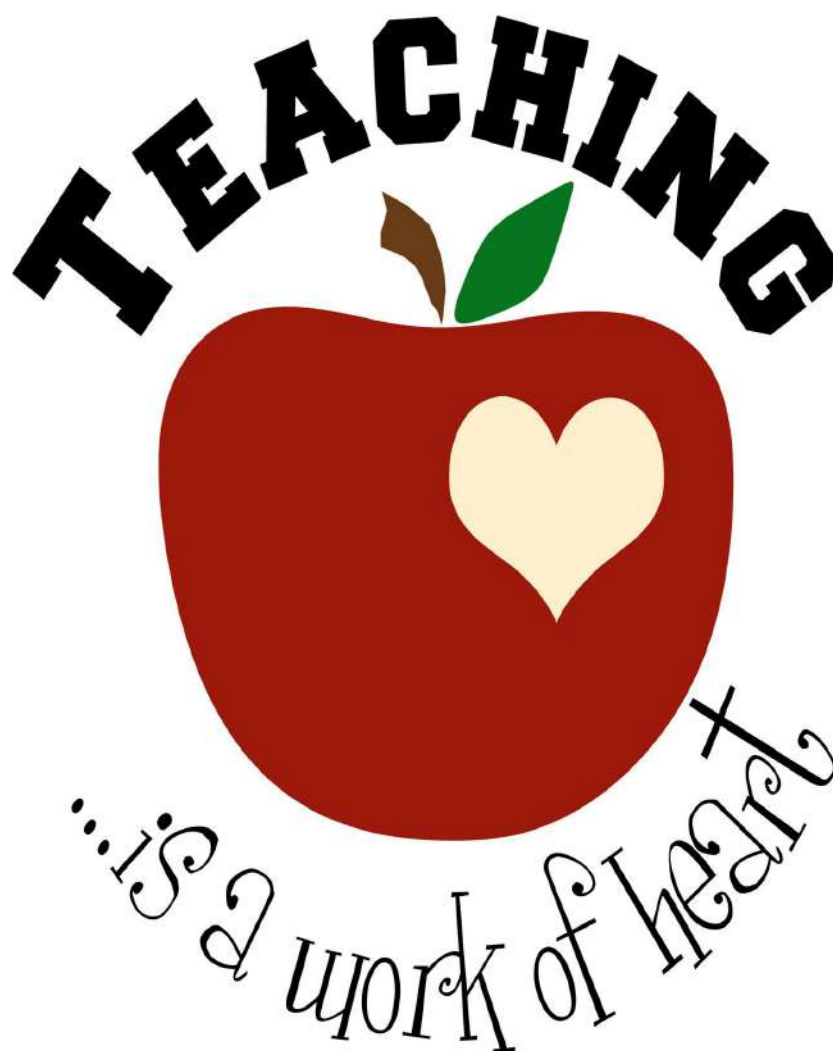


AMITY SCHOOL DISTRICT 4J



STAFF HANDBOOK 2024-2025

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PREFACE

The material covered within the staff handbook (available on the District Website - www.amity.k12.or.us) is intended as a method of communicating to employees general District information, rules and regulations and is not intended to either over emphasize or diminish any Board Policy, Administrative Regulation or Collective Bargaining Agreement. Material contained in the handbook may be abbreviated with references to Amity School District's Board Policy. Board Policy is available on the District Website, www.amity.k12.or.us. Material contained in the Staff Handbook may therefore be superseded by such Board Policy, Administrative Regulation, Collective Bargaining Agreement or changes in State or Federal Law.

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

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

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

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

District official/compliance officer: Jeff Clark; 807 S Trade Street, Amity, OR 97101

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

District official/compliance officer: Jeff Clark; 807 S Trade Street, Amity, OR 97101

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

I ask that you familiarize yourselves with the contents of this handbook. If you have any questions regarding the information contained herein, please contact me. Thanks!

Jeff Clark
Superintendent

STAFF ORGANIZATIONS

BOARD MEMBERS

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

Tim Haarsma, Chairperson
Jennifer Leppin, Vice-Chairperson
Ray Bottenberg
Amanda Grove
Ryan Jones

BOARD COMMITTEES

Buildings/Grounds—Ray Bottenberg and Amanda Grove
Transportation—Tim Haarsma and Ryan Jones
Financial—Tim Haarsma and Jennifer Leppin

STAFF

Administration/District Office

Superintendent, Jeff Clark
High School Principal, Ryan Sticka
Middle School Principal, Mary Matocha
Elementary School Principal, Jessica Rojas
Deputy Clerk, Ann Adams
Administrative Secretary, Janell Temple-Ropp
Student Services Secretary, Katie Stearns

District Wide Personnel

Derrien Andrade	Custodial Maintenance
Kevin Blanco	Director of Special Education
Jammy Clements	Custodial Maintenance
Jerry Compton	Computer Technician
Andrew Dyer	ELL Program Coordinator
John Gradt	Custodial Maintenance
Tashi Haarsma	District Nurse
Jack Joubert	Custodial Maintenance
Danielle Ludwick	Title Coordinator
Mark Trejo	Food Service Director
Mathew Melton	Custodial Maintenance
Logan Umbarger	Custodial Maintenance Supervisor

Amity Elementary School Staff

Jessica Rojas	Principal
Garry Angus	Paraprofessional
Kenia Arroyo-Murrillo	Cook's Helper
Lounette Baker	Grade 3
Shari Blackburn	Grade 4
Brandon Borst	Science Specialist
Alana Bridenbaker	Kindergarten
Tera Brown	Paraprofessional
Natalie Clark	Paraprofessional
Jennifer Conner	Kindergarten
Fayth Cook	Grade 1
Naomi Cruickshank	Grade 1
Sundie DeMain	Head Secretary
Julie Dodge	Paraprofessional
Jasmine Duran	Paraprofessional
Andrew Dyer	ELL
Mary Ann Elmore	Grade 2
Aeris Fast	Behavior Specialist / TIC
Melissa Felty	Secretary
Taylor Galer	Grade 2
Aminata Huber	Kindergarten Aide/Bridge
Kama Keeney	Paraprofessional
Sharon Krotzer	Cook's Helper
Holly Lanning	Library
Araceli Liner	Paraprofessional
Ryan McKinney	Grade 5
Kim McMullen	Kindergarten
Amie McShane	Math Specialist
Kristin Melvin	Grade 5
Katie Myers	Grade 2
Abby Nonnenmacher	Grade 3
Sierra Nordahl	Special Education / Case Manager
Shyan Roberts	Paraprofessional
Katelyn Rolston	Grade 3
Kendra Sambuceto	Grade 1
Todd Shirley	Physical Education
Andrea Simmons	Assistant Cook
Diana Sohn	Reading Specialist
Lauren Taylor	Grade 4
Mark Trejo	Food Services Director
Shannon Vandehey	Paraprofessional
Sarah Vie	SpEd / Case Manager
Ryan Wells	Grade 5
Yuka Wells	Kindergarten Aide
Jennifer White	Kindergarten
Holly Worthington	Paraprofessional

