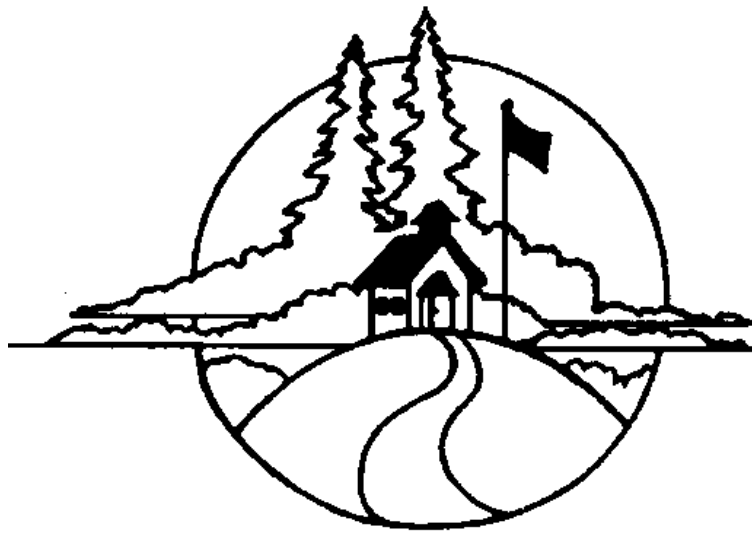


# Staff Handbook



2019-2020

Vernonia School District

## **Introduction**

Welcome to Vernonia School District!

On behalf of your colleagues, I welcome you and wish you every success here. We believe each employee contributes directly to our growth and success, and we hope you will take pride in being a member of the team.

This handbook is designed to acquaint you with Vernonia School District and provide you with information about working conditions, employee benefits, and some of the procedures affecting your employment. It also describes some of the expectations we have of our employees.

You should read, understand, and comply with all provisions of the handbook. The handbook describes many of your responsibilities as an employee and outlines the programs we have developed to benefit our employees. One of our objectives at the district is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about every one of our procedures. Further, there may be situations where the need arises for us to revise, add, or cancel procedures. Therefore, the district reserves the right to add new procedures, and to change or cancel existing procedures at any time. The handbook will be reviewed and updated annually.

We hope that your experience at Vernonia School District will be challenging, enjoyable, and rewarding.

Sincerely,  
Aaron Miller, Superintendent

## **Public Relations**

Students, parents and our taxpaying public are among our organization's most valuable assets. Each of you represents Vernonia School District to those we directly serve as well as the public. The way we do our jobs presents an image of our entire organization. The public judges us by how they are treated each time they have contact with us. Therefore, one of our top priorities is to assist any patron or potential patron. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to those we serve.

Remember that your contacts with the public in person, over the telephone, and through all your communications reflect not only on you but on the district as a whole. Positive public relations will not only enhance the public's image of the district, but also pay off in greater community loyalty and increased support for the students we serve. The district encourages all staff to participate in community activities which have the improvement of the general welfare of the school, community, state and nation as their objectives.

## **Employee Acknowledgement Form**

The employee handbook describes important information about the district and I understand that I should consult the Business Office regarding any questions not answered in the handbook.

Since the information, policies, and benefits described in the handbook are subject to change as needed, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing procedures. I also understand that only the Superintendent of the district has the ability to approve revisions to the procedures and guidelines in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

You will be asked to certify via an on-line training that you have read and acknowledge receipt of this handbook.

## **Vernonia**

Vernonia is nestled in the beautiful Nehalem Valley on the east side of the coast range, just 45 minutes west of Portland. Vernonia is well-defined by the name of the town's main thoroughfare Bridge Street, for just as the street bridges the Nehalem River and Rock Creek, the town is also a bridge, to both the past and the future.

Vernonia has a long history dating back to the days of covered wagons. Settled in the late 19th century, the settlers soon realized that the trees they had to remove in order to clear land for farming had more value than the crops they could raise.

The emphasis moved from farming to timber. Soon railroads and roads were built to facilitate moving the big crop to market. Small sawmills were abundant and in 1922, Oregon-American (OA) Lumber Co. started building the "biggest electric sawmill in the world" bringing with it three and a half decades of growth and prosperity.

