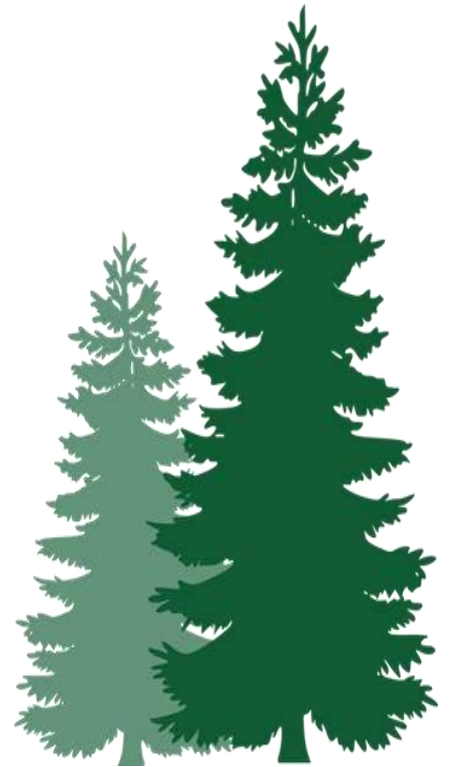
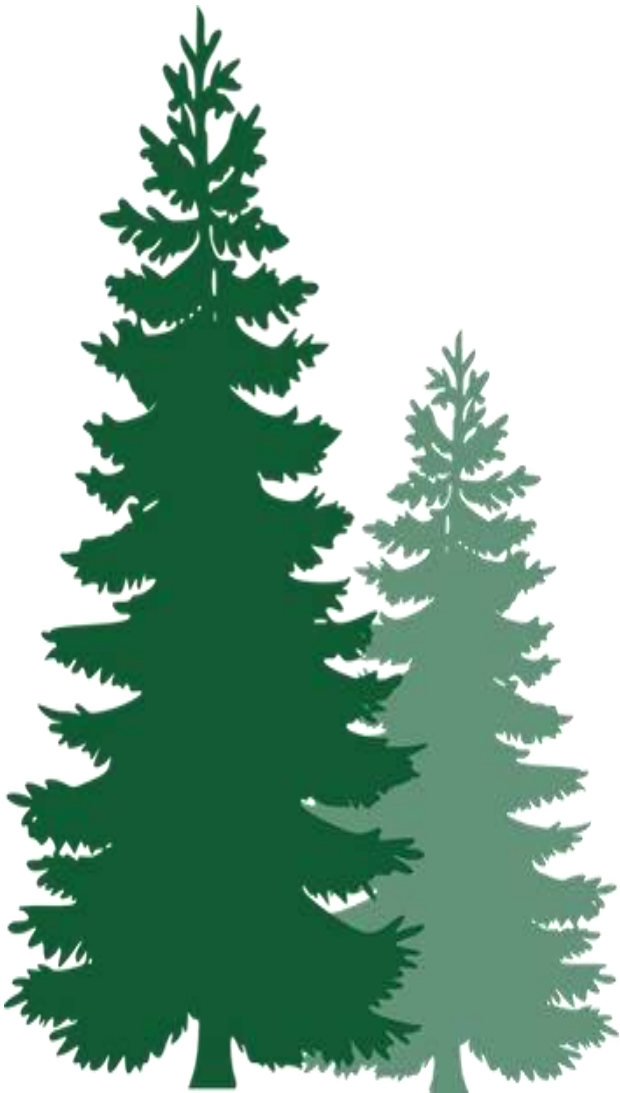


# David Douglas School District #40 Employee Handbook 2024-2025



## **Preface**

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 Material contained in this handbook may therefore be superseded by such [Board policy](#), administrative regulation, collective bargaining agreement or changes in state or federal law.

## **Public Relations**

Cordial relationships with the community are essential if we are to accomplish our objective of providing the best possible service. Each of us has an obligation to contribute prompt, friendly, courteous service. This will gain the public's confidence, respect and goodwill.

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

## **Equal Opportunity and Non-Discrimination**

Equal employment opportunity and treatment shall be practiced by the district regardless of age, national origin, race, color, religion, marital status, sex, sexual orientation<sup>1</sup> and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

<sup>1</sup>Sexual orientation means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with in the individual's sex at birth.

The District complies with legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA) and Section 504 of the Rehabilitation Act of 1973. Contact the Human Resources Office for additional information and/or compliance issues.

## **TABLE OF CONTENTS**

<b>DIRECTORY .....</b>	<b>5</b>
<a href="#"><u>SCHOOL BOARD .....</u></a>	<a href="#"><u>5</u></a>
<a href="#"><u>DISTRICT OFFICE.....</u></a>	<a href="#"><u>5</u></a>
<a href="#"><u>SCHOOLS AND PRINCIPALS .....</u></a>	<a href="#"><u>6-7</u></a>
<b>GENERAL INFORMATION.....</b>	<b>8</b>
<a href="#"><u>ASSOCIATIONS.....</u></a>	<a href="#"><u>8</u></a>
<a href="#"><u>BOARD OF DIRECTORS .....</u></a>	<a href="#"><u>8</u></a>
<a href="#"><u>BOARD POLICY .....</u></a>	<a href="#"><u>8</u></a>
<a href="#"><u>PRIMARY WORKSITE BUILDING ACCESS .....</u></a>	<a href="#"><u>8</u></a>
<a href="#"><u>DISTRICT HOURS .....</u></a>	<a href="#"><u>9</u></a>
<b>STAFF OPERATIONS .....</b>	<b>9</b>
<a href="#"><u>ABSENCES .....</u></a>	<a href="#"><u>9</u></a>
<a href="#"><u>BREAKS .....</u></a>	<a href="#"><u>13</u></a>
<a href="#"><u>CARE/USE OF DISTRICT PROPERTY .....</u></a>	<a href="#"><u>13</u></a>
<a href="#"><u>CASH IN DISTRICT BUILDINGS .....</u></a>	<a href="#"><u>14</u></a>
<a href="#"><u>CELL PHONES, PERSONAL ELECTRONIC DEVICES, AND SOCIAL MEDIA USE .....</u></a>	<a href="#"><u>14</u></a>
<a href="#"><u>CHANGE OF NAME, ADDRESS, OR TELEPHONE NUMBER .....</u></a>	<a href="#"><u>15</u></a>
<a href="#"><u>CHECKOUT.....</u></a>	<a href="#"><u>15</u></a>
<a href="#"><u>CHILD ABUSE REPORTING .....</u></a>	<a href="#"><u>16</u></a>
<a href="#"><u>CLASSROOM SECURITY.....</u></a>	<a href="#"><u>16</u></a>
<a href="#"><u>COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES .....</u></a>	<a href="#"><u>16</u></a>
<a href="#"><u>COMPLAINTS .....</u></a>	<a href="#"><u>17</u></a>
<a href="#"><u>COMPUTER USE .....</u></a>	<a href="#"><u>18</u></a>
<a href="#"><u>COPYRIGHT.....</u></a>	<a href="#"><u>19</u></a>
<a href="#"><u>CORPORAL PUNISHMENT .....</u></a>	<a href="#"><u>19</u></a>
<a href="#"><u>COURT LEAVE .....</u></a>	<a href="#"><u>20</u></a>
<a href="#"><u>CRIMINAL RECORDS CHECKS/FINGERPRINTING .....</u></a>	<a href="#"><u>20</u></a>
<a href="#"><u>DRUG-FREE WORKPLACE .....</u></a>	<a href="#"><u>21</u></a>
<a href="#"><u>EMERGENCY CLOSURES .....</u></a>	<a href="#"><u>21</u></a>
<a href="#"><u>EMERGENCY PROCEDURES AND DISASTER PLANS .....</u></a>	<a href="#"><u>22</u></a>
<a href="#"><u>EMPLOYEE REIMBURSEMENT .....</u></a>	<a href="#"><u>22</u></a>
<a href="#"><u>EVALUATION OF STAFF .....</u></a>	<a href="#"><u>22</u></a>
<a href="#"><u>FAIR LABOR STANDARDS ACT .....</u></a>	<a href="#"><u>22</u></a>
<a href="#"><u>FRAUD.....</u></a>	<a href="#"><u>23</u></a>
<a href="#"><u>GIFTS AND SOLICITATIONS .....</u></a>	<a href="#"><u>23</u></a>
<a href="#"><u>GUEST SPEAKERS/CONTROVERSIAL SPEAKERS .....</u></a>	<a href="#"><u>23</u></a>
<a href="#"><u>HARASSMENT PROHIBITION .....</u></a>	<a href="#"><u>24</u></a>
<a href="#"><u>HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA).....</u></a>	<a href="#"><u>26</u></a>
<a href="#"><u>INCIDENT REPORTS AND WORKER’S COMPENSATION .....</u></a>	<a href="#"><u>26</u></a>
<a href="#"><u>INJURY/ILLNESS REPORTS .....</u></a>	<a href="#"><u>28</u></a>
<a href="#"><u>KEYS .....</u></a>	<a href="#"><u>28</u></a>
<a href="#"><u>LICENSE REQUIREMENTS .....</u></a>	<a href="#"><u>29</u></a>