Amity Middle School Staff

Mary Matocha	Principal / Athletic Director
Kenia Arroyo-Murillo	Cook's Helper
Cora Betts	Library
Jeanna Bottenberg	6 th Social Studies & Language Arts
Stephanie Breazile	Intro to Agriculture
Breanna Carrasco Vivar	ELL Aide
Angela Doan	Secretary
Andrew Dyer	ELL
Chastene Hansen	7 th & 8 th Social Studies
Darcy Hatch	6 th – 8 th Art / Health
Linda Johnson	Paraprofessional
Laura Kohlmeyer	Student Support Specialist
Josh Liner	6 th & 7 th Math
Mike Ludwig	7 th & 8 th STEM / Dean of Students
Karl McShane	Athletics / Physical Education
Chrissy Melton	Paraprofessional
Lena Morrow	7 th & 8 th Language Arts
Melissa Nisly	Special Education
Casey Ojua	Band
Isaac Paulus	Math / Advanced Math
Becky Prevett	Head Secretary
Ann Safranski	7 th & 8 th Science
Melissa Taylor	Paraprofessional
Sarah Vie	Special Education
Melinda Wallace	6 th Reading / Science

Amity High School Staff

Ryan Sticka	Principal
Paula Abrams	Special Education
Thalia Andrade	Paraprofessional
Danielle Brown	English / Yearbook
Stephanie Breazile	Agriculture / Welding
Breanna Corrasco Vivar	ELL Aide
Andrew Dyer	Spanish / ELL
Tashi Haarsma	Athletic Director
Kyle Hayes	Counselor
Mark Keen	Math / Computer Science
Joel Magill	Social Science
Paula Moore	Paraprofessional
Tess Nance	Paraprofessional
Rhonda Nelson	On-Line Education
Nathan Ninteman	Math
Casey Ojua	Music
Karla Peterson	Paraprofessional
Jacki Radie	Cook's Helper
Les Riley	Math
Taralyn Rogers	Science
Kimberly Romey-Barnett	Language Arts
Lauren Sawyer	Physical Education
Jami Sims	Language Arts
Savannah Stanton	Industrial Tech
John Stearns	CTE Director
Alice Thompson	Social Sciences / Culinary
Shannon Vandehey	Paraprofessional
Julia Vaughn	Science
Karen Vetter	Special Education
Mundana Vrell	ASPIRE
Jill Whitehead	Health Teacher / Leadership
Brenda Whiteley	Head Secretary
Hannah Withee	Attendance Secretary
Andrea Wilburn	Art / Ceramics

GENERAL INFORMATION

ASSOCIATIONS

The Amity Teacher's Association is the bargaining unit for all licensed staff.
The Oregon School Employee's Association is the bargaining unit for all classified staff.
Administrative Personnel.

MISSION STATEMENT

The mission of Amity School District is:
*Provide an educational system that enables each of our community's students to reach their
greatest potential for the lifelong benefit of each student and the betterment of our community and
our country.*

IMPORTANT DATES

2024-2025 SCHOOL YEAR PAY SCHEDULE

PAY PERIOD BEGINS	PAY PERIOD ENDS	PAY DATE
July 1	July 11**	July 18
July 12	August 8**	August 22
August 9	September 12**	September 26
September 13	October 4**	October 24
October 5	November 1**	November 21
November 2	December 5**	December 19
December 6	January 10**	January 24
January 11	February 6*	February 21
February 7	March 6**	March 20
March 7	April 11**	April 24
April 12	May 2**	May 22
May 3	June 13*** (1)	June 13

(Time Sheets due June 2, 2024)

Time sheets are due at the District Office on Pay Period End dates (*)with the exception of June which are due June 2, 2024). **Any adjustments to your work schedule after June 2 will be made on your next pay check.**

(1) **12 month employees and Extra Duty** include all work from May 3 thru June 30 (time sheets are due June 2, 2024).

*Summer school time sheets are due June 26, 2025.

Personal Leave will be paid in last salary check on/or about June 30th.

Board Meeting Schedule **2024-2025**

August 7, 2024	6:30pm
September 18, 2024	6:00pm
October 9, 2024	6:00pm
November 13, 2024	6:00pm
December 11, 2024	6:00pm
January 8, 2025	6:00pm
February 12, 2025	6:00pm
March 12, 2025	6:00pm
April 9, 2025	6:30pm
May 14, 2025	6:30pm
June 23, 2025	6:30pm

BOARD MEETINGS/COMMUNICATIONS

REFERENCE: BOARD POLICY BD/BDA

Regular Board meetings are listed at the front of this handbook. All regular, special and emergency meetings of the Board are open to the public, unless as otherwise provided by law.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the superintendent in accordance with established lines of authority, as approved by the Board.

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

COMMUNITY USE OF BUILDING

REFERENCE: BOARD POLICY KG

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs. **Refer to Board Policy KG for fees that may be applicable to building use requests.**

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

CONFERENCE AFFILIATION

REFERENCE: BOARD POLICY IGD AND IGDJ

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

STAFF OPERATIONS

ABSENCES

REFERENCE: BOARD POLICY GCBD/GDBD AND GCEA

Staff members unable to report to work for any reason must notify the Sub-Finder System as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

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

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

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

Absence report forms must be completed in the office for all staff absences including absences due to school or district related activities. Paid and unpaid leaves are provided in accordance with negotiated agreements, established Board policy and law.

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

Federal Family and Medical Leave Act (FMLA) / Oregon Family Leave Act (OFLA)
Military Family Leave Act (MFLA) / Oregon Military Family Leave Act (OMFLA)
Reference: Board Policy GCBDA/GDBDA and GCBDA/GDBDA-AR

Employees should contact the Business Manager and review policy GCBDA/GDBDA – Family Medical Leave and administrative regulations.

Eligibility

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

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

Length/Purpose of Leave

Eligible employees may access FMLA leave for the following reasons:

1. Serious health condition for the employee or the employee's covered family member. Serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.
2. Parental leave (separate from eligible leave as a result of a child's serious health condition):
 - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
 - b. Bonding with and the care for a newly adopted child or newly placed child in foster care under the age of 18 (within 12 months of placement);
 - c. Care for a newly adopted child or newly placed child in foster care over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Military Caregiver Leave: leave for the care for spouse, child or next-of-kin who is covered servicemember with a serious injury or illness;
4. Qualifying Exigency Leave: leave arising out of the foreign deployment of the employee's spouse, child or parent.

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

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

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

Leave Period

The district uses a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences. Leaves to care for covered service members has its own 12-month year beginning on the first day of leave regardless of the district's method of calculating the 12-month period for leave.

Paid/Unpaid Leave

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family Medical Leave Insurance (PMFLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with OFLA and FMLA when taken for the same purpose. Subject to any related provisions in any applicable collective bargaining agreement, an employee may elect to use any available accrued paid leave including personal and sick leave, or available accrued vacation leave during the leave period. This includes when an employee is being paid through PMFLI. The district will notify the eligible employee that the requested leave has been designated as FMLA and/or OFLA leave and ask the employee about the use of available accrued paid leave.

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

Application

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

The district may request additional information to determine that the requested leave qualifies as FMLA and/or OFLA leave. The district may designate the employee as provisionally on FMLA and/or OFLA leave until sufficient information is received to properly make a determination. An eligible employee able to give advance notice of the need to take FMLA and/or OFLA leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.

For the purposes of OFLA, an eligible employee is required to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time. Failure of an employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

When an employee fails to give advance notice for both the FMLA and OFLA above, the district must choose the remedy that is most advantageous to the employee.

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

Medical Certification

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

If the leave is for the purpose of an employee's own serious health condition, they may also 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.

Continuation of Health Insurance Benefits

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

Return to Work

Following 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 District Office for details of this or any other provision of FMLA or OFLA leave.

ABUSE OF A CHILD REPORTING ***REFERENCE: BOARD POLICY GBNAB/JHFE***

Abuse of a child by district employees, contractors, agents, volunteers, 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 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 of the Oregon Department of Human Services through the centralized child abuse reporting system, Community Human Services, or a law enforcement agency within the county where the person making the report is located at the time of the contact. The building principal is also to be immediately informed. In the event the principal is the suspected abuser, the superintendent shall receive the report of abuse.

