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

UNMANNED AIRCRAFT SYSTEM (UAS) A.K.A. DRONE

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

Publicly supported K-12 school programs and publicly supported entities that support K-12 schools or after school K-12 programs are exempt from the requirement to pay the ODA registration fee.

Any employee, volunteer, or representative of the district operating an unmanned aircraft system shall do so in accordance with Board policy, all applicable FAA and ODA regulations, and local laws.

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

Prior to operating a UAS, the district will review all airspace, certification, registration, and other requirements. When operating in the National Airspace System (NAS), the supervisor (instructor/teacher) of the educational UAS shall hold a current pilot certification described in 14 C.F.R. Part 107 or have a Certificate of Authorization as described in 49 U.S.C. § 44801, so any student(s) can fly under their direct supervision, and be in compliance with current FAA²² regulations. District staff will not operate more than one UAS at the same time.

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

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

USE OF VEHICLES FOR DISTRICT

The use of personal vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any nonemergency use of personal vehicles. No staff member may use a personal vehicle for district business without permission from the superintendent/designee. When using any vehicle while on district business, staff shall use seat belts. Failure to do so is grounds for dismissal.

At least two staff members must accompany a student being transported in a personal vehicle, properly insured. Except for school buses, all passengers are required to use their seat belts.

All claims for mileage reimbursement must be made within a reasonable time (not to exceed six months). All claims for mileage must be pre-approved by your principal or supervisor.

See Board [Policy EEBAA](#) for more details.

²² https://www.faa.gov/uas/educational_users/

VACANCIES / TRANSFERS

Announced vacancies for licensed and classified positions are posted on our website employment page, in the school staff rooms and at least five working days prior to closing the application period. Copies of the posting are also sent to association representatives.

During summer break, notices are posted on the district website employment page at www.parkrose.k12.or.us and copies e-mailed to the association presidents.

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

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras on district property and district transportation vehicles to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. (ECAC 3.13.00 & EEACCA)

In order to maintain privacy and security, access to this footage is strictly controlled. We only release video footage to law enforcement agencies or in response to a subpoena. This protocol helps us protect the privacy of our students and staff while ensuring the footage is used appropriately.

VOLUNTEERS

Volunteering in our schools is a great benefit to our students and our community. In the best interest of student safety, the Parkrose School District requires all volunteers to complete a background check, Sexual Misconduct Verification Background Check (SB155), and read the Abuse and Sexual Conduct Information in order to volunteer, chaperone an event or field trip, or participate in school activities. The background check forms can be found at the district office located at 10636 NE Prescott Street or by calling 503-408-2100. The application process may take 24 to 48 hours or 3 weeks during field trip season. **Teachers please give your volunteers 3 weeks or more notice before field trips.** The district will cover the background check cost. Once approved the application is valid for two calendar years. Volunteers can check with their school office to determine whether their volunteer status is current or expired. (Board Policy IICC)

WEAPONS & FIREARMS PROHIBITED - NO CONCEALED CARRY

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

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

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

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

No person on grounds of the schools controlled by the Board (including in school buildings), will possess any firearm, except when said firearm is possessed by a person who is not otherwise prohibited from possessing the firearm, and is unloaded and locked in a motor vehicle. The exception provided in Oregon Revised Statute (ORS) 166.370(3)(g) for concealed carry licensees (see ORS 166.291 and 166.292) does not apply to the possession of firearms on grounds of the schools controlled by the Board. Firearms under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities when in compliance with law and board policy. Any community member violating or threatening to violate the above rules, as determined by the district, may be issued a trespass citation, ejected from the premises and referred to law enforcement officials. (Board Policy GBJ, JFCJ & KGBB)

WHISTLEBLOWER

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

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

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

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

STUDENT OPERATIONAL PROCEDURES

ASSEMBLIES

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

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

Students may be removed from an assembly as deemed necessary by the staff member in accordance with building discipline procedures.