<a href="#"><u>MATERIALS DISTRIBUTION</u></a>	30
<a href="#"><u>MEDICINES—ADMINISTERING TO STUDENTS</u></a>	30
<a href="#"><u>MOTHER-FRIENDLY WORKPLACE</u></a>	30
<a href="#"><u>PARENTAL RIGHTS/SURVEYS</u></a>	31
<a href="#"><u>PARENTS’ CUSTODIAL/NONCUSTODIAL RIGHTS</u></a>	32
<a href="#"><u>PARTICIPATION IN POLITICAL ACTIVITIES</u></a>	32
<a href="#"><u>PERSONNEL RECORDS</u></a>	32
<a href="#"><u>POWER OUTAGES</u></a>	33
<a href="#"><u>PURCHASING</u></a>	33
<a href="#"><u>RELEASE OF GENERAL STAFF INFORMATION</u></a>	33
<a href="#"><u>RESIGNATION OF STAFF</u></a>	34
<a href="#"><u>RETIREMENT</u></a>	34
<a href="#"><u>SAFETY COMMITTEE</u></a>	34
<a href="#"><u>SEXUAL HARASSMENT BOARD POLICY</u></a>	35
<a href="#"><u>SEXUAL HARASSMENT COMPLAINT PROCEDURE</u></a>	37
<a href="#"><u>STAFF CONDUCT</u></a>	38
<a href="#"><u>STAFF DRESS AND GROOMING</u></a>	39
<a href="#"><u>STAFF ETHICS</u></a>	39
<a href="#"><u>STAFF HEALTH AND SAFETY</u></a>	41
<a href="#"><u>SUPERVISION OF STUDENTS</u></a>	41
<a href="#"><u>TEACHING ABOUT RELIGION</u></a>	41
<a href="#"><u>TELEPHONES</u></a>	42
<a href="#"><u>TOBACCO-FREE ENVIRONMENT</u></a>	42
<a href="#"><u>USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS</u></a>	42
<a href="#"><u>VIDEO SURVEILLANCE</u></a>	43
<a href="#"><u>WEAPONS</u></a>	43
<a href="#"><u>WORKERS COMPENSATION</u></a>	45
<a href="#"><u>WORKPLACE EXPECTATIONS</u></a>	45
<a href="#"><u>MASTER CALENDAR 2024-2025</u></a>	46

## **DIRECTORY**

### **SCHOOL BOARD**

Aaron Barrow  
Heather Franklin (Vice Chair)  
Hoa Nguyen  
Stephanie D. Stephens  
Gabriela Saldana-Lopez (Chair)  
Jose Gamero-Georgeson  
Althea Ender

Board positions are projected for July 11 2024. For contact information, please visit our webpage at: <https://www.ddouglas.k12.or.us/school-board/>

### **DISTRICT OFFICE**

**DISTRICT OFFICE**..... 503-252-2900  
*11300 NE Halsey St, Portland, OR 97220*

The District office is open between the hours of 7:30am-4:30 pm weekdays during the school year.

Superintendent .....	Ken Richardson
Assist. Superintendent of Human Resources &	
Assist. Title IX Coordinator.....	Andy Long
Assist. Superintendent of DEI.....	Taye Spears
Director of Administrative Services.....	Patt Komar
Director of Assessment & Technology.....	Derek Brown
Director of Curriculum.....	Brooke O'Neill
Director of Student Services .....	Florence Protopapas
Assist Direct of Student Services .....	Sarah Altig
Assistant Director of Title Programs.....	Elise Hall
Director of Family Engagement & Strategic Partnerships.....	Aidé Juárez Valerio
Assistant Administrator of Multilingual Programs.....	Shane Burchell

## Schools and Principals/Directors

<a href="#"><u>Cherry Park</u></a> (PreK-5) .....	Matt Soule .....	503-256-6501
<i>1930 SE 104<sup>th</sup>, Portland, OR 97216</i>		
<a href="#"><u>Earl Boyles</u></a> (PreK-5) .....	Lindsay DeFazio .....	503-256-6554
<i>10822 SE Bush St., Portland, OR 97266</i>		
<a href="#"><u>Gilbert Heights</u></a> (PreK-5) .....	Shannon Deems .....	503-256-6502
<i>12839 SE Holgate, Portland, OR 97236</i>		
<a href="#"><u>Gilbert Park</u></a> (PreK-5) .....	Luan Nguyen .....	503-256-6531
<i>13132 SE Ramona, Portland, OR 97236</i>		
<a href="#"><u>Lincoln Park</u></a> (PreK-5) .....	Holly Wilkes .....	503-256-6504
<i>13200 SE Lincoln, Portland, OR 97233</i>		
<a href="#"><u>Menlo Park</u></a> (PreK-5) .....	Sarah Phillips .....	503-256-6506
<i>12900 NE Glisan, Portland, OR 97230</i>		
<a href="#"><u>Mill Park</u></a> (PreK-5) .....	Heather Craig .....	503-256-6507
<i>1900 SE 117<sup>th</sup>, Portland, OR 97216</i>		
<a href="#"><u>Ventura Park</u></a> (PreK-5) .....	Lydia Poole Smith .....	503-256-6508
<i>145 SE 117<sup>th</sup>, Portland, OR 97216</i>		
<a href="#"><u>West Powellhurst</u></a> (PreK-5) .....	Susan Olds .....	503-256-6509
<i>2921 SE 116<sup>th</sup>, Portland, OR 97266</i>		
<a href="#"><u>Alice Ott Middle School</u></a> (6-8) .....	Holly Schauer .....	503-256-6510
<i>12500 SE Ramona, Portland, OR 97236</i>		
<a href="#"><u>Floyd Light Middle School</u></a> (6-8) .....	Doug Pease .....	503-256-6511
<i>10800 SE Washington, Portland, OR 97216</i>		
<a href="#"><u>Ron Russell Middle School</u></a> (6-8) .....	Michael Contreras .....	503-256-6519
<i>3955 SE 112<sup>th</sup>, Portland, OR 97266</i>		
<a href="#"><u>High School</u></a> (9-12) .....	Jennifer Buscher .....	503-261-8300
<i>1001 SE 135<sup>th</sup>, Portland, OR 97233</i>		
<a href="#"><u>Fir Ridge Campus</u></a> (9-12) .....	Amy Straw .....	503-256-6530
<i>11215 SE Market, Portland, OR 97216</i>		
<a href="#"><u>Community Transition Program</u></a> (18-21) .....	Sarah Altig .....	503-256-6549
<i>2900 SE 122<sup>nd</sup>, Portland, OR 97236</i>		
<a href="#"><u>Multnomah Early Childhood Program</u></a> .....	Jeanett Sealy .....	503-261-4626
<i>2900 SE 122<sup>nd</sup>, Portland, OR 97236</i>		

[Online Academy \(K-12\)](#) ..... Shawna Myers ..... 503-218-3624  
1400 SE 135<sup>th</sup> Ave Portland OR 97233

[North Powellhurst/Child Development Center](#) .... Kristi Byfield ..... 503-261-8470  
1400 SE 135 Ave Portland OR 97233

## Schools and Assistant Principals

[Cherry Park](#) (PreK-5) ..... Kathleen Lower ..... 503-256-4539  
1930 SE 104<sup>th</sup>, Portland, OR 97216

[Earl Boyles](#) (PreK-5) ..... Heidi Buckner ..... 503-256-8128  
10822 SE Bush St., Portland, OR 97266

[Gilbert Heights](#) (PreK-5) ..... Natalie Wolf ..... 503-256-8126  
12839 SE Holgate, Portland, OR 97236

[Gilbert Park](#) (PreK-5) ..... Patty Utz ..... 503-256-5013  
13132 SE Ramona, Portland, OR 97236

[Lincoln Park](#) (PreK-5) ..... Oscar Campos ..... 503-256-8177  
13200 SE Lincoln, Portland, OR 97233

[Menlo Park](#) (PreK-5) ..... Nick Erickson ..... 503-256-1747  
12900 NE Glisan, Portland, OR 97230