The school district has two school buildings housing approximately 600 students K-12. The Vernonia Schools building opened its door in September of 2012. It houses students in Vernonia Elementary, Vernonia Middle School, and Vernonia High School. Construction of this state of the art LEED Platinum school was the result of a community bond and numerous donations as well as legislative support following the devastating floods of 1996 and 2007. Mist Elementary contains one K-5 classroom serving students in a rural setting.

# **Vision Statement, Guiding Principles, Mission**

## **Vision Statement**

“We will open the doors for all to discover the world of endless possibilities.”

## **Guiding Principles**

We believe in providing a safe, caring environment which celebrates and honors differences.

We believe our schools inspire our students to become life-long learners through quality instruction based on meaningful, challenging, and exciting experiences.

We believe in preparing students to become confident, productive citizens in the global community.

We believe in building a collaborative relationship with our community based on respect, trust, honesty, and open communication.

**“Discovering Endless Possibilities...”**

## **District Goals**

Pride in our Schools and Community:

- Promote volunteerism among students and staff through community service opportunities.
- Foster a positive, safe and secure work and learning atmosphere for students and staff.
- Encourage a sense of ownership and pride in community use of our buildings.

Communication:

- Expand the sharing of school news and events with the community.
- Promote effective parent involvement in student learning and activities.
- Improve the level of parent/teacher interaction and communication.

High Expectations:

- Provide opportunities for life skills learning through enrichment opportunities and challenging activities for all students.
- Continual academic improvement for all students.
- Provide effective professional development for all staff.

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## **Board of Directors, Administration and Staff**

### **Board of Directors**

Position #1	Susan Wagner	Position #5	Melissa Zavales
Position #2	Greg Kintz	Position #6	Brittanie Roberts
Position #3	Steve Whiteman	Position #7	Jeana Gump
Position #4	Stacey Pelster		

### **District Office**

Aaron Miller	Superintendent
Marie Knight	Business Manager / Human Resources / District Safety
Barb Carr	Supt. & School Board Administrative Asst.
Cherise Harbour	Fiscal Assistant/Special Education Compliance Secretary

### **Administration**

Michelle Eagleson	Principal - Vernonia & Mist Elementary
Gordon Jarman	District Athletics
Nate Underwood	Principal - Vernonia Middle & Vernonia High School
Rachel Wilcoxon	Vice Principal K-12

### **Custodial / Maintenance**

Mark Brown	Maintenance / Grounds Supervisor
Debbie Johnston	Custodian / Grounds Maintenance
Corbin Nelson	Custodian / Grounds Maintenance
Randy Phipps	Custodian

### **Food Services**

Marilyn Landers	Supervisor
Robin Knutson	Assistant
Gretchen Stelzenmueller	Assistant
Dianne Weller	Assistant

### **Vernonia Schools Staff**

Brandi Abney	Instructional Assistant
Stacy Adams	Secretary / Registrar
SeungJin Bae	Band / Choir
Kimberly Barnes	Instructional Assistant
Justin Benassi	Shop
Kendra Berryman	2 <sup>nd</sup> Grade
Laura Blacker	3 <sup>rd</sup> Grade
Matthew Blair	Social Science
Byron Brown	Social Science / Forestry
Heidi Brown	School Nurse
Katreasa Brown	Instructional Assistant
Rachel Brown	Social Science
Angela Budge	Instructional Assistant
Bret Bunke	Language Arts
Chuck Calhoun	Health / P.E.
Malin Campbell	Language Arts
Kaitlyn Carr-Kiprotich	Art / Yearbook