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, contactor, agent, volunteer, or student** has engaged in abuse, or that a student has been subjected to abuse by another district employee, contactor, 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. Forms are available in the office.

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

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.

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

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

REFERENCE: BOARD POLICY DFEA

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

ANIMALS IN DISTRICT FACILITIES

REFERENCE: BOARD POLICY ING

Only service animals serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or cocurricular activity are allowed in district facilities.

Approved animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals.

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

Companion and comfort animals are not considered service animals.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus

BREAKS

REFERENCE: BOARD POLICY GBAA

Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work four or more consecutive hours are entitled to one 15 minute break. Those working eight hour days are entitled to two 15 minute breaks.

Employees who work six or more consecutive hours received a unpaid 30 minute meal break, unless otherwise prohibited by law.

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

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

CARE/USE OF DISTRICT PROPERTY

REFERENCE: BOARD POLICY KGF/EDC AND ECAB

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

Incidents of theft or willful destruction of district property through vandalism or malicious mischief shall be reported immediately to the building principal.

Certain district-owned equipment may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain. An equipment use form must be submitted and approved. Forms are available in the office.

In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

CASH IN DISTRICT BUILDINGS
REFERENCE: BOARD POLICY DM and IGDF

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 by a class, staff member or others exceeds \$200. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

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

All cash will be banked at regularly scheduled intervals to prevent the accumulation of cash in the school.

CLASSROOM SECURITY
REFERENCE: BOARD POLICY ECA

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

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

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES
REFERNECE: BOARD POLICIES GBEB, GBEBAA/JHCCBA/EBBAB, GBEBB/JHCCC/EBBAA, and EBBA

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 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 of has been exposed to any disease for which exclusion is required, in accordance with law per Board policy GBEB – Communicable Diseases in Schools.

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

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

COMPLAINTS

REFERENCE: BOARD POLICY ACB, JFH, GBM, KL and KLD

Bias Incident Complaints

All employees are entitled to work in an environment that is free from discrimination or harassment.

“Biased 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 symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including, the noose, symbols of neo Nazi ideology and the battle of the confederacy, and whose display:

- Is reasonably likely to cause a substantial disruption of or material interference with school activities; or
- Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.

The district prohibits the use or display of any symbols of hate on school property, 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 Process.

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 for formal 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. The complaint procedure will provide an orderly procedure for the consideration and resolution of problems related to the application or interpretation of district personnel policies.

The complaint procedure will not be available to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor will it be used in any instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning an employee’s dismissal, contract nonrenewal or contract non-extension will not be processed under this procedure.

Reasonable efforts will be made to resolve complaints informally.

Regulations will be developed to outline procedural timelines and steps under this policy. The district will use the complaint process in KL Public Complaints to address any alleged violations of this policy.

Student/Parent Complaints

The district recognizes that complaints regarding staff performance, discipline, grades, student’s 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 building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

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

All staff members should familiarize themselves with Board policy and administrative regulations and negotiated agreements regarding the handling of complaints.

COMPUTER USE

REFERENCE: BOARD POLICY IIBGA

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

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

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

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

CONFERENCES

Planned conferences between teachers and parents can aid to the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled and appear on the District calendar.

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

REFERENCE: BOARD POLICY GCB, GCBA, and GCBC/GDBC

Contracts will be issued for all licensed employees. Classified staff will be issued Salary Agreements.

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

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

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

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

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the District Office by October 15 of each year. Placement will be in compliance with the collective bargaining agreement.

Compensatory time and/or overtime refer to page 27.

COPYRIGHT

REFERENCE: BOARD POLICY EGAAA

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

Infringement on copyrighted material, whether prose, poetry, graphic images, music, 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.

"Fair use" guidelines are as follows:

Fair Use

5. Printed Materials

- a. Permissible uses — district employees may:
 - i. Make a single copy of the following for use in teaching or in preparation to teach a class:
 - 1. A chapter from a book;
 - 2. An article from a periodical or newspaper
 - A short story, short essay or short poem, whether or not from a collective work;
 - A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
 - Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
 - A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
 - A complete article, story or essay of less than 2,500 words;
 - Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
 - One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
 - An excerpt from a children's book containing up to 10 percent of the words found in the text.
- All permitted copying must bear an appropriate reference. References should include the author, title, date and other pertinent information.
- Prohibited uses — district employees may not:
 - Copy more than one work or two excerpts from a single author during one class term;
 - Copy more than three works from a collective work or periodical volume during one class term;
 - Copy more than nine sets of multiple copies for distribution to students in one class term;
 - Copy to create or replace or substitute for anthologies or collective works;
 - Copy "consumable" works, such as workbooks, exercises, standardized tests and answer sheets;
 - Copy the same work from term to term;
 - Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.

- All sound recordings, including phonograph records, audiotapes, compact disks and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.
- Sheet and Recorded Music
 - Permissible uses — district employees may:
 - Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;
 - Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement or aria, but in no case no more than 10 percent of the whole work;
 - Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
 - Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
 - Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
 - Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
 - Make a single copy of a sound recording, such as a tape, disk or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.
 - Prohibited uses — district employees may not:
 1. Copy to create or replace or substitute for anthologies, compilations or collective works;
 2. Copy works intended to be “consumable,” such as workbooks, exercises, standardized tests and answer sheets;
 3. Copy for the purpose of performance, except as noted above (A.1.) in emergencies;
 4. Copy to substitute for purchase of music except as noted above (A. 1., 2. and 3.);
 5. Copy without inclusion of the copyright notice on the copy.
 6. Downloading / file sharing of music from the internet that was originally intended for sale.

III. Television Off-the-Air Taping

- A. Permissible uses — district employees may:
 1. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite transmission, and retain the recording for period not to exceed the first 45 consecutive calendar days after the date of the recording.

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

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

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

2. Retain videotapes of commercial programs only with written approval of appropriate copyright holders;

3. Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive calendar day retention period;
4. Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
5. Use off-air recordings made from a satellite dish if they conform to the 45- consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels;
6. Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
7. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.

Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

B. Prohibited uses — district employees may not:

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

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

• Rental, Purchase and Use of Videotapes

- Permissible uses — district employees may:
 - Use purchased or rented videotapes such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;

- Use only rented lawfully-made videotapes;
- Arrange for the local school to transmit videotapes over their closed circuit television for direct instruction;
- Use off-air videotapes made at home for classroom instruction and only in accordance with television off-air guidelines and district policy.
- Prohibited uses — district employees may not:
 - Use rented or purchased videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;
 - Use rented or purchased videotapes such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

V. Computer Software

A. Permissible uses — district employees may:

1. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
2. Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
3. Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
4. Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;
5. Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
6. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
7. Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.

B. Prohibited uses — district employees may not:

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

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

VI. Reproduction of Works for Libraries/Media Centers

A. Permissible uses — district employees may:

1. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
 2. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material
 3. Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
 4. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
 5. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
 6. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.
- B. Prohibited uses — district employees may not:
1. Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
 2. Copy without including a notice of copyright on the reproduced material.

VII. Performances

- A. Permissible uses – district employees must:
1. Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed.
 2. This is particularly important if admission is to be charged or recordings of the performance are to be sold.

VIII. Violations

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

CRIMINAL RECORDS CHECKS AND FINGERPRINTING ***REFERENCE DA/GDDA and GCDA/GDDA-AR***

Subject Requirements

All newly hired employees not identified under Oregon Revised Statutes (ORS) 342.223 are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district or private school, and has 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 criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

All Individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students 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 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 finger applying for employment with the district shall be paid by the individual.