ASSIGNMENT OF STUDENTS TO CLASSES

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

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

Middle and High School only:

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

Any student with the proper add-slip or who has otherwise been added to a particular class by the counseling office/office, is to be admitted to class. Teachers with questions regarding a student's placement should contact the counseling office. At no time should a student who has been assigned to a class be made to feel unwelcome, regardless of the current student class load at the time he/she arrives. Questions regarding students' schedules and/or staff overloads should be dealt with privately in the counselor or principal's office, not in the presence of students. (Board Policy JECD)

ATTENDANCE PROTOCOL (STUDENTS)

[Parkrose Attendance Protocol](#)

CHAPERONES

(see also Volunteers)

Anyone serving as a chaperone for school-sponsored activities on or off district property is required to follow all volunteer rules, regulations, policies and the law.

CLASS INTERRUPTIONS

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

CONTESTS FOR STUDENTS

The district will cooperate with individuals, community organizations and agencies desiring to sponsor contests when such activities are in keeping with the purposes and educational aims of the school. In addition such activities should be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added workload on the staff. The principal must approve participation by students in contests.

The activity sponsor will be responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging, or evaluation of the participants' work.

The following will be used as a guide in determining participation in contests:

1. The primary educational aims of the school and the needs and interests of students must be the primary interest and consideration at all times;
2. The school must not be used to promote private or commercial interests;
3. The school must not be used for direct sales promotion of individual competitive goods or services;
4. All materials or activities initiated by private sources must be judged on grounds of their direct contribution to educational values, factual accuracy, and good taste.

(Board Policy IGDH)

CORPORAL PUNISHMENT

The use of corporal punishment in any form against a student is strictly prohibited by the district and will be considered cause for discipline up to and including dismissal. "Corporal punishment" is defined as the

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

A staff member is authorized to employ reasonable physical force upon a student when and to the extent the application of physical force is consistent with ORS 339.285-339.303 (Restraint and Seclusion). Physical force shall not be used to discipline or punish a student. Assigning a student to run laps, do push-ups, etc., as a form of discipline, is not allowed.

Corporal punishment does not include physical pain or discomfort resulting from or caused by training for or participation in athletic competition or other such recreational activity, voluntarily engaged in by a student. It does not include physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips, or vocational education projects.

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

"Corporal punishment" is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

Corporal punishment does not include physical pain or discomfort resulting from or caused by: Training for or participation in athletic competition voluntarily engaged in by a student; Recreational activity voluntarily engaged in by a student; Physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips, or vocational education projects; or Physical restraint or seclusion when used as provided in [ORS 339.291 \(Use of restraint or seclusion\)](#) and [OAR 581-021-0553 \(Use of Restraint and Seclusion in Public Education Programs\)](#).

DISMISSAL OF CLASSES

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

DRESS AND GROOMING - Student Code of Dress

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the administration and may be denied the opportunity to participate if those standards are not met. The responsibility of the dress and grooming of a student rests primarily with the student and his or her parents and guardians. (JFCA)

Allowable dress and grooming:

- Students must wear clothing including both a shirt with pants, shorts or equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides. Clothing must cover undergarments, waistbands and bra strap excluded.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow face to be visible and not interfere with the line of sight to any student or staff.
- Hoodies must allow the student face and ears be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such a sports uniforms or safety gear.

Non-Allowable Dress and Grooming:

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- If there is a report of a safety concern we will discuss with the family and student.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.

As a district, we strive to be responsive to the many needs of our students and families. We believe these standards can be subjective and we will work with students and families to ensure a positive learning environment and address issues when they arise, but will treat each occurrence as a time to learn more about each student and how they are included and supported in our school community.

Protocol for Concerns with Code of Dress:

1. Initial Assessment:
 - **Every student has the right to stay in class unless there's an immediate safety threat.**
 - Teachers and the principal will address any dress code concerns sensitively and fairly.
2. Reporting:
 - Any staff member noticing a dress code concern besides the student's teacher should inform the teacher directly.
 - The teacher and principal will assess whether the clothing choice is causing harassment, bullying, promoting pornography, nudity, sexual acts, or hate speech.
3. Teacher's Decision:
 - If the attire is deemed disruptive or causes harm, the teacher will report the concern to the principal.
4. Principal's Action:
 - The principal will have a collaborative conversation with the student's family to understand their viewpoint and discuss potential solutions.
 - If the clothing is found to be disruptive, the principal will collaborate with the family to find a resolution that respects the student's dignity and rights.
5. Exclusion:
 - Only the principal, after careful consideration and in consultation with the Director of Student Services, will make the decision to temporarily remove a student from class due to dress code concerns.
 - **Staff members will not take this action unless there's an immediate safety risk.**

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION

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

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

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

and public information program is encouraged to ensure a drug, alcohol, and tobacco program that best meets the needs of district students.