Gienah Cheney	Special Education Director
Brett Costley	Engineering
Kathryn Dalton	K-12 Structured Learning
Glenda Delemos	Media Center / Technology
Kirk Ebberts	Metal Shop
Camrin Eyrrick	Instructional Assistant
Jordan Frink	1 <sup>st</sup> Grade
Teresa Gore	Kindergarten
Theresa Gray	Instructional Assistant
Kimberly Hathcoat	Instructional Assistant
Ian Hunt	5 <sup>th</sup> Grade
Dana Hyde	Graduation Coach
Olivia Keister	Foreign Language
Elizabeth Kintz	Student Store / Youth Transition
Jim Krahn	Project Based Learning
Victoria Leonetti	Instructional Assistant
Robin Manning	Mathematics
Sheril McWhirter	Instructional Assistant
Robin Murphy	Mathematics
John Murray	Instructional Assistant
Marci Murry	Instructional Assistant
Susanne Myers	Special Education
David Rigall	Science
Karen Roberts	Attendance
Juliet Safier	Language Arts
Dancia Sammons	5 <sup>th</sup> Grade
Kendra Schlegel	Kindergarten
Geoff Schwartz	Science
Jenna Schwartz	4 <sup>th</sup> Grade
Kiara Single	2 <sup>nd</sup> Grade
Tamorah Sook	Instructional Assistant
David Spackman	Counselor (K-6)
George Spaulding	Physical Education
Lisa Spiesschaert	Special Education
Debbie Taylor	Vernonia Family Academy
Jana Titus	Library Technician
Ashley Rogers Ward	Leadership
Justin Ward	Alternative Education
Peter Weisel	Counselor (7-12)
Elizabeth White	Instructional Assistant
ElDonna Williams	Instructional Assistant
Teresa Williams	Secretary
Traci Wolf	Instructional Assistant
Sahrina Wood	Instructional Assistant
Claire Youngberg	Kindergarten

### **Mist Elementary School**

Andrea Anderson	K-2 <sup>nd</sup> Grade
Joan Jones	3 <sup>rd</sup> -5 <sup>th</sup> Grade
Tabetha Groshong	Instructional Assistant

## **General Information**

### **Associations**

The Vernonia Education Association (VEA) represents the bargaining unit for all licensed staff.

Association officers are as follows:

- President – Juliet Safier
- Vice President – Laura Blacker
- Secretary – Susanne Myers
- Treasurer – David Spackman

The Oregon School Employees Association (OSEA) represents the bargaining unit for all classified staff. Association officers are as follows:

- President – Camrin Eyrrick
- Vice President – Sierra Dibble
- Secretary – Stacey Adams
- Treasurer - Jana Titus

### **Board Members**

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

- Jeana Gump
- Greg Kintz
- Stacey Pelster
- Brittanie Roberts
- Susan Wagner
- Steve Whiteman
- Melissa Zavales

### **Board Meetings / Board Communication**

Regular Board meetings are held on the 2<sup>nd</sup> Thursday of each month\* in the Vernonia Schools Library. The October and April meetings are held at Mist Elementary. Meetings begin at 6:00 p.m. All regular and special meetings of the Board are open to the public unless as otherwise provided by law.

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

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

\*The month of November may not be on the second Thursday due to conflicts with the annual OSBA convention. Please refer to the district calendar on the website to confirm Board meeting dates.

## **Board Policies**

School board policies are available on the school district website.

## **Building / School Office / District Office Hours of Operation**

The school building is accessible to staff weekdays, during the course of the school year between the hours of 7:30 a.m. – 4:00 p.m. Staff members requiring access at other times, including weekends may do so by contacting the principal and following the sign-in procedures.

School offices are open from 7:30 a.m. – 4:00 p.m. weekdays when school is in session. During summer and other times during the school year when school is not in session, the building is open for staff with pre-approved access between the hours of 8:00 a.m. and 4:00 p.m.

The District Office is open weekdays 7:30 a.m. – 4:00 p.m. Any District Office closure dates will be noted on the district website calendar.

## **Community Use of Buildings**

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs.

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

## **Conference Affiliation**

The district's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the Northwest League 2A with schools comprised of comparable enrollments and activity programs.

Conference schools include: Manna House Christian (formerly City Christian), Columbia Christian, Faith Bible, Gaston, Knappa, Neah-Kah-Nie, Portland Christian, Nestucca, Warrenton (Football only), and St. Paul and Perrydale (Softball and Baseball only).

The high school participates in the following OSAA-recognized activities: football, volleyball, cross country, boys' and girls' wrestling, boys' and girls' basketball, track, baseball, softball, band, choir, and student council. Cheerleading, equestrian, forestry, and golf are offered as club sports.

## **Staff Operations**

### **Absences**

Staff members unable to report to work for any reason must notify their supervisor as soon as possible to ensure that appropriate substitute arrangements can be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed. Staff members are required to submit all absences from your daily assignment to the substitute management services – Aesop – via the link on the District website. Absences that are known of in advance (including school related activities) require supervisor approval. Professional Leave requires

a Professional Leave of Absence Request form as well as submitting the absence via Aesop. Professional Leave of Absence forms are available in the school office.