[Mill Park](#) (PreK-5) ..... Jammie Landis ..... 503-256-4798  
1900 SE 117<sup>th</sup>, Portland, OR 97216

[Ventura Park](#) (PreK-5) ..... Miki Johnson ..... 503-256-8326  
145 SE 117<sup>th</sup>, Portland, OR 97216

[West Powellhurst](#) (PreK-5) ..... Chad Waldman ..... 503-256-5031  
2921 SE 116<sup>th</sup>, Portland, OR 97266

[Alice Ott Middle School](#) (6-8) ..... Amber Cowgill ..... 503-256-4409  
12500 SE Ramona, Portland, OR 97236

[Floyd Light Middle School](#) (6-8) ..... Dinah Nguyen ..... 503-256-8126  
10800 SE Washington, Portland, OR 97216

[Ron Russell Middle School](#) (6-8) ..... Cassandra Wicker ..... 503-256-5646  
3955 SE 112<sup>th</sup>, Portland, OR 97266 ..... Mike Hermens ..... 503-256-4491

[High School](#) (9-12) ..... Joe Talley ..... 503-261-4410  
1001 SE 135<sup>th</sup>, Portland, OR 97233 ..... Valoree Hill ..... 503-261-8491  
..... Angie Ortiz-McNeese ..... 503-261-8316  
..... Rolando Florez ..... 503-261-8382  
..... OJ Gulley ..... 503-261-8312



## **GENERAL INFORMATION - ASSOCIATIONS**

The David Douglas Education Association/East County Bargaining Council is the bargaining representative for all members of the licensed professional bargaining unit.

The Oregon School Employees Association, Chapter 40, is the bargaining representative for all classified staff.

## **BOARD OF DIRECTORS**

Oregon law establishes a school board to direct a local school district. In the David Douglas School District, the Board is a seven-member committee elected by the people to direct schools. It selects and appoints the superintendent as the District's chief executive officer and delegates to the superintendent the responsibility for implementing District policies and plans. The Board also adopts a budget and authorizes the levying of taxes necessary to balance the budget.

The seven members of the board are elected from the District to serve four-year terms. Members of the board serve without salary.

### **Board Meetings**

The Board generally meets on the second Thursday of each month at 7:00 p.m. in the District Office Board Room. Holiday and summer month meeting dates may be altered. The District website ([www.ddouglas.k12.or.us](http://www.ddouglas.k12.or.us)) lists board meeting dates. All regular and special meetings of the Board are open to the public unless otherwise provided by law.

Staff members are invited to attend Board meetings. To have an item considered for the regular Board agenda, contact the Superintendent or the Board Chair at least one week prior to the Board meeting date.

Board communications, policies, and information will be communicated to staff and the community through the District email system and website.

### **Board Policies**

All staff members are responsible for carrying out and complying with Board Policy. David Douglas School Board Policy is available online at <http://policy.osba.org/ddouglas>. Updates, changes or additions to Board Policy are reviewed and announced during regular Board meetings.

## **Primary Worksite Building Access**

District buildings are accessible to staff during the course of the school day. Staff members needing access at other times or locations are required to contact their supervisor with their request.



As classrooms may be utilized outside regular building hours, all staff are encouraged to leave their rooms in order and to secure personal items.

## **Private Access to District Facilities**

The District facilities are open to employees and community groups during the week and weekends for approved use when such use does not interfere with District programs. [The Building Use Request Form](#) is on the District website or can be obtained through the Business Office. Notice will follow a review of the application by District representatives. Employees will be charged the same rates as community members for personal use of facilities.

## **DISTRICT HOURS**

The David Douglas School District Office is open weekdays between the hours of 7:30 a.m. and 4:30 p.m. during the school year. The receptionist may be reached at 503-252-2900. All after hour calls will be electronically forwarded to voice mail.

## **STAFF OPERATIONS**

### **ABSENCES**

Licensed staff, MECP Classified, and Self-Contained Special Education Instructional Assistants members unable to report to work for any reason must call the ESS Subdesk System at 503-208-7454 or designated contact, as soon as possible to ensure that appropriate substitute arrangements may be made. You can also access the ESS system 'Aesop' at [aesoponline.com](http://aesoponline.com). Absences can be reported 24 hours a day, 7 days a week and up to 365 days in advance to the Aesop System. ESS has sent each staff member that will need to report their absence an e-mail with instruction on how to use the ESS Aesop System.

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

Classified staff must contact their supervisor or supervisor's secretary if they are unable to report to work for any reason. Absence must also be inputted into TCP.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established [Board policy](#) and law. A Leave Request must be inputted into the leave reporting system.

## Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA) (GCBDA/GDBA)

### **Eligibility**

In accordance with federal law, staff members employed by the District for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for **FMLA leave**. Staff members employed by the District and have earned \$1,000 in subject wages in Oregon or taxable income during the alternate or base years, contributed to the **OR PFML** fund in the alternate or base years and are otherwise eligible.

### **Length/Purpose of Leave**

Employees may be eligible for **FMLA** Leave under federal law under state law are entitled to take up to 12 work weeks of leave within a 12-month period for:

1. Birth of the employee's child/Parental Leave (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Serious health condition leave - for an employee's own serious health condition, or to care for a family member.

Employees may be eligible for **OFLA** Leave under state law are entitled to take up to 12 work weeks of leave (unless noted differently) within a 12-month period for:

1. Pregnancy Disability Leave;
2. Sick Child Leave\*\*;
3. Military family leave, up to 14 days if your spouse or domestic partner is a service member and has been called to active duty or is on leave from active duty;
4. Bereavement Leave – up to 4 weeks total of leave after the death of family member(s), within a 12-month period;
5. Foster or Adoption (7/1/24 – 12/31/25) –Allows for 2 additional weeks of leave to effectuate the legal process required for placement of a foster child or the adoption of a child. Oregon.

Employees may be eligible for **OR PFML** Leave under state law and may also qualify for FMLA or OFLA Leave. Entitled to take up to 12 work weeks of leave (unless noted differently) within a 12-month period for:

1. Pregnancy Disability/Childbirth Leave;
2. Bonding/Adoption/Foster Care Leave;
3. Care of a Family Member with a serious illness or injury;
4. Safe Leave – if you or your child experience sexual assault, domestic violence, harassment, or stalking.

\*\*Additionally, an employee eligible for OFLA leave is entitled to such leave to care for their sick child who requires home care due to an illness, injury or condition that is a serious health

condition. Leave may also be taken to care for a child whose school or place of care has been closed in conjunction with a statewide public health emergency.

Contact Human Resources Leave Coordinator at: [hr\\_leave@ddouglas.k12.or.us](mailto:hr_leave@ddouglas.k12.or.us), for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA or OFLA or OR PFML leave.

A serious health condition is defined differently under federal and state law. Contact the Human Resources department: [hr\\_leave@ddouglas.k12.or.us](mailto:hr_leave@ddouglas.k12.or.us), for details.

### **Intermittent Leave and Alternate Duty**

The District may transfer an employee on intermittent OFLA leave or a reduced work schedule into an alternate position with the same or different duties to accommodate the leave provided certain criteria are met.

\*\*Additionally, the District may transfer an employee recovering from a serious health condition to an alternate position that accommodates the serious health condition provided certain criteria are met.

### **Calculating the 12-Month Period for Leave**

The District and/or The Standard will use the same method for calculating the 12-month period in which the 12 work weeks FMLA and OFLA and OR PFML leave entitlement occurs for all employees. The District will use a “rolling” 12-month period measuring rolling forward from the date the employee uses any family and medical leave.

### **Paid/Unpaid Leave**

Family leave under federal and state law is generally unpaid. An employee may elect to use accrued paid leave, including sick leave or accrued vacation leave, for the leave period. The employee may select the order in which the paid leave is used. However, OR PFML is a paid leave that is calculated according to the state average weekly wage. If an employee’s wage is equal or less than 65% of the state average weekly wage, your weekly paid leave benefit is 100% of your average weekly wage for a full week of leave. If your average weekly wage is higher than 65% of the state average weekly wage then you may elect to use accrued paid leave, including sick leave, or accrued vacation leave for the leave period/percentage that is not paid.

The District and/or The Standard will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and/or OR PFML leave and that accrued paid leave may be used during the leave period. Such notification will be given to the employee prior to the commencement of the leave or within three working days of the employee’s notice of an unanticipated or emergency leave.

When the District and/or The Standard does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA or OR PFML leave, the District and/or The Standard will provide the required notice promptly when the information is available but no later than five business days after the District and/or The Standard has received the information.

## Application

Staff members requesting FMLA and/or OFLA and/or OR PFML leave shall submit to the District and/or The Standard a written request at least 30 days prior to the anticipated leave date if the leave is foreseeable based on planned medical treatment.