Encouraged families to contact the school counseling office for information on district and community resources available to assist students in need.

See also the Employee Assistance Program section of this handbook for **resources available to staff**.

Substance Abuse & Mental Health Help

We also have a partnership with Care Solace, a complimentary and confidential coordination of services to help families find substance use treatment or mental health services. Call 888-515-0595. Support is available 24/7/365 in any language. Or visit caresolace.com/parkrose and either search on your own OR click "Book Appointment" for assistance by video chat, email, or phone. (IGAEB 3.7.16)

EMERGENCY DRILLS AND INSTRUCTION

Parkrose Schools have adopted the The "I Love U Guys" Foundation [Standard Response Protocols](#) for Emergency and Crisis Preparedness.

1. Instruction on fire, earthquake, safety threats, and drills for students shall be conducted for at least 30 minutes each school month.
2. At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.
3. At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12.
4. A map/diagram of the fire escape route is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion.

Upon the sounding of a fire alarm drill, teachers are required to:

1. Immediately direct all students to orderly exit the buildings using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc., along the way;
2. Close windows, turn off lights;
3. Take attendance book;
4. Escort class to at least 100 feet from the building and take attendance. Report any unaccounted students to the principal or designee;
5. Upon "all clear" signal, escort students directly back to class. Check attendance.

In the event of an earthquake drill, teachers are required to:

1. Immediately direct all students to "drop, cover, and hold on." Students should drop to a crouched position with head bent to knees; hands clasped behind the neck, arms against ears, eyes closed, and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures, or other such suspended objects;
2. Wait until shaking stops;
3. Evacuate building following established evacuation procedures;
4. Take attendance and report any unaccounted students to the administration;
5. Upon "all clear" signal, escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Drop low to the ground and protect head and neck.

FEATURE FILMS/VIDEOS/OTHER MEDIA

Principal approval is required prior to showing a feature film or video to students in district classrooms.

The showing of all feature films or videos with a G rating requires prior parent notification from the staff member. Feature films or videos with a PG, PG-13, or non-rated media rating must have prior parental consent. Any media materials that are not rated are subject to the approval of the principal prior to viewing.

Parents should be provided the opportunity to preview a feature film, video, or other non-rated media, whenever possible.

FIELD TRIPS AND SPECIAL EVENTS

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

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 each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgement of the student conduct guidelines to the office prior to departure for the scheduled activity. ParentSquare has a permission slip feature.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms. **The Transportation Department sends out their field trip request protocol via email annually, be sure to follow that protocol.**

The Board must approve any out-of-state travel. (Board Policy IICA)

FLAG SALUTE

Students will be provided an opportunity to salute the United States flag at least once a week by reciting The Pledge of Allegiance. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute. Each classroom is required to display a United States flag of an appropriate size. (Board Policy INDB)

GRADING

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

Written reports of student progress in their class (es) shall be issued to parents 4 times per year. Two formal report cards in February and June, and two progress reports in November and April informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. Letter grades will be used at High school and number proficiency grades at Middle and Elementary School. Progress reports will be based on many factors including assignments, both oral and written, class participation, special assignments, research activities, and other identified criteria.

At the end of the first 8 weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

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

Grade reduction or credit denial based on a student's attendance may be permissible only when the student's attendance is not used as a sole criterion for the grade reduction or credit denial. Prior to a

grade reduction or credit denial, teachers are required to provide notice to the student, parents, or guardians that includes the following information:

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

Procedures affording due process will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. Notice of such criteria must be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

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

HOUSELESS OR UNSTABLE HOUSING SUPPORTS FOR STUDENTS ~ MCKINNEY-VENTO TITLE X PROGRAM

Houseless²³ students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. The district provides full and equal opportunity to students in houseless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her houselessness or until the end of any academic year in which he/she moves to permanent housing. Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for houseless students. (JECBD & AR 4.24.17)

For questions contact McKinney-Vento houseless Liaison: Lizbeth Alvarez, lizbeth_alvarez@parkrose.k12.or.us, or 503-408-2692.