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

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

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

Notification

6. A list of those positions subject to criminal records checks and fingerprinting will be maintained in the district office and available to the public upon request.
7. The district will provide notification to individuals subject to criminal records checks and fingerprinting of the following:
 - a. Such checks are required by law and/or Board policy;
 - b. Any action resulting from those checks may be appealed as a contested case;
 - c. All employment or contract offers are contingent upon the results of such checks;
 - d. A refusal to consent to criminal records checks or fingerprinting or falsely stating on district employment application, contract or ODE fingerprint forms as to conviction of a crime shall result in immediate termination from employment or contract status.
8. The district will provide notice through such means as employment applications and contract forms.

Processing/Reporting Procedures

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

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

- To ensure the integrity of the fingerprinter collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.
- The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify the ODE with the results. The ODE will review and notify the district of said results as well as the identity of any subject individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment or contract.

A copy of the form will be kept in the employee's personnel file.

Fees

- Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district including contractors and their employees shall be paid by the individual.
- Fees are payable within the first two pay periods of beginning employment, unsupervised volunteer service or contract.

- Individuals may request that the amount of the fee be withheld from the employee's paycheck, including a periodic payroll deduction rather than a lump sum payment, in accordance with Oregon law. The district may withhold such fees only upon the request of the individual.

Termination of Employment or Withdrawal of Employment/Contract Offer

- A subject individual required to submit to a criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status or withdrawal of offer of employment or contract will be made by the district upon:
 - Refusal to consent to a criminal records check and/or fingerprinting; or
 - Notification from the Superintendent of Public Instruction that the employee or candidate has listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction, or in Oregon under a different statutory name or number.
- A subject required to submit to a criminal records check and/or fingerprinting in accordance with law may be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.
- 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.
- Any volunteer who will have direct, unsupervised contact with students that refuses to submit to a required criminal records check to acquire or maintain a volunteer status in the district in accordance with law and/or Board policy will be denied the ability to volunteer in the district.
- If the district has completed a required criminal records check and the district has been notified by the Superintendent of Public Instruction that the individual knowingly made a false statement or has a conviction of any crime listed on ORS 342.143 the individual will be denied the ability to volunteer.
- Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

Appeals

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

CURRICULUM

REFERENCE: BOARD POLICY IFE

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

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

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

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

DRUG-FREE WORKPLACE
REFERENCE: BOARD POLICY GBEC

No staff member engaged in work in connection with a direct federal grant of \$100,000 or more shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15.

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school- owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; 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 12 grade student with whom the employee has had contact as part of the employee's district duties; or knowingly endorse or suggest the use of such substances.

Each staff member must notify their supervisor of a conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than 5 days after such conviction.

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

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

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

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

EMERGENCY CLOSURES
REFERENCE: BOARD POLICY EBCD

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. Additionally, the major radio and television stations regularly report delayed openings and school closures. You may also check these two websites for information: FlashAlert.net or amity.k12.or.us.

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 PLANS

REFERENCE: BOARD POLICY EBC/EBCA

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

EVALUATION OF STAFF

REFERENCE: BOARD POLICY GCN/GDN

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

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

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

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

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

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

EMPLOYEE RESPONSIBILITIES REGARDING

ON-THE-JOB INJURY/ACCIDENT

- Report all accidents/incidents, no matter how slight, to your supervisor immediately. Reporting on your next work shift is not an acceptable practice.
- If you need to see a doctor, complete the "worker" portion of the "Report of Occupational Injury or Disease (Form 801)." Your supervisor will provide assistance in completing this form.
- The employee will take the form to the District Office for completion of the form.
- Set up an appointment with Physicians Medical Center, 2435 NE Cumulus Avenue, McMinnville, OR 97128, 472-6161.
- Tell your doctor that modified work may be available to you.
- Report your physician's findings immediately (within 24 hours) to your supervisor.
- Immediately (within 24 hours) report to your supervisor your progress or findings after each subsequent physician's visit or other treatment.
- You must report to your next scheduled shift once the doctor releases you to work (part-time, temporary, modified or regular.)

EXPRESSION OF MILK / BREAST-FEEDING IN THE WORKPLACE

REFERENCE: BOARD POLICY GBDA

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 the 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 locations as a part of the break period.

The following locations have been identified in each facility for milk expression or breastfeeding:

- District Office: Records Room
- Amity Elementary School: Records room behind the main office
- Amity Middle School: Conference room across from main office
- Amity High School: Conference room next to principal's office

FAIR LABOR STANDARDS ACT ***REFERENCE: BOARD POLICY GBAA***

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

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

Staff funded by federal moneys are required to complete a federal time sheet. Employees funded by more than one federal program will be required to fill out a time sheet for each program worked. 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 nonexempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations:

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

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.

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

FAMILY MEDICAL LEAVE INSURANCE (PFMLI AND PLO) ***REFERENCE: BOARD POLICY GCBDF/GDBDF***

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

FUND RAISING ***REFERENCE: BOARD POLICY IGDF and DM***

No individual or school or school-related group is authorized to conduct any type of promotion, sales, or solicitation of funds unless that specific activity has been expressly approved and authorized by the building administrator and is under the direct supervision of the appropriate advisers.

Where funds are to be raised through an outside agency or contracted activity, the activity must receive prior approval by the principal and superintendent. Activities that include fund raising for charitable or other causes not relating to school activities, must obtain prior approval from the principal and the superintendent.

If fund raising consists of selling food and beverage items to students during the regular or extended school day, the food and beverage items must comply with state and federal nutrition standards, rules and laws. This does not apply to food and beverage items sold at school-related or nonschool-related events for which parents and other adults are a significant part of the audience.

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

GIFTS AND SOLICITATIONS

REFERENCE: BOARD POLICY GBI and KI/KJ

Staff members are discouraged from accepting anything of value offered by another for the purpose of influencing their professional judgment. Staff members are prohibited from accepting items of material value from anyone who has a financial interest in a decision that the staff member will be making. "Material value" is defined as \$50 or more from a single source in a single year.

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

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

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

GRADING

REFERENCE: BOARD POLICY IK, IKA, IKAD

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

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

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

GUEST SPEAKERS / CONTROVERSIAL SPEAKERS

REFERENCE: BOARD POLICY IICB, INC, INC-AR, and KGC

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

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

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

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

- Profanity, vulgarity and lewd comments are prohibited;
- Use of a tobacco product or inhalant delivery system or other similar device is prohibited;
- Sexist, racial remarks or derogation of any group or individual prohibited.
- 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.

Recommended that buildings request photo ID of guest speakers.

HARASSMENT, WORKPLACE
REFERENCE: BOARD POLICY GBEA, GBEA-AR

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 assault or that constitutes conduct prohibited by ORS 659A.082 (i.e., discrimination against person in uniformed service) or 659A.112 (i.e., discrimination in employment based on disability)

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 part of district orientation materials provided and copied to new district employees at the time of hire.

**HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/
CYBERBULLYING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE**
REFERENCE: BOARD POLICY GBNA/JFCF

Hazing, harassment, intimidation, bullying, cyberbullying or menacing 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 this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC). Students will be subject to discipline up to and including expulsion.

An employee who has knowledge of conduct in violation of Board policy JFCF—Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing/Teen Dating Violence/Domestic Violence—Student, shall immediately report concerns to the building principal.

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 building principal 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 of other appropriate sanctions.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

REFERENCE: BOARD POLICY EHA

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

“Protected health information” means individually identifiable health information that is: (1) transmitted by electronic media; (2) maintained in electronic media; (3) transmitted or maintained in any other form or medium.