The Standard, Phone: [866.756.8115](tel:866.756.8115), **Group ID #762387**, Open Monday – Friday; 5am – 5pm;  
Online log in at: [standard.com/absence](https://standard.com/absence), **Must select Option #3, Group ID #10157161**

**Note:** First-time users will need to create an account. The website has a step-by-step guide on how to do this: [https://www.standard.com/eforms/21254\\_762387.pdf](https://www.standard.com/eforms/21254_762387.pdf)

The notice shall include the anticipated start and end dates of the requested leave and an explanation of the need for the leave. Staff members are expected to schedule treatment, including intermittent leave and reduced hours, so as to not unduly disrupt the operation of the District.

If advance notice of FMLA, OFLA or OR PFML leave, under federal law, is not possible, for example due to a change in circumstances or medical emergency, notice must be given as soon as practicable. “As soon as practicable” means at least oral notification within one or two business days of when the leave becomes known to the employee.

Failure to provide the required notice for FMLA, OFLA or OR PFML leave may result in the District and/or The Standard delaying the staff member’s leave for up to 30 days after the notice is ultimately given.

If advance notice of FMLA, OFLA or OR PFML leave is not possible due to unanticipated or emergency leave situation, oral or written notice is required within 24 hours. The District realizes that there may be circumstances when it is not possible to provide a 24-hour notice. Therefore, the staff member may designate a family member or friend to notify the District during that period of time. In either case, proper documentation must be submitted within three working days of the employee’s return to work.

Failure to provide the required notice for FMLA, OFLA or OR PFML leave may result in the District deducting up to three weeks from the staff member’s leave period.

## Medical Certification

If the staff member provides 30 or more days’ notice when applying for FMLA and/or OFLA and/or OR PFML leave, they shall be required to provide medical documentation when appropriate to support the request for leave. The District and/or The Standard will provide written notification to employees of this requirement within five working days of the staff member’s request for 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 and/or The Standard’s notification that medical certification is required.

A second medical opinion at the District’s expense may be required whenever the District has reason to doubt the validity of the initial medical opinion. The health-care provider may be selected by the District. The health care provider shall not be an individual employed by the

District on a regular basis. Should the first and second medical certifications differ, a third opinion may be required. The District and the employee will mutually agree on the selection of the health care provider for a third medical certification. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinions will be paid for by the District.

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

The District and/or The Standard 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 FMLA/OFLA/OR PFML leave, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid in the absence of the leave. The District will continue to pay the district's contribution toward the employee's premium. The employee will continue to pay the employee's share of premiums, if any.

### **Return to Work**

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

**Sick Time:** [Please refer to Board Policy.](#)

## **BREAKS: CLASSIFIED EMPLOYEES**

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

Classified employees are expected to adhere to the break schedule established by the building or supervisor. Deviation from the regularly scheduled break period requires prior approval by immediate supervisor.

## **CARE/USE OF DISTRICT PROPERTY**

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

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

State statutes and regulations prohibit the use of public property and equipment for personal gain. District equipment (such as copy machines, computers, vehicles, shop equipment and tools) is not to be used for personal gain, use, or to promote a private enterprise.

## **CASH IN DISTRICT BUILDINGS**

All cash related to school or District purposes is to be receipted and deposited in the school's office by the designated cash handler at the location. Receipts should be given for all cash transactions. Money collected as a result of fundraisers should never be held in classrooms. Those employees designated to handle cash should follow Board policy DJB and the associated administrative regulation. Cash and checks should be regularly deposited at the bank according to prescribed procedures. Please contact accounts receivable at extension 8216 if you have any questions regarding cash handling.

## **CELL PHONES, PERSONAL ELECTRONIC DEVICES, AND SOCIAL MEDIA USE**

Cell phone usage for David Douglas School District:

The following statements define the use of cellular phones and other electronic devices as they pertain to all David Douglas School District employees:

1. Employees may possess cellular phones and other electronic devices while in school and at school activities.
2. When employees do use cellular phones or other electronic devices, they must use them appropriately, responsibly, and professionally (see DDSD Acceptable Use Policy).
3. All personal electronic devices should be out of sight during work time and while employees are performing their employment responsibilities unless for DDSD technology authentication purposes. For example; if you use your cell phone for logging into DDSD accounts and the employee dashboard etc. Your phone should be out of sight in situations like teaching, supervising, custodial duties, clerical duties, attending meetings, most work times when you're not on breaks, etc.
4. Employees may use personal cellular phones and other such electronic devices for school emergency situations and, during lunch break, other scheduled breaks, and/or recess periods as long as it does not interfere with their employment responsibilities and instructional time of students.

5. Except in an emergency situation, employees may not use cellular telephones or other communication devices while operating a District vehicle or operating any vehicle while transporting students.
6. Employees are expected to use technology in an appropriate, professional manner. Employees should not make any inappropriate contact with students, parents or colleagues using any form of communication (written, verbal, or electronic). This includes participating in social networking sites, texting, emailing, Twitter, Instagram, etc. (see [DDSD Acceptable Use Policy](#), [Board Policy IIBGA-AR](#), and [Board Policy GCAB](#)).
7. Employees who misuse their personal cell phone or other electronic devices shall be subject to disciplinary action in accordance with State Law and District Policy, e.g. verbal warning, written reprimand, revoke privilege to possess cellular phone or electronic devices at school, and/or refer to Superintendent for further disciplinary action.
8. For extenuating personal emergency situations, the principal or immediate supervisor may make a temporary exception to this Policy if other accommodations cannot be arranged.

## **CHANGES IN NAME, ADDRESS, OR TELEPHONE NUMBER**

As soon as a staff member is aware of a change in name, address, or telephone number, that change needs to be reported on the IV web portal to the Human Resources and the building administrator/supervisor. IV web portal may be found at:

<https://ivweb.nwtoolbox.org/daviddouglasess/>

## **CHECKOUT**

### **Work Day Checkout**

All staff are required to check out/in with the office if there is a need to leave during the work day. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

### **Year End Checkout**

The building principal or head secretary will collect all staff keys and ID badges prior to the issuance of final paychecks unless assigned duties require continued access. All staff will complete required checkout procedures as determined by the building administrator.



## **CHILD ABUSE REPORTING AND TRAINING** [\(JHFE-AR1 & 2\)](#)

Oregon State law defines a school employee as a mandatory reporter of suspected child abuse and requires all school district employees to complete an annual child abuse training. Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom they have come in contact has suffered abuse or neglect, or that any adult with whom they are in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services or a local law enforcement agency. The building administrator/supervisor or superintendent's office is also to be immediately informed.

Oregon law recognizes the following types of abuse: physical, neglect, mental injury, threat of harm, sexual abuse or sexual exploitation.

Failure to report suspected child abuse 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 grounds, participates in the good faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

## **CLASSROOM SECURITY**

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

Staff are asked to refrain from keeping personal items of value in or about their desks. Purses and/or bags should never be left unsecured. An employee who does not have access to a lockable space should notify an administrator. Students should be instructed to leave valuables at home.

## **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES** [\(GBEB-AR\)](#)

The District provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established for staff and student protection.

All staff shall comply with measures adopted by the District and with all rules set by the Oregon Department of Human Services, Health Services, and the county health department.

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

## **HBV/Bloodborne Pathogens Training and Immunization**

Staff members designated as primary first-aid providers, or who may otherwise incur occupational exposure to blood or other potentially infectious materials in conjunction with their assigned duties as determined by the District, will receive appropriate information and training as follows:

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

Additionally, Hepatitis B Virus vaccination and vaccination series will be made available after training to staff that have been notified by the District as being at risk.

Staff must report any occupational exposure to bloodborne pathogens to the building administrator or supervisor. Following a report of an exposure incident, the District will immediately make available to the exposed staff member a confidential post-exposure evaluation and follow-up.

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

## **COMPLAINTS** [\(GBM\)](#)

Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal or supervisor for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with [Board policy](#), collective bargaining agreement and/or administrative regulations.

## COMPUTER USE

The District's [Acceptable Use Policy](#) (AUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the **Children's Internet Protection Act** (CIPA). In this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District network. **Only current employees or individuals designated by the District are authorized to use the network.**

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

A few important guidelines:

- Never communicate with students about anything of a personal nature. In fact, staff should not be "friends" with students.
- Never post photos of students.
- Personal network sites should not be accessed during work hours.