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

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

## **Unpaid Leave**

Members of the bargaining units have negotiated various paid leaves as part of the agreements. Leaves are a benefit and should be used accordingly and not misused. Unpaid leave is not part of the agreements and should be rarely requested, used only for very unique situations, and will rarely be approved. Unpaid leave will only be granted if all applicable paid leave is exhausted for the year.

## **Bereavement Leave**

If you need to take time off in the event of the death of an immediate family member, the district provides bereavement leave. To request bereavement leave, see your supervisor. Bereavement Leave is granted as outlined in the collective bargaining agreements and individual/group memorandums. During paid bereavement leave, your pay will be calculated based on your pay rate at the time of absence, excluding any special forms of compensation, such as shift differentials.

All leaves are provided in accordance with negotiated agreements, board policy, and law.

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

### **Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA)**

#### 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 at least 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave under OFLA.

#### Length/Purpose of Leave

Employees eligible for FMLA leave under federal law and/or OFLA leave under state law are entitled to take 12 work weeks of leave within a 12-month period for the:

1. Birth of the employee's child (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. Care of a family member with a serious health condition; or
4. The staff member's own serious health condition.

Additionally, an employee eligible for OFLA leave is entitled to such leave for the care of a sick or injured child who requires home care but who is not suffering from a serious health condition. An additional 12 workweek leave within any one-year period is available for an illness, injury or condition related to pregnancy or childbirth that disables the employee from performing her work duties. An employee who takes 12 full work weeks of parental leave is then entitled to 12 additional work weeks of sick child leave under OFLA.

Contact the district office for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA or OFLA leave.

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

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

#### Intermittent Leave and Alternate Duty

The district may transfer an employee, with the employee's voluntary consent, on intermittent FMLA and/or 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 will use FMLA and/or OFLA based on a rolling 12-month calendar year for each employee.

#### Paid/Unpaid Leave

Family leave under federal law is generally unpaid. Under state law, employees are entitled to access any accrued paid leave including paid sick leave for any OFLA qualifying event. The district requires the employee to use any accrued sick leave, vacation or personal leave days (or other paid time established by Board policy(ies) and/or collective bargaining agreements) in that order before taking FMLA and/or OFLA leave without pay for the leave period.

The district requires the employee to use any accrued paid leave, including sick leave or accrued vacation leave before taking FMLA and/or OFLA leave without pay for the leave period. Refer to the current bargaining agreements for specific language on paid leave use requirements.

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that accrued paid leave shall be used during the leave period. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.

When the district does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, the district will provide the required notice promptly when the information is available but no later than two working days after the district has received the information. Oral notices will be confirmed in writing no later than the subsequent payday.

### Application

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

If advance notice of FMLA leave, 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 leave may result in the district delaying the staff member's leave for up to 30 days after the notice is ultimately given.

If advance notice of OFLA 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 OFLA 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 leave, he/she may be required to provide medical documentation when appropriate to support the request for leave. The district will provide written notification to employees of this requirement within three working days of the staff member's request for leave. If the staff member provides less than 30 days' notice, he/she is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

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

The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinions will be paid for by the district.

Under state law, the district may require a second opinion and designate the health care provider. Should the two opinions conflict, the district may require a third opinion and that the two providers designate the third health care provider. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinion will be paid for by the district. If the leave is for the purpose of an employee's own serious health condition, he/she may also be required to provide a fitness-for-duty medical release from the health care provider before returning to work.

The district may require a staff member using OFLA leave to care for a sick child to provide medical certification after the use of more than three days of such leave in a one-year period. They will pay the cost of the medical certification not covered by insurance or other benefit plans.

#### Continuation of Health Insurance Benefits

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

#### Return to Work

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

### **Admission to District Extracurricular Activities**

Staff members are admitted to regular season home athletic events free of charge.

### **Animals in District Facilities**

The district recognizes that under the proper conditions animals can be an effective teaching aid. In order to protect both children and animals the following guidelines are adopted for use in all facilities in the district.

1. Permission must be obtained from the principal before animals are brought into the facility.
2. The only animals allowed to be housed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.
3. All animals must be in good physical condition and vaccinated against transmittable diseases.
4. Special consideration should be given to the effect of furred and feathered animals on allergic children, before bringing the animals into the classroom.
5. The teacher will be responsible for the proper control of animals brought to school for instructional purposes, including effective protection of children when animals are in the school. This will include keeping the animal in an appropriate cage or container that prevents contact with fecal matter.
6. No animals are to be allowed to run freely in the classrooms, food areas or activity areas.
7. No poisonous animals shall be brought into the school.
8. Animals serving persons with a disability must be certified by licensed animal training programs.