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

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

INJURY/ILLNESS/ACCIDENT REPORTS

REFERENCE: BOARD POLICY EBBB

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

A completed accident/injury/illness report form must be submitted to the District Office within 24 hours or the next scheduled district workday, as appropriate.

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

In the event of a work related accident, injury or illness to an employee resulting in an in-patient hospitalization for medical treatment other than first aid, loss of an eye, amputation or avulsion the Safety Committee Chairman will in report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported to OSHA within eight hours

An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated 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 doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labels first aid.

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

JOB SHARING

REFERENCE: COLLECTIVE BARGAIN AGREEMENT SECTION XV

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

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

Job sharing requests are considered on an individual basis and subject to superintendent approval. Applications and additional guidelines are available in the collective bargaining unit.

KEYS

REFERENCE: BOARD POLICY ECAA

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

9. The duplication of keys is prohibited;
10. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
11. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;
12. Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property.

LESSON PLANS

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

Teachers are expected to prepare lesson plans on a weekly basis.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction

to assure that the educational program in a particular class or activity is consistent with the district- approved course of study.

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

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

LICENSE REQUIREMENTS

REFERENCE: BOARD POLICY GCA

For all positions that require licensing, the district must be able to verify the current license before the Board will consider approving their employment.

It is the responsibility of each licensed staff member to keep their license and all endorsements current and verify all endorsements with the District Office. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

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

MAIL AND DELIVERY SERVICES

REFERENCE: BOARD POLICY EGAB

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.

All staff are to check their mailboxes daily. District mailing and postage may be used for school district business only.

MATERIALS DISTRIBUTION
REFERENCE: BOARD POLICY KJA

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

MEDIA RELEASES

Staff members are responsible for material they release to newspapers and any other media source. Item should be carefully written and ready for publication. All releases must be routed to the building administrator for final approval prior to submission.

MEETINGS
REFERENCE: BOARD POLICY GCKB/GDKB

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

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

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

PARENTAL RIGHTS/SURVEYS
REFERENCE: BOARD POLICY KAB

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

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

A student's personal information (name, address, 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 non emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PARTICIPATION IN POLITICAL ACTIVITIES

REFERENCE: BOARD POLICY GBG

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

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

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

REFERENCE: BOARD POLICY GCAB

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

Personal electronic devices shall be silenced during instructional 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 or video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee for a use directly related to and consistent with the employee's assigned duties. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities. Computers, tablets, iPads, or similar devices brought to school will be restricted to academic activities during 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 or off duty, will utilize social network sites, 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, or parents without written authorization from persons with authority to grant such a release. Staff members, while on duty or 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-Persoal Electronic Devices and Social Media-Staff. Staff actions on social network sites, public websites, blogs and other social media, while on duty or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A 'disruption' for purposes of this policy includes, but is not limited to, one or more parent threatens to remove threatens 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.

PERSONAL REFERENCES FOR EMPLOYMENT

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

PERSONNEL RECORDS

REFERENCE: BOARD POLICY GBL

An official personnel file is established for each person employed by the District. A staff member's personnel file may contain such information as applications, 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. Except as provided below, or required by law, district employees' personal records will be available for use and inspection only by the following:

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

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

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

PHONES

REFERENCE: BOARD POLICY GCAB

Long distance calls for district business purposes may be placed from a telephone with an unrestricted line. Local personal telephone calls made during working hours from district telephones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students.

Personal long distance calls may not be made on district telephones, even if staff offers to reimburse the district for such charges. If it becomes necessary to make personal long distance calls while at work, such calls must be made with the staff member's personal cell phones or calling card.

Phones are available in some classrooms. Please use them for school related business, as they tie up the lines. Long distance phone calls may only be accessible on telephones designated by the principal. Classroom instruction is not to be interrupted by incoming/outgoing calls.

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

PROHIBITED USE, POSSESSION, DISTRIBUTION OR SALE OF TOBACCO

PRODUCTS AND INHALANT DELIVERY

REFERENCE: BOARD POLICY JFCG/KGC/GBK

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 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 or other smoking tobacco and smokeless tobacco dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation products or for any therapeutic purpose, if marketed and sold solely for the approved purpose.

"Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold

or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation products or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

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

PURCHASE ORDERS

REFERENCE: BOARD POLICY DJ, DJC, and IGDG

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

No purchase will be authorized unless covered by an approved purchase order. Forms are available in the office.

PURCHASING PROCEDURES

REQUISITION FORMS:

- Each employee will order his/her supplies, materials and textbooks on the requisitions forms provided by their school office:
Elementary School - Pink Forms
Middle School - Blue Forms
High School - Goldenrod Forms
District Office - Green Forms
- All requisitions must be legible.
- Each requisition form must be fully completed (budget number, prices, signatures, address, etc. before an order will be placed.)
- The requisition form must be signed by the employee and the building principal.
- Any requisition form not accompanied by a signature or budget category number will be rejected.
- **No one will place an order without going through the proper channels, unless they wish to pay for that order themselves. Do not purchase materials and expect to be reimbursed. (Maximum reimbursement for supplies will be \$100.00 per year unless approved by the Superintendent)**
- Any special instructions must be noted on the requisition.
- All requests must contain shipping & handling information and costs.
- Insure complete requisitions are at the District Office no later than two days prior to the date you need the purchase order. We are on a computerized system that automatically encumbers funds, therefore accuracy is essential.
- If you "hand-carry" a Purchase Order you must return all receipts that you receive to the District Office. Some companies require payment from the receipt
- The following is a list of the people receiving copies of the purchase order:
First Copy: Company Second Copy:
District Office
Third Copy: Building Principal (if they request one)

Purchases are subject to the Board's policy governing Bidding/Quote Requirements, and administrative regulations specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the deputy clerk for details.

RELEASE OF GENERAL STAFF INFORMATION

REFERENCE: BOARD POLICY GBLA and KBA

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

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.

RESIGNATION OF STAFF
REFERENCE: BOARD POLICY GCPB/CDPB and
COLLECTIVE BARGAINING AGREEMENT

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

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

RESTRAINT AND SECLUSION
Reference: Board Policy JGAB

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.

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:
 - i. The date of the restraint or seclusion;
 - ii. The times the restraint or seclusion began and ended; and
 - iii. The location of the incident
 - b. A description of the student's activity that prompted the use of restraint and seclusion;
 - c. The efforts to de-escalate the situation and the alternatives to restraint or seclusion were attempted;
 - d. The names of staff for 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; and
 - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. 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.
4. An administrator will be notified as soon as possible whenever restraint or seclusion has been used.
5. 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. Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.
6. 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:
 - a. Name of the student
 - b. Name of the staff member(s) administering the restraint or seclusion;
 - c. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
 - d. Location of the restraint or seclusion;
 - e. A description of the restraint or seclusion;
 - f. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
 - g. A description of the behavior that prompted the use of restraint or seclusion;

- h. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
 - i. Information documenting parent or guardian contact and notification.
7. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.
 8. If serious bodily injury or death of a student occurs in relation

RETIREMENT

REFERENCE: BOARD POLICY GCPC/GDPC

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

SAFETY COMMITTEE

REFERENCE: BOARD POLICY EBAC

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 quarterly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

SEXUAL HARASSMENT

REFERENCE: BOARD POLICY GBN/JBA, GBN/JBA-AR1, GBN/JBA-AR2

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.