## Acceptable Uses of the David Douglas Computer Network or the Internet

Schools must verify employees using the David Douglas Computer Network (DDNET) and Internet access for that school year have a signed page acknowledging this policy. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Access is provided primarily for education and District business. **By using the network, users have agreed to this policy.** If a user is uncertain about whether a particular use is acceptable or appropriate, they should consult an administrator or other appropriate District personnel. All employees acknowledge Acceptable Use Guidelines for technology and internet use through their completion of SafeSchools/Vector Training annually. This electronic signature is a legal document that acknowledges understanding of the guidelines.

## Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for employees, including suspension or dismissal from District employment, or criminal prosecution by law enforcement agencies.

**NOTE:** If a user inadvertently accesses an area of unacceptable use, the user should notify the supervisor or administrator immediately.

## **COPYRIGHT** ([EGAAA](#))

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

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. See [Board Policy](#) EGAAA for fair use guidelines.

## **CORPORAL PUNISHMENT** ([JGA](#))

The use of corporal punishment in any form is strictly prohibited by the District. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to employ physical force when, in their professional judgment, the physical force is necessary to prevent a student from harming themselves, others or doing harm to district property.

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

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

## **COURT LEAVE/JURY DUTY**

Being summoned to jury duty does involve several steps that you must complete. Before your court date, you must alert your immediate supervisor, arrange for your absence and submit your summons to Human Resources. Licensed staff will use ESS's Aesop Frontline absence system to arrange for substitute (or report the absence). Classified staff will use the Timeclock Plus system to request time off.

The night before your jury duty, call the court to check if you will be needed to attend the summons. In many instances, you will not. If you do NOT need to attend your jury duty date(s), you do need to report to work as normal. \*Please make an attempt to cancel your substitute, but if this is not possible, HR can find a placement for the substitute.\* After your jury duty, please submit a copy of the form showing that you attended jury duty with the dates and times you were there. You **may** need to inquire about the attendance verification form prior to concluding your service because not every court automatically offers this needed verification.

## **CRIMINAL RECORDS CHECK/FINGERPRINTING** ([GCDA/GDDA-AR](#))

All newly licensed or registered educators and those applying for renewal of a license or registration are required to submit to a nationwide criminal records check and fingerprinting in accordance with rules established by the [Teacher Standards and Practices Commission \(TSPC\)](#). This includes any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist who has not submitted to a criminal records check the previous year.

Additionally, all staff not requiring licensure or registration as a teacher, administrator, personnel specialist or school nurse and newly hired into a position having direct, unsupervised contact with students are required to submit to a criminal records check and fingerprinting as required by [Board policy](#) and law.

All offers of employment are contingent upon the disposition of the results of such checks.

## **Termination of Employment**

Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or [Board policy](#) will be terminated from employment or contract status by the superintendent immediately upon the following:

- Refusal to consent to a criminal records check and/or fingerprinting; or
- Notification by the Superintendent of Public Instruction or their designee that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the District as specified in law.

## **Appeals**

A non-licensed individual may appeal a determination, which prevents their employment or eligibility to contract with the District to the Oregon Superintendent of Public Instruction. Individuals' eligible to appear as a contested case will be so notified in writing by Oregon Department of Education (ODE).

## **DRUG-FREE WORKPLACE** ([GBEC](#))

The David Douglas School District acknowledges the important role that educational institutions play in helping to create a healthy, safe environment. The District accepts the commitment to combat drug and alcohol abuse in the workplace and in the community, as well as under federal statutes. The use or presence of illegal drugs, controlled substances (except as prescribed by a physician), marijuana or alcohol is strictly forbidden at school, on school property, or at school-sponsored activities. The use of illegal drugs, controlled substances (except as prescribed by a physician), marijuana or alcohol is strictly prohibited prior to work or attending any school-sponsored activity. The District reserves the right to require drug and/or alcohol testing based on reasonable suspicion or following work related accidents. The District Board of Directors strongly supports the education of staff members about the dangers of drug and alcohol abuse and about opportunities for rehabilitation and assistance with substance abuse problems. The District Board directs the superintendent to establish a set of definitions and administrative rules to implement this policy.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The David Douglas Employee Assistance Program (EAP), through OEBC, includes: counseling, childcare resources, identity theft services, legal services, wellness resources, and work-life balance. More information is available on the [DDSD website](#) or call 866-750-1327.

## **EMERGENCY CLOSURES** ([EBCD](#))

In the event of an emergency closure or delayed opening, all District staff and families will be notified immediately by ParentSquare via a recorded phone message, text and/or email, depending on how you have your ParentSquare account configured.

This information will also be on our District website and conveyed to local news outlets. [www.ddouglas.k12.or.us](http://www.ddouglas.k12.or.us)

Building Administrators/Supervisors may be in contact with individual staff members for specific instructions or requests.

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

## **EMERGENCY PROCEDURES AND DISASTER PLANS**

Copies of the David Douglas School District Emergency Safety Procedures manual are available in each building office and other strategic locations throughout the building. Building administrators/supervisors will review building security and safety policies and procedures with staff annually. Information detailing staff procedures and responsibilities will be posted in all classrooms, offices, and strategic locations within the building. In the event of Chemical Exposure, please refer to the Chemical Hygiene Plan located in your building as well as [online](#) on the David Douglas School District Webpage. Please remember that we are not Emergency Responders and we are not to participate in Emergency Response Actions. In the event of an emergency, all employees will evacuate and not go back in affected building(s).

## **EMPLOYEE REIMBURSEMENT**

All expenditures for which an employee needs to be reimbursed must have prior written administrative approval. Employee reimbursements should be limited to \$50 or less and are intended to be purchases needed immediately and purchased locally. Any items that need to be ordered should be facilitated through purchasing. Employees should follow Board policy DJ – purchasing.

## **EVALUATION OF STAFF**

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

The District's program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have formal and informal observations to assess the performance of duties and job responsibilities; and to receive verbal and written comments and suggestions for improvement from supervisors. Evaluation of all staff will be conducted in accordance with established [Board policy](#) and applicable district evaluation procedures, collective bargaining agreements and Oregon Revised Statutes.

## **FAIR LABOR STANDARDS, CLASSIFIED EMPLOYEES**

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

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



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

## **FRAUD**

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

## **GIFTS AND SOLICITATIONS**

As public employees, staff members are to avoid accepting anything of value offered by another for the purpose of influencing their professional judgment.

Oregon Government Ethics Commission prohibits District employees from accepting items of material value from companies or organizations doing business with the District. Material value is defined by law as \$50 or more from a single source in a single year. This includes gifts from parents, vendors, etc. Public school employees may not benefit financially from any aspect of their employment except their approved compensation.

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 District approval.

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

Public school employees may not benefit financially from any aspect of their employment except their approved compensation. While parents may often show appreciation by sharing gifts with employees, the gift limit of \$50 applies for any employee.

## **GUEST SPEAKERS/CONTROVERSIAL SPEAKERS [\(INB\)](#)**

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 administrator of the date, time and nature of the presentation whenever such use is planned.

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

*(Guest Speakers continued)*

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

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

The teacher responsible for inviting a particular guest speaker has 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.

## **HARASSMENT PROHIBITION**

The Board is committed to providing a positive and productive learning and working environment. Harassment, intimidation, menacing, bullying or cyber bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the District.

Harassment is defined as, any unwanted or unwarranted behavior that is ongoing and makes a person feel uncomfortable, unsafe, intimidated or humiliated or affects a student's ability to learn and/or a staff member's ability to work. Harassment can be verbal, non-verbal, or physical.

David Douglas recognizes that behaviors including, but not limited to, bullying, cyber bullying, intimidation, and racial or derogatory comments, are examples of harassment.

**Sexual harassment** includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates a hostile learning and/or work environment. See page 36 for sexual harassment policy and reporting/complaint procedure.

**Racial harassment** includes, but is not limited to, name calling, making racial or derogatory comments, wearing or possessing items depicting or implying racial hatred or prejudice. Persons shall not at school, on school property, or at school-sponsored activities wear or have in their possession any written material, either printed or in their own handwriting, that is racially divisive or creates ill will or hatred.

**Cyber bullying** is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent and the Board.

Any student who is subjected to or knows of any harassment should immediately notify school staff. The District will take any report of harassment, bullying, cyber bullying or intimidation seriously and will investigate credible reports promptly. Staff will take appropriate action and will bring it to the attention of the principal or building administrator when students report such an incident or when the staff member observes the incident directly.

Students shall be subject to discipline, up to and including suspension or expulsion, for violations of this policy.

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING /MENACING/CYBERBULLYING** [\(GBNA\)](#)

The board is committed to providing a positive and productive learning and working environment.