You can also check out our website for more information on Title X:
<https://www.parkrose.k12.or.us/index.php?id=240>
(JECBD & AR 4.24.17)

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

²³ The Oregon Department of Education often uses "houseless" in place of "homeless." Federal law uses "homeless."

available in most homes, school libraries or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

HUMAN SEXUALITY, HUMAN IMMUNODEFICIENCY VIRUS (HIV)/ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS), SEXUALLY-TRANSMITTED DISEASES, HEALTH EDUCATION

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

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

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

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.

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

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up schoolwork upon his/her 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 under suspension.

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. (Board Policy JOD)

MOVING CLASS/HOLDING CLASSES OUTDOORS

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change. As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the building principal.

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

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

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

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

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

The counseling center may have pamphlets, which will assist parents who have questions about selection of such activities. (Board Policy IGDK)

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district, upon the written request of the parent. The request shall include the reason(s) for the request and a proposed alternate activity.

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

RELEASE TIME FOR RELIGIOUS INSTRUCTION

Students may be excused from school for religious instruction, not to exceed two hours for grades 1-8 and five hours for grades 9-12 in any school week. Teachers will be notified by the office of any students in their class so excused.

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

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

RESTRAINT OR SECLUSION

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students. See Board policy JGAB - Use of Restraint or Seclusion and its accompanying administrative regulation.

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued.

The use of a seclusion cell is prohibited.

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

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
 - a. A description of the restraint or seclusion including:
 - (1) The date of the restraint or seclusion;
 - (2) The times the restraint or seclusion began and ended; and
 - (3) The location of the incident.
 - b. A description of the student's activity that prompted the use of the restraint and seclusion;
 - c. The efforts to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
 - d. The names of staff of the district who administered the restraint or seclusion;
 - e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian;
 - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting, and;
 - g. Immediate²⁴, written notification of the existence of any records related to an incident of restraint or seclusion (including photos or audio or video recording).

If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.

Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.

A district Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form shall include the following:

1. Name of the student;
2. Name of staff member(s) administering the restraint or seclusion;
3. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
4. Location of the restraint or seclusion;
5. A description of the restraint or seclusion;
6. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
7. A description of the behavior that prompted the use of restraint or seclusion;
8. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
9. Information documenting parent or guardian contact and notification.

A documented debriefing meeting must be held within two school days after the use of restraint or seclusion. The parent or guardian of the student must be invited to attend the meeting²⁵, and the meeting will include staff members involved in the intervention and any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its

²⁴ "Immediate" means to act as soon as possible without undue delay, but in no case later than within 24 hours of the incident. (OAR 581-021-0556 (2)(e))

²⁵ "Meeting" means the debriefing meeting at which the audio or video recording will be viewed. (OAR 581-021-0556(9))

entirety, any audio or video recording²⁶ preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.

The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

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

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

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

The district shall preserve, and may not destroy, any records related to an incident of restraint or seclusion, including an audio or video recording. The records must be preserved in the original format and without alteration in accordance with law.

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

RESUSCITATION DECISIONS/LIFE-SUSTAINING EMERGENCY CARE

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

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

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

RETENTION, PROMOTION OF STUDENTS

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Parents who have concerns about their child’s placement should contact school administration.

²⁶ To the extent practicable without altering the meaning of the record, the district shall segregate or redact from such a record any personally identifiable information of other students before disclosure to the student’s parent or guardian. If the district is unable to segregate or redact personally identifiable information of other students without altering the meaning of the record, the district shall disclose the record to the student’s parent or guardian in its original format and without any alteration. “Disclose” means to inform the student’s parent or guardian that the record exists; that the record in its original format and without alteration will be available for review by the parent or guardian privately and in the debriefing meeting; and that a copy of the record will be provided to the student’s parent or guardian upon request in its original and unaltered format except to the extent that the redaction is needed to protect the personally identifiable information of another student. (ORS 339.294; OAR 581-021-0556(10))

A recommendation for retention or promotion of a student will be made only after prior notification and explanation to the student's parent or guardian. The final decision for promotion or retention will rest with school administration.