SICK TIME

REFERENCE: BOARD POLICY GCBDD/GDBDD

Sick Time provisions:

- Provides a minimum of 40 hours for full-time employees who work a full year or sick time accrued at 1 hour for every 30 hours worked.
- Employees are eligible to use sick time on the 90th calendar day of employment.
- Accrues based on actual time worked.
- There is a 180-day window of time after the employee last works for an employer to retain eligibility, accrual, and balance of sick time.
- Sick time may be used for the employee's or a family member's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.
- When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.
- Must notify workers at least quarterly of their sick time balance.

SITE COUNCIL

REFERENCE: BOARD POLICY IFCA

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

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

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

Meeting times and location will be announced through the office and will follow the notice, meeting and record keeping requirements of the Public Meetings Law.

All staff are invited to attend 21st Century Schools Council meetings.

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

SPECIAL INTEREST MATERIALS

REFERENCE: BOARD POLICY IIAD

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

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

STAFF CONDUCT

REFERENCE: BOARD POLICY GBC

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

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

Application of Rules

- Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon law.
- Oregon law may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon law or the discipline of any licensee or any person who had held a license at any time within five years prior to issuance of the notice of charges under Oregon law.
- The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
- The commission will promptly investigate complaints.
- The commission may at its discretion defer action to charge an educator against whom a complaint has been filed under ORS 342.176 when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the

commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;

- The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

Definitions

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

- “Administrator” means any educator who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license.
- “Competent” means discharging required duties as set forth in these rules;
- “Educator” means any licensed or registered or certified person who is authorized to be engaged in the instructional program including teaching, counseling, school psychology, school social work, administering and supervising;
- “Ethical” means conforming to the professional standards of conduct set forth in these rules;
- “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 towards a student; or
 - Of a sexual nature that are directed toward a student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile education environment;
- “Sexual conduct does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent: verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct of 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.
- “Sexual Harassment” means any unwelcome conduct with an individual which includes but is not limited to sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - Such conduct unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment.
- “Teacher” means any person who holds a teacher’s license as provided in ORS 342.125.

The Competent Educator

The teacher demonstrates a commitment to:

- Recognize the worth and dignity of all persons;
- Refrain from exploiting professional relationships with any student for personal gain or in support of person or issues;
- Maintain an appropriate professional student-teacher relationship by:
 - Not demonstrating or expressing professionally inappropriate interest in a student’s personal life;
 - Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
 - Reporting to the educator’s supervisory if the educator has reason to believe a student is, or may becoming romantically attached to the educator.

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

- Apply for, accept, offer or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;

- Conduct professional business, including grievances, through established lawful and reasonable procedures;
- Strive for continued improvement and professional growth;
- Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties;
- Not use the district's or school's name, property or resources for non-educational benefit without approval of the educator's supervisor or the appointing authority.

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

- Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
- Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities;
- Respond to request for evaluation of colleagues and to keep such information confidential, as appropriate; and
- Respond to requests from a Commission representative for information, furnish documents to the Commission, and participate in interviews with a Commission representative relating to a Commission investigation, except subject to the exercise of any legal or privilege.

STAFF DEVELOPMENT - LICENSED **REFERENCE: BOARD POLICY GCL**

As part of the district continuous improvement plan, the district will establish a short- and long-term professional development plan for licensed staff in order to enhance professional performance and promote achievement of high standards for all students. The plan shall be developed in writing by district administration.

All courses for which a staff member will be seeking reimbursement must be pre-approved by both the building principal and the superintendent and shall be directly tied to subject area taught, instructional strategies or curriculum development. All such courses must also be a 500 level or higher assigned to them by the accredited institution of high education.

Professional development activities may include, but are not limited to, college courses, workshops, curriculum planning, research, supervision of teacher trainees and other activities approved by the supervisor. District professional development offerings may be planned to help licensed employees meet the requirements of their licenses. The district will provide appropriate, reasonable accommodations to ensure such training, whether provided by the district or through district contracts with third parties, is made available for qualified employees with disabilities.

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

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

Meetings or conferences for which district funds are contributed — whether for fees, travel or hiring of substitutes — shall directly relate to improved student learning. Where such meetings or conferences are devoted primarily or exclusively to organizational or business affairs of associations of educators, political workshops, training sessions for consultation committees and like activities, it is not considered appropriate for the Board to expend district funds or to approve the activity.

Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure. Once a licensed employee completes licensure requirements, the

employee must submit evidence to the employee's supervisor, who will verify that the licensed employee has successfully completed the professional development requirements to the superintendent, on the Teacher Standards and Practices Commission (TSPC) Professional Educational Experience Report (PEER) form.

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. Principals will direct staff within their building on the issue.

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

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

STAFF ETHICS

REFERENCE: BOARD POLICY GBC, GBC-AR, GBCA, UGD, and EDC/KGF

District employees are prohibited from engaging in, or having a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regards to their duties and responsibilities as district employees. This also applies to any personal financial benefit for the district employee's relative or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.

This means that:

- Staff shall not display, distribute or otherwise promote political positions while representing the school district in an official capacity. This includes, but not limited to, posters, pictures, flags, apparel. Logos or slogans of any political party, candidate or organization, whether domestic or foreign. The lone exception is when such materials are being used in a non-partisan manner as a part of appropriate educational instruction.
- Employees, relatives or members of the district employee's household will not use the employee's position to obtain financial gain or avoidance of financial detriment from students, parents, other staff, or others;
- Any device, publication or any other item developed during the staff member's paid time shall be district property;
- Employees shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way;
- No district employee may serve as a Board or budget committee member in the district;
- Staff members are prohibited from performing any duties related to an outside job during their regular work hours or during the additional time needed to fulfill the position's responsibilities.
- IF an employee authorizes a public contract, the employee may not have a direct beneficial interest in that public contract for two years after the date the contract was authorized.

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

For additional requirements, please review Board policies listed above.

STAFF HEALTH AND SAFETY

REFERENCE: BOARD POLICY

GBE, GBEBA/JHCCBA/EBBAB, GBEBC/JHCCC/EBBAA, and EBBA

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

- 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:
- All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
- 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;
 - An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - 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;
 - 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;
 - Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - 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.);
 - 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;
 - 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.
- 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;
- 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;
- Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
- Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
- 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;
- Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
- 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;
- Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
- 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;
- 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;
- All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

REFERENCE: BOARD POLICY GBF

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

STAFF INVOLVEMENT IN DECISION MAKING

REFERENCE: BOARD POLICY GBB

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

Contact the building principal for additional information regarding possible building and district level committee work that may be available.

STAFF/PARENT RELATIONS

REFERENCE: BOARD POLICY GBH/JECAC

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

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

Unless provided by court order or a parental plan, a student shall not be released to the noncustodial parent nor shall the noncustodial parent be granted visitation or phone access during the school day.

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

Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the district office.

STAFF ROOM

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

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. Students are not permitted in the staff room. The district will not be liable for loss or damage to personal items brought to district property and district-sponsored events.

STUDENT SUICIDE PREVENTION PLAN

REFERENCE: BOARD POLICY JHH

The district has a suicide prevention plan that includes procedures relating to suicide prevention, intervention, and activities that reduce the risk and promote healing after a suicide; identification of the school official responsible for responding to reports of suicidal risks; a procedure by which a person may request a district to review the actions of the school in response to suicidal risk; methods to address the needs of high risk youth (including youth bereaved by suicide; youth with disabilities, mental illness, or substance abuse disorders; youth experiencing homelessness or out-of-home settings, such as foster care; youth identifying as lesbian, gay, bisexual, transgender, queer, and other minority gender identities and sexual orientation; and youth identifying as Native American, Black, Latinx, and Asian); a description of, and materials for, any training to be provided to school employees as part of the plan; procedures for reentry into the school environment following a hospitalization or behavioral health crisis; and a process for designating staff to be trained in a evidence based suicide prevention program.