The principal/supervisor shall be advised of any animals to be housed in the classroom. At the principal's/supervisor's discretion, permission to keep the animal may be denied based on these considerations: (1) the purpose for the animal's presence; (2) the ability of the teacher to control the animal; and (3) the past practice in the classroom.



If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care. Animals may not be transported on a school bus. Animals serving those with disabilities would be an exception to this policy.

## Bell /School Schedules

### Elementary School Schedule

Monday – Friday: 8:00 a.m. – 3:05 p.m.

### Middle School / High School Schedule: M – T- Th - F

PERIOD	Mon-Tue-Thurs-Fri	MINUTES
1	8:00 - 8:50	50
2	8:54 - 9:44	50
<b>ADV</b>	<b>9:48 - 10:08</b>	<b>20</b>
<b>BREAK</b>	<b>10:08 - 10:16</b>	<b>8</b>
3	10:16 - 11:06	50
4	11:10 - 12:00	50
<b>LUNCH</b>	<b>12:00 - 12:32</b>	<b>32</b>
5	12:32 - 1:22	50
6	1:26 - 2:16	50
7	2:20 - 3:10	50

### Middle School / High School Schedule: W

PERIOD	Wednesday	MINUTES
1	9:15 - 9:58	43
2	10:02 - 10:45	43
<b>BREAK</b>	<b>10:45 - 10:53</b>	<b>8</b>
3	10:53 - 11:36	43
4	11:40 - 12:23	43
<b>LUNCH</b>	<b>12:23 - 12:55</b>	<b>32</b>
5	12:55 - 1:38	43
6	1:42 - 2:25	43
7	2:29 - 3:10	41

### MS/HS Delayed Start Schedule (when on a 2 hour weather delay)

PERIOD	MON - FRI	MINUTES
1	10:00 - 10:25	25
2	10:29 - 10:54	25
<b>BREAK</b>	<b>10:54 - 11:02</b>	<b>8</b>
3	11:06 - 11:31	25
4	11:35 - 12:00	25
<b>LUNCH</b>	<b>12:00 - 12:35</b>	<b>35</b>
5	12:35 - 1:24	49
6	1:28 - 2:17	49
7	2:21 - 3:10	49

## **Cafeteria Schedule**

Breakfast K-12	7:30 a.m.
Lunch K-2	11:00 – 11:20 a.m.
Lunch 3-5	11:25 – 11:45 a.m.
Lunch 6-12	M,W,F 11:48 a.m. – 12:23 p.m. / T, TH 12:00 – 12:35 p.m.

## **Breaks**

Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work 4 or more consecutive hours are entitled to one- 15 minute break. Those working 8 hour days are entitled to two- 15 minute breaks.

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

All full-time employees are provided with one meal break each workday. Supervisors will schedule meal breaks to accommodate operating requirements. During meal periods, you will be relieved of all work responsibilities and restrictions. Failure to take regularly scheduled breaks is considered insubordination and may result in disciplinary action.

Break time cannot be used at the beginning or end of the workday, or to extend lunch period. A staff room is provided for staff use during break, lunch and preparation periods as may be appropriate. All staff are expected to “pitch in,” as needed, to help keep this gathering area clean and orderly. Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. Students are not permitted in the staff room.

## **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 breast-feeding or expressing milk in the workplace. All district employees shall be provided with an adequate location for the expression of milk or breast-feeding. The district has designated a list of locations in close proximity to work areas where an employee can breast-feed her child or express milk in privacy.

Designated “Mother Friendly” locations within the Vernonia Schools building include that can and will be made readily available as needed:

1. The teachers’ own classroom when students are not present
2. The main office conference room
3. The District Office conference room
4. Health Clinic exam room
5. Other school spaces as available and convenient

If these areas are unavailable for any reason, the District will make every effort to collaborate with the nursing mother to accommodate their needs in another section of the building.

In addition a reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member’s responsibility. The district shall provide the employee a 30-minute rest period to breast-feed or express milk during each 4-hour work period, or the major part of a 4-hour

work period, to be taken by the employee approximately in the middle of the work period. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

### **Care / Use of District Property**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using the district property, all staff members are encouraged to exercise continuous and vigilant care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines of all district-owned property.