Hazing, harassment, intimidation, menacing, bullying or cyberbullying by students, staff or third parties of staff, students or third parties is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials. Licensed staff will be reported to Teacher Standards and Practices Commission, as provided by Oregon Administrative Rule (OAR) 584-020-0041.

The superintendent is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures and provisions to ensure annual notice of this policy is provided to students, staff and third parties.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) [\(EHA\)](#)**

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.

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 Human Resources Office.

## **INCIDENT REPORT/WORKERS COMPENSATION**

### **How to File an Incident Report**

Understanding your responsibility as an employee is critical to processing an Incident Report as efficiently as possible. The [Incident Reporting Process Flowchart](#) is an easy to read resource to help you visualize the initial process for reporting an Incident.

1. Report all injuries or illnesses that arise out of your employment and occurs during the course and scope of your employment with the District to your manager/supervisor immediately.
  - Complete an [Incident Report Form](#) within 24 hours of the incident. This form is fully online and can be found by logging into the employee dashboard.
    - a. Log in to the employee dashboard.
    - b. Click on “Incident Report Form.”
    - c. Complete ALL the “Required” fields.
    - d. Click the “Submit” button to submit your form.
2. If you need to seek medical care, please follow the instructions below on how to file a Workers’ Compensation claim.

## Workers' Compensation - How to File a Claim

### **EMPLOYEES**

1. If you need to seek medical care, fill out the worker section of the SAIF 801 Form [Here](#) , submit it to your manager/supervisor, and fill out a form 827 with your doctor or nurse.
2. For workers' compensation claims, written authorization of your work status (or similar specific medical release) is required at initial treatment to verify release status.
3. Employees must also provide DDSD with an updated release status any time the employee's release status changes. A release status change may include:
  - a. *If you were not released to any form of work, but have now been released to either regular work or released to return to work with specific restrictions,*
  - b. *If you were previously released to regular work, and have been given new, specific restrictions,*
  - c. *If you were previously released with specific restrictions, and have now been released to return to regular work,*
  - d. *If your specific restrictions have changed, - or -*
  - e. *When you become medically stationary (no further treatment or improvement of condition is expected).*
4. Schedule appointments to provide minimal disruption to your work schedule, and obtaining supervisor approval if time away from work during scheduled hours is necessary.
5. Keep your medical appointments and follow your doctor's or authorized nurse practitioner's instructions.
6. Maintain weekly contact with your manager/supervisor if you have not returned to work, so they may assist you with returning as soon as you are physically capable of doing so.
7. Keep SAIF informed about your condition so benefits may be paid in a timely manner.
8. Read all notices carefully. Contact SAIF if you have any questions about your claim or benefits.
9. Respond to requests for information in a timely manner. Many laws have clear timeframes for responses on your part. Failure to respond by the due date may affect your claim.
10. Provide your claim number to any medical provider who treats you for your accepted condition so that they may bill SAIF in a timely manner.
11. Request reimbursements for out-of-pocket expenses such as prescriptions or mileage driven to and from your medical provider appointments. Submit these requests directly to SAIF within two years of the service date.
12. If you believe SAIF needs to accept a new or different medical condition, please put your request in writing directly to SAIF, stating the medical condition you want accepted to your claim. SAIF cannot accept surgical procedures or treatment – it must be a medical condition. If you aren't sure what to do, call SAIF for additional information.

## **INJURY REPORTS**

All injuries occurring on District property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building administrator immediately.

### **First Report of Injury**

If an employee is injured on the job but does **not** require medical attention off-site, a District Incident Report **must** be completed.

Any time an employee seeks medical treatment for an on-the-job injury, an SAIF [801 form](#) must be completed, in addition to the incident report. This should be done within 24 hours of the incident. Building Secretaries and Human Resources have all required forms. Each question on the 801 form should be answered thoroughly and accurately. After seeking treatment, a doctor's "Release to return to work" must be submitted to Human Resources.

### **Medical Attention**

An employee who sustains an on-the-job injury requiring medical attention may be referred to any convenient hospital emergency room or minor-emergency clinic as may be deemed appropriate. For expedience, injured workers are encouraged to be evaluated at Adventist Health/Occupational Medicine Clinic, 1350 NE 122<sup>nd</sup> Ave. Portland, OR 97230, 503-408-7040. Individuals preferring to use their own physician may do so.

In the event of a work-related accident or injury resulting in hospital admission whereby medical treatment other than first aid is provided, the District Safety Officer will inform the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law.

## **KEYS / IDENTIFICATION BADGES**

The David Douglas School District recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees to wear a district-issued identification badge.

Requirements:

- Every employee in the David Douglas School District shall wear an authorized, picture identification badge (ID) during their working hours.
- The District Office will provide the initial picture ID, plastic holder and clip to all regular employees at no cost to the employee. The District will issue each employee **three** security badges during the employee's tenure with the District. Upon a forth request for a new badge from the employee, the employee will need to pay accounts receivable a (\$15) replacement fee. Each new badge thereafter will be charged the fifteen dollar (\$15) replacement fee. Human Resources will assess each badge to determine if the badge was card failure or if the badge was damaged/altered/broken/excessively used/etc. by the employee. If your badge has

been ‘hole punched’, the employee will automatically be charged the fifteen dollar (\$15) replacement fee.

- If an employee loses their ID, the employee must notify the building administrator, supervisor or head building secretary immediately. The employee needs to obtain a new ID within five working days.
- Upon termination, resignation or retirement, the ID will be collected by the employee’s building administrator or supervisor.
- District keys **are not be attached** to the District ID.
- Please remember to keep your ID badge safe. A few guidelines; do not puncture, bend, sit-on, place next to magnets, and/or store near high heat. The ID badge is a piece of electronics, please treat it accordingly.
- Do not share your badge with other employees or any other person.

Keys and/or ID Badges are issued to staff that have been authorized by a Building or Department Administrator and issued by the Human Resources Department. 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:

- The duplication of keys and ID badges are prohibited.
- Keys and ID badges are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
- 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.**
- All keys and ID badges are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building administrator to keep their keys and/or ID badges, as appropriate.

All visitors shall check in at the office and wear authorized identification.

## **LICENSE REQUIREMENTS**

Educators offered employment with the District must have a current license on [Teacher Standards and Practices Commission \(TSPC\) website](#) or State of Oregon before the Board will consider approving their employment.

Applicants that do not have a current license prior to the beginning of school or the first day employment is scheduled to begin will not be employed until such license has been added to [TSPC’s website](#) or State of Oregon.

Licensed staff are required to notify the Human Resources office any time a new endorsement is added so that the updated information can be added to our records. It is the responsibility of each licensed staff member to keep their license and all endorsements current. Educators are cautioned that failure to maintain license and endorsements may invalidate their contract with the District.



## **MATERIALS DISTRIBUTION** [\(KJA\)](#)

Requests by individuals or groups for employees 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 administrator. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the District.

## **MEDICINES-ADMINISTERING TO STUDENTS**

Students may be permitted to take prescription or non-prescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary and following district procedure.

Training will be provided to designated school staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or off district property.

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

## **MOTHER-FRIENDLY WORKPLACE**

The District recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by expressing milk in the workplace. All district employees shall be provided with an adequate location for the expression of milk.

1. The administrator or supervisor at each school facility will designate a location and publish that location in the employee handbook for each site. A list of district sites will be maintained in the Human Resources Office.
2. The location, not a restroom, shall include an accessible, private room with a lock and a sign posting the room 'Private during use'.  
The room shall include; electrical outlets, a sink close-by, and a sign-up sheet.
3. Unless otherwise agreed to by the District and the employee, the District will provide the employee reasonable, unpaid rest periods which will consist of a 30-minute rest period to express milk during each four-hour work period, or the major part thereof, to be taken approximately in the middle of the work period. The employee shall, if feasible, take the rest periods to express milk at the same time as rest periods that are otherwise provided to the employee.
4. The employee shall provide reasonable notice to the District that the employee intends to express milk upon returning to work.

If you need to use one of the David Douglas Mother Friendly Room, please check-in with the Building's Front Office Staff.

**List of Mother Friendly Locations:**

Alice Ott	Conference room B
Cherry Park	Health Room Annex
David Douglas High-North	Room 169B
David Douglas High-South	Office Alcove Room 244
District Office	Mother Friendly Room
Earl Boyles	Room near Gym
Fir Ridge Campus	Nurse Room
Floyd Light	Health Office
Gilbert Heights	Room 37
Gilbert Park	Braille Room
Lincoln Park	Flex Room 27
Menlo Park	Hub/next to room 1
Marx Office	Room in Break Room
Mill Park	Staff area next to Staff room
North Powellhurst	CDC Observation Space
MECP – Pacific Center and Glenn Widing Center	Mother Friendly Room
Ron Russell	Conference Room
South Powellhurst	Room 208A (downstairs)
Ventura Park	Middle Main Office
West Powellhurst	Room in Library
MECP Evaluation Center	

**PARENTAL RIGHTS/SURVEYS**

Any surveys conducted with students or parents must be approved by the superintendent. If a survey is approved for use with students, parents must be given the opportunity to inspect the survey.