SUPERVISION OF STUDENTS

REFERENCE: BOARD POLICY JHFA

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

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

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

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

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

SUSPECTED SEXUAL CONDUCT (Reporting Requirements)

REFERENCE: BOARD POLICY JHFF

Sexual conduct by district employees, contractors or agents of the district, and volunteers 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 involves a student that are sexual advances or request for sexual favors directed toward the volunteer that involves 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 for the school employee’s job duties or by the services required to be provided by the contractor, agent, or volunteer; and for which there is not 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 agreement.

“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 90 days 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 or 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 for their building. If the superintendent is the alleged perpetrator the report shall be submitted to the deputy clerk who shall report the suspected sexual conduct to the Board chair. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNA/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/GBNA-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 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 a 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.

When the district receives a report of suspected sexual conduct by a contractor, an agent, or a volunteer of the district, the district shall prohibit the contractor, agent, or volunteer from providing services to the district. If the district determines there is a reasonable cause to support the report of suspected sexual conduct, the district shall prohibit the contractor, agent, or volunteer from providing services.

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, 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.

If the district employee, decides not to appeal the employment action or if the determination of the 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 have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a Board member, district employee, contractor, agent or volunteer of the district 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:

- A description of conduct that may constitute sexual conduct;
- A description of the investigatory process and possible consequences, is a report of suspected sexual conduct is substantiated; and
- 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 the 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 the policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

TUTORING

REFERENCE: BOARD POLICY GCQAB

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 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

REFERENCE: BOARD POLICY ECACB

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 a unmanned aircraft system shall do so in accordance with board policy, all applicable Federal Aviation Administration (FAA) and Oregon Department of Aviation regulations and, and local laws.

Operation of a UAS at Oregon School Activities Association (OSAA) at 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) if 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 FAA regulations. District shall 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 curriculum.

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

Third Party Use

Third party use of a UAS on district property or at district-sponsored events for any purpose is prohibited, unless granted permission from the superintendent or designee.

If permission is granted by the superintendent or designee, the third party operating a UAS will comply with all FAA regulations and shall provide the following to the district:

13. Proof of insurance that meets the liability limits established by the district;
14. Appropriate registration and authorization issued by the FAA when required; and
15. A signed agreement holding the district harmless from any claims of harm to individuals or damage to property.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

REFERENCE: BOARD POLICY EEBB

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

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

No staff member will use a private vehicle for district business, including the transportation of students, without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle.

A student will not be allowed to perform district business with his/her own vehicle or a staff member's vehicle.

VOLUNTEERS

REFERENCE: BOARD POLICY IICC and GCDA/GDDA

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

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

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

Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students shall submit to a in state criminal records check.

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

- Head coaches
- Assistant coaches
- Overnight Chaperone
- Volunteers transporting students, other than their own, in a private vehicle off district property for a district sponsored activity.

The use of volunteers requires prior building principal approval and a criminal history verification form completed and submitted to the District Office.

WEAPONS

REFERENCE: BOARD POLICY JFCJ

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, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations 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.

WHISTLEBLOWER

REFERENCE: BOARD POLICY GBMA

When an employee has good faith and reasonable belief the employer has violated any federal, state or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or 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:

- Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.
- Withhold work or suspend an employee.
- Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.
- Direct an employee or to encourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
- Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:
 - Any member of the Legislative assembly;
 - Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
 - 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 KL Public Complaints to address any alleged violations of this policy.

STUDENT OPERATIONAL PROCEDURES

ASSEMBLIES

REFERENCE: BOARD POLICY INE

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

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

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

CLASS INTERRUPTIONS

REFERENCE: BOARD POLICY INH

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.

CONTESTS FOR STUDENTS

REFERENCE: BOARD POLICY IGDH, KI, KJ, and KI/KJ

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

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

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

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

CORPORAL PUNISHMENT
REFERENCE: BOARD POLICY JGA

The use of corporal punishment in any form against a student is strictly prohibited by the district. "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.

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.

DISMISSAL OF CLASSES

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

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION

REFERENCE: BOARD POLICY IGAEB

Students have a right to attend school in an environment conducive to learning. The district will not tolerate the possession, sale, or use of unlawful and harmful drugs (illicit drugs, non-therapeutic use of prescribed drugs, misuse of solvents and other dangerous substances and drug paraphernalia, alcohol or tobacco 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 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 the health education classes, a program of activities which meets the requirements of the 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 addressed 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 programs that best meets the needs of District students.

EMERGENCY DRILLS AND INSTRUCTION

REFERENCE: BOARD POLICY EBCB

All teachers are required to provide instruction on fire, earthquake, safety threats, and drills for at least 30 minutes each school month in accordance with the requirements of law.

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

At least two drills on earthquakes and two drills for safety threat will be conducted each year.

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students. Drills and instructions on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation and other actions to take when there is a threat to safety.

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

- 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;
- Close windows, turn off lights and leave door unlocked;
- Take attendance book or class list;
- Escort class to at least 100 feet from the building and take attendance. Report any unaccounted students to the designated person.
- Upon "all clear" signal, escort students directly back to class. Check attendance.

The warning signal for an earthquake drill will be the same as for a fire drill. In the event of an earthquake, teachers are required to:

- 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;
- Wait until shaking stops;
- Evacuate building following established evacuation procedures;
- Take attendance and report any unaccounted students to designated person;
- Upon "all clear" signal, escort students back to class;
- 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

REFERENCE: BOARD POLICY IIABB

Building principal approval is required prior to showing a feature film/video to students in District Classrooms. Only films/videos rate G, PC, PG13 may be authorized for classroom use. Requests are to be submitted to the Building principal at least five days prior to the proposed showing. Forms are available in the office.

FIELD TRIPS AND SPECIAL EVENTS

REFERENCE: BOARD POLICY IICA

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

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

Written Field Trip notification must be provided to all parents before each trip.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Any out-of-state or overnight travel must be approved by the Board.

FLAG SALUTE

REFERENCE: BOARD POLICY IICA

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 class room is required to display a United States flag of an appropriate size.

HUMAN SEXUALITY. HUMAN IMMUNODEFICIENCY VIRUS (HIV) // AUTO IMMUNE DEFICIENCY SYNDROME (AIDS). SEXUALLY TRANSMITTED DISEASES. HEALTH EDUCATION

REFERENCE: BOARD POLICY IGAI

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.

MEDIA ACCESS TO STUDENTS

REFERENCE: BOARD POLICY JOD

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

Media representatives are required to report to 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.

MEDICATIONS

REFERENCE: BOARD POLICY JHCD and JHCDA

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to them-self, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may

administer or a student may be permitted to administer to them-self prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school.

The district shall designate personnel authorized to administer medications to students. Training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE). When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law.

A current first-aid and CPR card is required for designated personnel.

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy or a need to manage asthma, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed health care professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines. This self-administration provision also requires a written and signed confirmation the student has been instructed by the Oregon licensed health care professional on the proper use of and responsibilities for the prescribed medication.

A request to the district to administer or allow a student to self-administer prescription medication shall include a signed prescription and treatment plan from a prescriber.

A request to the district to administer or allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law, is required and will be kept on file.

If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

Prescription and nonprescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district administrative regulations governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a back-up prescribed auto-injectable epinephrine is kept at a reasonably, secure location in the student's classroom as provided by state law.

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

Naloxone (Narcan) or any other similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated

personnel to any student or other individual on school premises who the person believes in good faith is experiencing an opioid overdose.

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

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration, in good faith and pursuant to state law, of prescription and/or nonprescription medication.