Staff are to notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or other people. Your supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles you use on the job. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the building principal.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

Certain district-owned equipment may be checked out by staff on a case-by-case basis. Such equipment may not be used for personal financial gain or avoidance of personal financial loss. An equipment/facilities use form must be submitted and approved. Forms are available in the school office. There are no fees assessed for equipment use. In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

### **Reader Board Requests**

Requests for the readerboard must be submitted on the appropriate form to the building office by noon on Friday for display the following week. Only school activity, athletic, or calendar events will be displayed.

### **Cash in District Buildings**

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited with the secretary in the office whenever the sum accumulated in any one day by a class, staff member or others exceeds \$50.00. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms. Accumulated cash maintained in school buildings overnight may not exceed \$500.00.

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

Guidelines for handling money at Athletic Events are as follows:

1. Ticket sellers will count cash in ticket box at beginning of shift.
2. Ticket sellers will keep a tally of all tickets sold, designating how many were adult and how many were student tickets.
3. At the conclusion of the ticket taking portion of the athletic event the ticket sellers and the Athletic Director or his /her representative will reconcile the event proceeds and sign off on the amount.

4. The monies taken in and the reconciliation sheet are to be locked and stored in the school office. The monies will be receipted into the Vernonia High School student body account and deposited with the regular high school deposit.

A check is to be issued to the District at the conclusion of each sport season for the amount received from each athletic program. A reconciliation sheet will accompany the check and will be submitted to the District Office.

## **Check Out**

### **Workday Checkout**

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

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

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

### **Year-end Checkout**

The school secretary will collect all staff keys unless assigned duties require continued access. All staff will complete a checkout form prior to departing for summer break.

## **Child Abuse Training**

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

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom the employee has come in contact has suffered abuse or neglect, by any adult or by a student with whom the employee is in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services or local law enforcement agency. The building principal is also to be immediately informed. In the event the designated person is the suspected abuser, the superintendent shall receive the report of abuse.

Written documentation of this report must be completed and submitted to the building principal who will in turn submit this documentation to the Superintendent. Forms are available in the office.

Oregon law recognizes these types of abuse:

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

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

A staff member who, based on reasonable grounds, participates in the good faith reporting of abuse of a child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file.

Intentionally making a false report of abuse of a child is a Class A violation.

## **Classroom Security**

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

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

## **Communicable Disease/Bloodborne Pathogens/Infection Control Procedures**

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

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

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

An AIDS, HIV and HBV\* curriculum has been developed cooperatively by parents, teachers administration, local health department staff and others. All teachers are expected to teach the age-appropriate curriculum annually in grades K-12 in accordance with established curriculum. The purpose of the curriculum is to present current, accurate information to help students learn infection control procedures for preventing the spread of HIV/AIDS\* - causing virus and to assist them in making decisions about protecting their health and the health of others. The value of abstinence must be stressed.

Teachers are expected to notify parents of minor students in advance that the material regarding AIDS/HIB/HBV\* will be taught. Any parent may request his/her student be excused from the class.

\* HBV – Hepatitis B Virus

## **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, HBV vaccination and vaccination series will be made available after training and within 10 days of initial assignment to all staff that have been identified by the district as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the building principal.

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.

\* HBV – Hepatitis B Virus

## **Infection Control Procedures**

Appropriate hygienic and sanitation practices have been established by the district as follows:

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

surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant\*\*\* following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables.

8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces.
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily.
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination.
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood.
14. If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

\* HBV – Hepatitis B Virus

\*\* HIV – Human Immunodeficiency Virus

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

## **Complaints**

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

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy KL and applicable provisions of collective bargaining agreements.

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

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

### **Staff Complaints**

Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the principal for informal discussion and resolution. If the staff complaint is against the superintendent the complaint should be referred to the Board chair.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations. This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement.

See Appendix A for Complaint Form

### **Computer Use**

Vernonia School District provides employees with Internet access to help fulfill the duties of their job. All staff will become familiar with and abide by the District Internet Usage Policy and guidelines as well as the District Web Page Usage Policy and guidelines as outlined in the District Technology Plan.

Staff may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission and goals. Personal use of district computers, including internet and email access is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Ethics Commission (OGEC) guidance (e.g., "occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity"). Such use is restricted to the employee's own time.