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

## **PARENTS' CUSTODIAL/NONCUSTODIAL RIGHTS**

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

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

## **PARTICIPATION IN POLITICAL ACTIVITIES**

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

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints. Discussion of personal viewpoints, however, may not be carried on during the performance of district duties. Open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue, which is consistent with district curriculum and assigned duties, is permissible. No staff member may use district facilities, equipment or supplies in connection with their campaigning, nor may they use any time during the working day for campaign purposes.

## **PERSONNEL RECORDS** [\(GBL\)](#)

An official personnel file is established for each person employed by the District. All official records will be kept in the District Office under adequate protection at all times. Such records may be inspected only by the individual concerned, by the superintendent or persons acting for and under the direction of the superintendent or by others authorized in writing by the superintendent and/or the individual concerned. (DD School [Board Policy regarding Personnel Records](#))

The employee's personnel file and records shall be available for inspection under the supervision of a Human Resources employee. An appointment must be scheduled in advance.

## **POWER OUTAGES**

Schools may experience a power failure at various locations ranging from a few minutes to several days. Typically, we do not close school unless there are compelling reasons to do so. If the power goes out at a school site the determination will be made by the District to continue school or not depending on many factors including student safety issues.

Licensed staff should be prepared to cope with short-term power failure; continuing to teach regular curriculum and/or have appropriate alternative plans. Building staff should know their building's guidelines for power outages; during class, during passing period, before school, after school, during lunch, if students are outside, etc.

Things to remember in a power outage: stay calm and reassure the students, do not light candles, gas lanterns, or any flammable substance, keep hallways clear, if students need to use the restroom use a buddy system, remain in place until directed otherwise.

District sites not directly affected by a power failure will remain open. The District will communicate with District staff as well as our David Douglas community any closures of locations through: the District website, the affected school website, the District phone message service as possible.

## **PURCHASING [\(DJ\)](#)**

All purchases must be preapproved as per School Board policy (Board policy DJ). Purchases made by an employee with their own funds without prior written approval will not be reimbursed and may be considered a donation to the District or the employee may return the purchase for a refund.

## **RELEASE OF GENERAL STAFF INFORMATION**

A staff members or volunteer's address, date of birth, social security number and personal phone number contained in personnel records maintained by the District are exempt from public disclosure. Such information will be released by the District only upon written permission of the staff member or volunteer, unless otherwise accepted by law. Authorized district personnel may disclose information about a former employee's job performance to a prospective employer under the following conditions:

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

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

## **RESIGNATION OF STAFF**

A resigning staff member is required to deliver a written and signed notice of resignation to the Director of Human Resources and the building administrator. If the District decides to accept the resignation, acceptance shall be by letter from the District to the employee. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the assistant superintendent's acceptance letter.

A licensed staff member who wishes to resign from their position with the District must give written notice at least 60 days prior to the date they wish to leave district employment. The superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that they are expected to continue teaching for part or all of the 60-day period in accordance with the teacher's ethical obligations.

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

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

## **RETIREMENT**

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** ([EBAC-AR](#))

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

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

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

## **SEXUAL HARASSMENT – BOARD POLICY** [\(GBN/JBA\)](#)

Sexual harassment of staff members or students is strictly prohibited on district property or non-district property while at any district-sponsored activity or function in which students are under the control of the district or where the staff member is engaged in district business. Title IX protects students and staff, regardless of gender, in all academic, educational, extra-curricular, athletic and other programs of the school, whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Sexual harassment may exist when conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit the victim's ability to participate in or benefit from the educational program, or to create a hostile or abusive educational or work environment. This may include student-to-student, student-to-staff, staff-to-student, and adult-to-adult harassment.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Conduct is unwelcome when the person being harassed did not solicit or incite the behavior and regards the conduct as undesirable or offensive.

Sexual harassment as defined above should be reported to the building administrator, Title IX Officer, or superintendent in writing when:

1. Submission to such conduct is made either explicitly or implicitly a requirement of employment or advancement of a student's participation in school programs and/or activities;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting the employee or student; or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment may include, but is not limited to:

1. Verbal or written harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual implications
4. Unwelcome touching
5. Sexual jokes, posters, etc.
6. Suggesting or demanding sexual involvement
7. Implied or explicit threats concerning one's grades, job assignments, evaluations, etc.

*(Sexual harassment continued)*

All complaints related to the sexual harassment of students or staff members shall be promptly investigated. Any student or employee who has knowledge of or feels they are a victim of sexual harassment should immediately report their concerns to the building administrator, Title IX Officer, or superintendent. The student and the student's parents or staff member who initiated the complaint shall be notified when the investigation is concluded.

The initiation of a complaint in good faith about the violation of the district's sexual harassment policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant.

Students who have been found to be in violation of the district's sexual harassment policy shall be subject to discipline up to and including expulsion. Employees in violation of this policy shall be subject to discipline, up to and including dismissal. Other individuals whose behavior is found to be in violation of the district's sexual harassment policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

If the District has reason to believe an individual has violated the districts' sexual harassment policy, the District may report the individual to law enforcement officials. Licensed staff and those participating in practicum programs as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.

The sexual harassment policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent handbooks and staff handbooks. The District's policy shall be posted in all schools on a sign of at least 8.5 by 11 inches.

The superintendent will establish a process of reporting for those employees and students experiencing or observing acts of sexual harassment.

The superintendent shall develop administrative regulations as needed to implement this policy.

All staff and students shall be subject to this policy.



## **SEXUAL HARASSMENT COMPLAINT PROCEDURE**

### **Administrative Regulation**

A student or employee who is subject to, or knows of sexual harassment shall notify the building administrator, Title IX Officer, or superintendent. The investigator shall be a neutral party having had no involvement in the complaint presented.

A full investigation of a complaint generally requires that the specific allegations be discussed with the individual who is accused of violating the policy. Although the District will attempt to protect the privacy of the individual making the complaint, it may not be possible to ensure complete confidentiality. The District will encourage the complainant to allow the District to use the complainant's name during the investigation.

Investigations will follow these steps:

- Step I**      The district official receiving the complaint shall promptly cause an investigation to be conducted. The investigator will arrange such meetings as may be necessary to discuss the complaint with all concerned parties within five working days after receipt of the complaint. The district official conducting the investigation shall notify the complainant, and in the case of a student the parents of the student, in writing when the investigation is concluded.
- Step II**      The notification may include the general results of the investigation, i.e. there was insufficient evidence to warrant disciplinary action or disciplinary action or dismissal has been recommended. Any such notification regarding the release of student or employee disciplinary information shall be subject to state and federal law and pertinent provisions of Oregon Administrative Rules.  
The notification, together with any other documentation related to the sexual harassment incident will be forwarded to the superintendent.
- Step III**      If the complainant is not satisfied with the decision at Step II, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within ten working days. This time frame may be extended by the superintendent when necessary.
- Step IV**      If the complainant is not satisfied with the superintendent's or designee's decision, a complaint with the Board may be filed within ten working days after receipt of the Step III decision. The Board shall conduct a hearing at which time the complainant will be given an opportunity to present the

complaint. The Board shall provide a written decision to the complainant within ten working days following completion of the hearing. The Board may extend the time frame when necessary.

- Step V If the complaint is not satisfactorily settled, the employee may appeal to the U.S. Department of Labor, Equal Opportunity Commission or Oregon Bureau of Labor and Industry; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2<sup>nd</sup> Avenue, Room 3310 Seattle, WA 98174-1099.

All documentation related to sexual harassment complaints will be maintained as a confidential file and stored in the District Office.

The superintendent shall report the name of any person holding a teaching license or participating in a practicum under OAR 584-020-0041 when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the Teachers Standards and Practices Commission within 30 days of such a finding. Sexual contact with a student shall also be considered a reportable offense. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board Chairman.

## **STAFF CONDUCT**

All staff is expected to conduct themselves in a manner that conforms to [board policy](#) and administrative regulations. Additionally, all licensed staff is expected to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules.

### **Application of Rules**

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission in accordance with Oregon Revised Statutes. The District is required to report any violation of the expectations in the Ethical Educator Standards. (OAR 584-020-0035)
2. Oregon Administrative Rules may be used as criteria by the Teacher Standards and Practices Commission in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder of any person who has held a license at any time within five years prior to issuance of the notice of charges under Oregon Revised Statutes.
3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.