A school administrator, school nurse, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, as described in Oregon Revised Statute (ORS) 339.866, if that person in good faith and pursuant to state law, assisted the student in self-administration of the medication.

A school administrator, school nurse, teacher or other district employee designated by the school administration is not liable in a criminal action or for civil damage as a result of the use of medication if that person in good faith administers auto-injectable epinephrine to a student or other individual with a severe allergy, who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine.

The district and the members of the Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith, on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district, administers auto-injectable epinephrine to a student or individual with severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine.

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

MOVING CLASS / HOLDING CLASSES OUTDOORS

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

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

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

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

REFERENCE: BOARD POLICY IGDK

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

The counseling center may contain pamphlets which will assist parents who have questions about selection of such activities. 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 moneys for travel and other activity expenses as a representative of the school. Students may not use school supplies, materials or facilities in conjunction with such trips or their related fund raising.

PROGRAM EXEMPTIONS

REFERENCE: BOARD POLICY IGBHD

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

RESTRAINT OR SECLUSION

REFERENCE: BOARD POLICY JGAB, JGAB-AR

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

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:
 - i. The date of the restraint or seclusion;
 - ii. The times the restraint or seclusion began and ended; and
 - iii. The location of the incident
 - b. A description of the student's activity that prompted the use of restraint and seclusion;
 - c. The efforts to de-escalate the situation and the alternatives to restraint or seclusion were attempted;
 - d. The names of staff for 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; and
 - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
 - g. Immediate 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.

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:

- a. Name of the student;
- b. Name of staff member(s) administering the restraint or seclusion;
- c. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
- d. Location of the restraint or seclusion;
- e. A description of the restraint or seclusion;
- f. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
- g. A description of the behavior that prompted the use of restraint or seclusion;
- h. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
- i. 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; staff members involved in the intervention must be included in the meeting. The parent or guardian of the student must be invited to attend the meeting 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 entirety, any audio or video recording reserved as a record of the incident involving restraint or seclusion in accordance with the 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 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 the Oregon Department of Human Services (DHS) and written notification of the incident must be provided to the DHS within 24 hours of the incident.

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 to the superintendent 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 and 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.

STUDENT ACTIVITY FUNDS

REFERENCE: BOARD POLICY IGDG

All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the office. Club & Class transactions require the signatures of both the advisor and student officer. All student activity fund expenditures must be approved by the building 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 advisor. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those students currently in school who have contributed to the accumulation of the funds.

STUDENT CONDUCT

REFERENCE: BOARD POLICY JFC

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

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

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

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

All teachers are expected to review the student conduct rules contained in the Student/Parent 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.

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

STUDENT DETENTION

REFERENCE: BOARD POLICY JGB

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

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

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

STUDENT DISCIPLINE

REFERENCE: BOARD POLICY JG, JGDA

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/Parent Handbook. Student discipline will offer corrective counseling and sanctions that are age appropriate, and to the extent possible, are shown through research to be effective.

STUDENT DISMISSAL PRECAUTIONS

REFERENCE: BOARD POLICY JEDB

No teacher 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 on into the custody of parents or other authorized persons.

STUDENT/PARENT HANDBOOK

REFERENCE: BOARD POLICY CHCA

A student 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 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

REFERENCE: BOARD POLICY IGDD

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.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

REFERENCE: BOARD POLICY EEAE

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

ALL transportation to school activities, optional or mandatory must be cleared through the administration.

NO private cars will be used for transporting students, unless this is cleared prior to attending the activity, through the District Office.

UNDER NO CIRCUMSTANCES will students drive other students in their private vehicles to school related activities.

Private vehicles driven by a licensed adult driver **MUST** be cleared by the Superintendent.

If parents, employees or other designated adults are permitted to use private vehicles to transport students other than their own on field trip or other school activities, 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 require 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

REFERENCE: BOARD POLICY JECE, JN, and JHFDA

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 fees, fines or charges are paid.

VISITORS

REFERENCE: BOARD POLICY KK

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

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

SPECIAL PROGRAMS

ALTERNATIVE EDUCATION PROGRAMS

REFERENCE: BOARD POLICIES IGBHA, IGBHB, and IGBHC

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 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 educational 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 a 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:

- When two or more severe disciplinary problems occur within a three year period. Severe disciplinary problems are defined in the student/parent handbook;
- When attendance is so erratic the student is not benefiting from the educational program. Erratic attendance is defined on a case by case basis.

- When an expulsion is being considered;
- When a student is expelled;
- 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 building principal.

ASSESSMENT PROGRAMS
REFERENCE: BOARD POLICY IL

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

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

The district's assessment program consists of the following:

- A. Criterion-referenced—assessments, including performance-based assessments, content- based assessments and other valid methods as may be required by state and federal requirements;
- B. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
- C. Assessments by individual teachers;
- D. Other school-wide and grade level-wide assessments.

Dates for district and state assessments will be announced by the Building 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—ENGLISH LANGUAGE LEARNERS

REFERENCE: BOARD POLICY IGBI

Students whose primary languages are languages other than English are provided appropriate assistance through the District's English Language Learners (ELL) 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
REFERENCE: BOARD POLICY IJ

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 educational programs, progress towards meeting local and state graduation requirements, scholarship and college entrance requirements and identification of district, community and state- wide resources for students with academic, personal/social or other needs.

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

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

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

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

Confidentiality is not to be abridged except:

- Where there is clear and present danger to the student or others;
- To consult with other professional persons when this is in the student's interest;
- When the student waives this privilege in writing;
- When specifically authorized or required by law.

EARLY CHILD EDUCATION ***REFERENCE: BOARD POLICY IGALA***

The District recognized the necessity to ensure that all children have access to early education opportunities to better develop the skills, attitudes and habits expected of kindergarten and first grade students. To this end, the District has coordinated and/or collaborated with a varied of programs for children birth through age 5.

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

LIBRARY/MEDIA SUPPORT SERVICES ***REFERENCE: BOARD POLICY IIBD***

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

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

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

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

MEAL PROGRAMS ***REFERENCE: BOARD POLICY EFAA***

The district participates in the National School Lunch, School Breakfast and Commodity programs.

The district's meal charge requirements will be publishing at the beginning of each school year, and provided upon enrollment of a student, or the transfer of a student. The meal-charging requirements will be published the school year. This notification will be published in the Student-Parent handbook.

A student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student's parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to parents or guardians, only. The district may refer delinquent meal charges to third parties for collection. Collection fees will not be charged to the parent or guardian.

PREGNANT/PARENTING STUDENT PROGRAMS

REFERENCE: BOARD POLICY IGBD

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 participated 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 regularly- provided school program.

SPECIAL EDUCATION SERVICES

REFERENCE: BOARD POLICY IGBA and IGBAF

Students ages kindergarten through 21 living in the district who 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 Individual Educational 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 classroom 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 law 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:

- 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.
- 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:
 - The student's individualized educational program, 504 Plan or behavior intervention plan, or
 - 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 a 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 individual 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.

TALENTED AND GIFTED PROGRAMS

REFERENCE: BOARD POLICY IGBBA

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:

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

Identified students must score at or above the 97th percentile on standardized one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional

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

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

Staff should refer parents with questions to the principal.

TITLE IA PROGRAMS

REFERENCE: BOARD POLICY IGBC

In order to help meet the needs of disadvantaged students, the district participates in Title IA, federally funded programs that provide basic skills instructional services for educationally disadvantaged students in grades K-5 and who live in targeted low-income areas.

Students identified in need of Title IA services are provided instruction on a schedule as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction.

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