SENIOR TRIPS

The district does not authorize or endorse senior trips taken for any purpose other than a special part of the Board-approved district curriculum.

STUDENT ACTIVITY FUNDS

All monies raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the principal.

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

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

STUDENT CONDUCT

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

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

A [*Student & Family Handbook*](#) including code of conduct and disciplinary actions has been developed and distributed to parents and students. Each school shall publish any additional rules specific to the school and distribute it to students and parents.

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

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

High School & Middle School - All teachers are expected to review the student conduct rules contained in the [*Student & Family Handbook*](#) with their students during the first week of the school year. A schedule developed by the building principal including particular areas to be emphasized will be provided to all staff during in-service.

(Board Policy JFC)

STUDENT DETENTION (6th-12th Grade only)

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

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

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

STUDENT DISCIPLINE

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 are listed in the [Student & Family Handbook](#). Student discipline will offer corrective counseling and sanctions that are age appropriate, and to the extent possible are shown through research to be effective.

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

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

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

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

Student Code of Conduct Violations may include but are not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence, as prohibited by Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student, and accompanying administrative regulation;
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM – Threats of Violence;
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing, or using a weapon as prohibited by Board policy JFCJ – Weapons in Schools;
8. Vandalism, malicious mischief, and theft, as prohibited by Board policies ECAB – Vandalism, Malicious Mischief, or Theft and JFCB – Care of District Property by Students including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
9. Sexual harassment as prohibited by Board policy JBA/GBN – Sexual Harassment and accompanying administrative regulation;
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia as prohibited by Board policies JFCG/JFCH/JFCI – Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems;

11. Use or display of profane or obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school, or classroom rules.

Disciplinary Actions are outlined in the [Student & Family Handbook](#) or may be provided to you by your building principal.

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

Equity And Restorative Justice - Student Discipline

The Parkrose School District is a richly diverse school district in Portland, Oregon. We strive to meet the educational needs of all students. We also know that our data has consistently and clearly demonstrated that our students in poverty and students of color attend school less time, fail more classes, and are excluded from school for discipline more often than their counterparts who are not students of color. For this reason, the Parkrose School District has developed and implemented Equity Policies that include policies regarding the use of our Equity Lens, hiring policies, and eliminating racial disparities in discipline and exclusion for students of color. A well-researched effective framework for this work is Restorative Justice. Restorative Justice seeks to bring offended parties together in a spirit of conflict resolution and peace. State laws regarding student conduct still apply and consequences are given when appropriate but the number one practice we will be employing is Restorative in nature and not punishing. Punishment produces angry, frustrated people and that is not an effective tool for our students. Logical consequences can be effective when delivered mindfully.

STUDENT DISMISSAL PRECAUTIONS

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

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

STUDENT & FAMILY HANDBOOK

A [Student & Family Handbook](#) is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.

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

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

STUDENT PERFORMANCES

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

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

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

High School & Middle School - Performances that are scheduled outside school hours are preferred. Performances during school hours should be limited to the class period during which the activity is usually taught to that particular student or students. Student groups may participate in district activities and with groups in the community upon the approval of the principal. Proceeds given to students for participating or performing will be placed in student accounts. (Board Policy IGDD)

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

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

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

STUDENT WITHDRAWAL FROM SCHOOL

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

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

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

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 principal.

STUDENT PROGRAMS & SERVICES

ALTERNATIVE EDUCATION PROGRAM

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

accessible. The involvement of staff, parents, and the community in recommending alternative education programs for Board approval is encouraged.

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

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

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

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

Teachers with questions concerning available alternative education programs should contact the.