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

All staff when on duty shall be allowed to wear religious attire, in accordance with the employee's sincerely-held religious beliefs, while maintaining religious neutrality and refraining from endorsing religion in the educational environment. The district retains the authority to specify religious dress guidelines for staff that will prevent such matters from having an adverse impact on the educational process.

## **STAFF ETHICS AND THE COMPETENT EDUCATOR**

### **Staff Ethics [GBC-AR](#)**

Staff members are prohibited from engaging in, or having a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees of the District.

This means that:

1. Staff members shall not solicit for financial remuneration from students, parents or other staff
2. Any device, publication or any other item developed during the staff member's paid time shall be district property
3. Staff members shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way.
4. Employees who own businesses may not utilize District time to promote or sell their business and should refrain from activities that could be perceived as a conflict of interest where the employee is utilizing their position for financial gain or avoidance of a financial detriment.

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. District facilities, equipment or materials may 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.

## **The Competent Educator**

David Douglas Educators will demonstrate:

- Knowledge and use of curriculum and instruction to meet the needs of all students
- Ability to provide a climate for students that is conducive to learning and respects the rights of all persons without discrimination
- An understanding of students and ability to establish and maintain good rapport and assist the growth of students
- Ability to work effectively with students, staff, parents and community
- A willingness to accept the requirement of membership in the education profession
- A willingness to consider the needs of students, the district and profession.

## **Specific Areas to Avoid**

As an ethical competent educator it is important to understand that the following situations can lead to discipline from TSPC and the District.

- Failure to maintain professional physical and emotional boundaries with students
- Flirting with students
- Discussing your personal life with students
- Telephone calls, e-mails or texts of a personal nature to students
- Closing your classroom door when talking alone to a student
- Transporting students in your personal vehicle
- Failing to inform your administrator and referring to a counselor any student who may have a romantic attachment of you
- Buying gifts for students

## **Knowledge of State Law, District Policies and Procedures**

As an ethical competent educator you should know the following;

- Know the laws, district policies, school rules and your rights.
- Know Oregon child abuse reporting law ORS 419.B.010.
- Know policies in your school regarding the proper handling of money and finances.
- Know behavioral management rules.
- Know about corporal punishment laws ORS 339-250 and district policies.
- Know confidentiality requirements.
- Know the district's [Acceptable Use Policy](#) regarding technology, including computers, e-mail and internet access.

## **Your Reputation in the Community is Important**

As an ethical competent educator you should do the following;

- Maintain a professional reputation in the community and District.
- Communicate with parents and document that communication.
- Engage in behavior in the community that students may use as a positive model.

## **STAFF HEALTH AND SAFETY**

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

Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS), which accompany any hazardous substance used in the school setting, are maintained on file in MSD online on the employee dashboard, and readily available to any staff member who must handle such materials or who may have been exposed to such products. The District also uses Globally Harmonized Systems for product safety identification. A Job Safety Analysis (JSA) has been developed for certain jobs (i.e., bus driver, custodian, and cook). Supervisors will train employees who have JSAs for their positions.

All staff members are expected to conduct their work in compliance with first-aid and infection control procedures established by the District.

## **SUPERVISION OF STUDENTS**

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

All teachers are expected to be in their classrooms prior to the arrival of students. Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Licensed staff 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 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.

## **TEACHING ABOUT RELIGION**

Religious education is the responsibility of the home and religious institution. Public schools are obligated to maintain neutrality in all such matters. Though staff may be permitted to expose students to information concerning religious beliefs, staff may not advocate, openly, covertly or by subtlety, a particular religion or religious belief.

## **TELEPHONES**

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 cell phone. All phones should be turned off during instructional time.

## **TOBACCO-FREE ENVIRONMENT**

In order to comply with State law and to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, tobacco use is prohibited on all district property and in district-owned buildings and vehicles and at district sponsored events.

Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking products, spit tobacco, also known as smokeless, dip, chew, snuff, and any type of vaping device in any form.

## **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

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

## **Use of District Vehicles/Equipment or Vehicles rented for District Business**

Some positions require the use of a District issued vehicle or equipment. Some staff may rent a vehicle while on District travel. The following are expectations for staff utilizing District owned or rented vehicles/equipment

### **Vehicle/Equipment use and responsibility:**

- District vehicles/equipment are for district business only and are the responsibility of the employee until returned to the shop or location where stored or turned over to a supervisor.
- Be sure vehicles are locked and any equipment is secured.
- Notify an on duty supervisor if you need to take the vehicle outside the district boundaries.
- If issues develop with your district vehicle or equipment, notify a supervisor. Be sure to note what appears to be the issue with the vehicle/equipment to your supervisor.

*(District Vehicle/Equipment continued)*

- You are expected to follow all traffic laws and operate vehicles in a safe and courteous manner.
- All employees and passengers are expected to wear their own seatbelt at all times when in a district vehicle.
- You are expected to keep the vehicle clean and organized.
- You are responsible for checking the fluids weekly and notifying the supervisor when service or repair work needs to be scheduled.

## **VIDEO SURVEILLANCE**

David Douglas School District is equipped with a video surveillance system. Parents, students, and staff need to be aware that activities on school campuses/property are being recorded for security purposes. Video recordings may be provided to law enforcement agencies.

### **Electronic Surveillance**

1. The District shall not place any type of electronic surveillance (audio and video) in the classrooms or offices without written permission of the teacher/licensed professional, except if the District has a reasonable suspicion, as defined by state law that criminal activity is occurring. In such cases, law enforcement may conduct reasonable surveillance as allowed by law.
2. The District will notify bargaining unit members that electronic surveillance may occur on District property before surveillance is initiated.
3. Information derived from electronic surveillance shall not be used in any way in the evaluation of bargaining unit members.

## **WEAPONS**

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

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



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

## **Dangerous Objects**

The David Douglas School Board strictly forbids weapons or replicas of weapons on school property or at school sponsored events. Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items, which, if used, attempted to be used or threatened to be used, are readily capable of causing death or physical injury.

Any loaded or unloaded firearm or weapon possessed by a student while on district property is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents and shall be reported to the police. As required by law ORS 161.015 and other applicable laws, appropriate disciplinary and/or legal action, up to and including expulsion for one year or more, will be taken against students who possess weapons and students who assist possession in any way.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

## **WHISTLEBLOWER**

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 fund or abuse of authority; or created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

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

- the Legislative assembly; or
- c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county, or metropolitan service district.

## **WORKERS COMPENSATION** [See incident reports](#)

## **WORKPLACE EXPECTATIONS**

David Douglas School District has general workplace expectations for all employees. Failure to comply with these requirements will be cause for disciplinary action up to and including termination.

- **Attendance and Punctuality:** The employee has regular attendance at work and work activities. The employee is punctual in meeting deadlines, attending meetings, and following schedules.
- **Personal Appearance:** The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
- **Confidentiality:** The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
- **Following Policies and Directives:** The employee follows all district or administrator/evaluator policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.
- **Check Email:** All staff should be looking at email at least once a work day and responding to all requests. This is the District's main source of communication for relaying important information and updates.

If you have any questions, please contact your supervisor or call Human Resources at 503-261-8210.

## District CALENDAR 2024-25

For individual work calendars, please visit the DDSD website [HERE](#).

Please do not forget that the last week of June has been reserved for any snow day make-ups.

David Douglas School District  
District Calendar 2024-2025

September 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	W	26	W	27	W	28
1	H	2		4	6	7
8		9	10	11	12	13
15	16	17	18	19	20	21
22	23					
29	30	24	25	26	27	28

October 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
6	7	8	9	10	PD 11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	H 11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	H 28	X 29	30

December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	X 23	X 24	X 25	X 26	X 27	28
29	X 30	X 31				

January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			X 1	X 2	X 3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X 20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H 17	18	19	20	21	22
23	24	25	26	27	28	29

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X 24	X 25	X 26	X 27	X 28	29

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H 26	27	28	29	30	31

June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	Teacher's Last Day 12	Teacher's Last Day 13	14
15	16	17	18	X 19	20	21
22	23	24	25	26	27	28
29	30					

H / X	- Holidays / Non-school days
W	- Teacher work days
PD	- Professional Development

Teachers' first day	Monday, August 26, 2024
Students' first day	Tuesday, September 3, 2024
Winter break	Dec. 23, 2024 to Jan. 3, 2025
Spring break	Mar. 24, 2025 to March 30, 2025
Students' last day	Thursday, June 12, 2025
Teachers' last day	Friday, June 13, 2025