ASSESSMENT PROGRAMS

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

Assessment results are used to measure the academic content of standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education. Additional services, alternative educational, or other public school options are made available to any student who has not met or has exceeded all of the state-required academic content standards. The district's assessment program consists of the following:

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

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

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

BILINGUAL EDUCATION

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

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

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

COUNSELING PROGRAM

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

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

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

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

Teachers may refer a student to a counselor. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the counseling office.

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

Confidentiality is not to be abridged except as allowed by law.

CRISIS PREVENTION/RESPONSE PROGRAM

[When a crisis occurs](#), we want to be mindful of how communication is shared, with compassion, accuracy, and in line with the wishes of family. When you learn of a situation that fits the description of [a crisis in our schools](#) (or community), immediately inform your department supervisor or principal. They will contact the district SMART crisis coordinator, Lisa Anderson, and/or Assistant Director of Student Services, Antoinette Harrison. The SMART crisis team will convene to plan a response.

HEALTH CENTER

Multnomah County's **Parkrose Student Health Center** is located at Parkrose High School. They serve all K-12 Multnomah County students (ages 5 to 18) with or without insurance, and there are no out-of-pocket costs for services. Families may call to schedule an appointment at 503-988-3392.

HEALTH-SERVICES PROGRAMS

The district has an established health-services program in partnership with the Multnomah Education Service District (MESD) which provides:

1. Pertinent health information on students, as required by Oregon statutes and rules;
2. Health-appraisal services, including screening for possible vision or hearing problems;
3. Health counseling for students and parents, when appropriate;
4. Health care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by the Oregon Health Authority and the local health department;

6. Assistance for students in taking medication according to established district policies and procedures;
7. Services for students who are medically fragile or have special health care needs;
8. Integration of school health services with school health education programs.

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

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

Nonemergency invasive physical examinations and screenings that are required as a condition of attendance, but not otherwise required or permitted by state law may take place under federal law only with prior parental notification and the option for parents to excuse their student from the activity.

Oregon Revised Statute (ORS) 336.201 requires:

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

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

HOMEBOUND INSTRUCTION

Homebound instruction is provided to any student whose health or impairment causes them to be absent from school for at least 10 days. A physician's statement substantiating such absence is required in order for the district to authorize homebound instruction. The amount of instructional service provided will be related to each student's educational needs, and physical and mental health.

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

HOME TUTORING SERVICES

Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of 20 consecutive school days.

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

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

LIBRARY/MEDIA SUPPORT SERVICES

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

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

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

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

MEAL PROGRAMS

Due to income levels across the community Parkrose Schools qualify for FREE breakfast and lunches for all registered students for the 2024-2025 school year. The program is called Community Eligibility Provision or CEP. All meals will be served in the cafeterias.

MIGRANT EDUCATION

The district works in partnership with Multnomah Education Service District for their [Migrant Education Program](#)

PREGNANT AND/OR PARENTING STUDENT PROGRAMS

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

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

SPECIAL EDUCATION SERVICES

Students, kindergarten through 21 years of age living in the district that have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free appropriate public education (FAPE). The related services and educational programs provided are designed to meet the needs as specified by the student's Individualized Education Program (IEP).

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

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

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

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

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

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

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

STUDENT ASSISTANCE

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

In order to assist students to resolve problems arising from behavioral/medical problems, including alcohol and other drug abuse, the district has established ways to support students in need.

Contact your school counselor.

The Board recognizes that childhood/adolescent suicide and suicidal tendencies are continuing problems within the elementary and secondary schools of the nation. Designated staff will be trained in an evidence-based suicide prevention program. All staff are expected to become familiar with the district's Student Suicide Prevention Plan and Board policy JHH - Student Suicide Prevention.

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

TALENTED AND GIFTED PROGRAM AND/OR SERVICES (TAG)

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

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:
 - a. Students who are racially/ethnically diverse;
 - b. Students experiencing disability;
 - c. Students who are culturally and/or linguistically diverse;
 - d. Students experiencing poverty; and
 - e. Students experiencing high mobility.
4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.

5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

Each teacher will receive a list of identified talented and gifted students assigned to their classroom. Teachers are expected to modify curriculum, instructional strategies, and grading, as may be necessary, to meet the needs of identified students.

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

Staff should refer parents with questions to the principal.

TITLE IA PROGRAMS

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

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

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