Personal use of district-owned computers including internet and email access by employees, is prohibited during the employee's work hours. Additionally, employee use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials. Staff who violate Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

All internet data that is composed, transmitted, or received via our computer systems is considered to be part of our official records and subject to public records law. Information contained in internet email messages and other transmissions is accurate, appropriate, ethical, and lawful. We strive to maintain a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we prohibit the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software



for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

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

The district purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless the software developer authorizes the District, we do not have the right to reproduce the software for use on more than one computer. The district prohibits the illegal duplication of software and its related documentation.

### **Staff-Email**

Email is for school related business only and should be checked by all district staff on a daily basis. Address books will be updated with current staff directory the first week of school. Due to confidentiality student names should not be used in email correspondence. It is a violation of student privacy to identify them as having an IEP or being a special education student to anyone other than one of their current teachers. While it may be general knowledge that a student is on an IEP, any communication relating to their IEP or mention of their special education status should never be sent via email to a building list. It is not a protection of privacy to refer to a student by their initials if everyone who knows the student would be able to figure out who the email is about. This privacy concern applies to medical information about students as well.

### **Conferences**

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

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

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

### **Contracts and Compensation**

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

The Board may enter into agreements that provide for a shorter probationary period of not less than one year for teachers who have satisfied the three-year probationary period in another Oregon school district.

Upon recommendation of the superintendent, the Board may extend a contract teacher's employment for a new two-year term by providing written notice to the teacher no later than March 15 of the first

year of the contract. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts.

If the teacher's contract has not been extended for a new two-year term, the Board upon recommendation of the superintendent, may elect by written notice to the teacher prior to March 15 of the first year of the contract. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts.

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

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

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

## **Copyright**

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

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

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

"Fair use" guidelines are as follows:

### **Fair Use**

#### **I) Printed Materials**

##### **A) Permissible uses – district employees may:**

- 1) Make a single copy of the following for use in teaching or in preparation to teach a class:
  - (a) A chapter from a book;
  - (b) An article from a periodical or newspaper;
  - (c) A short story, short essay or short poem, whether or not from a collective work;
  - (d) A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
- 2) Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
  - (a) A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
  - (b) A complete article, story or essay of less than 2,500 words;

- (c) Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
  - (d) One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
  - (e) An excerpt from a children's book containing up to 10 percent of the words found in the text.
- B) All permitted copying must bear an appropriate reference. References should include the author, title, date and other pertinent information.
- C) Prohibited uses – district employees may not:
- 1) Copy more than one work or two excerpts from a single author during one class term;
  - 2) Copy more than three works from a collective work or periodical volume during one class term;
  - 3) Copy more than nine sets of multiple copies for distribution to students in one class term;
  - 4) Copy to create or replace or substitute for anthologies or collective works;
  - 5) Copy “consumable” works, such as workbooks, exercises, standardized tests and answer sheets;
  - 6) Copy the same work from term to term;
  - 7) Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
- D) All sound recordings, including phonograph records, audiotapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

## II) Sheet and Recorded Music

- A) Permissible uses – district employees may:
- 1) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;
  - 2) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as section, movement or aria, but in no case no more than 10 percent of the whole work;
  - 3) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
  - 4) Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
  - 5) Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
  - 6) Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
  - 7) Make a single copy of a sound recording, such as a tape, disc or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.
- B) Prohibited uses – district employees may not:
- 1) Copy to create or replace or substitute for anthologies, compilations or collective works;
  - 2) Copy works intended to be “consumable”, such as workbooks, exercises, standardized tests and answer sheets;
  - 3) Copy for the purpose of performance, except as noted above (1.a.) in emergencies;

- 4) Copy to substitute for purchase of music except as noted above (1.a., b. and c.);
- 5) Copy without inclusion of the copyright notice on the copy;
- 6) Downloading/file sharing of music from the internet that was originally intended for sale.

### III) Television Off-the-Air Recording

#### A) Permissible uses – district employees may:

- 1) Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite transmission and retain the recording for period not to exceed the first 45 consecutive calendar days after the date of the recording.

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

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

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

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

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

#### B) Prohibited uses – district employees may not:

- 1) Record off-air programs in anticipation of an educator's requests;
- 2) Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
- 3) Use the recording for instruction after 45 consecutive calendar days;
- 4) Hold the recording for weeks or indefinitely because:
  - (a) Units needing the program concepts are not taught within the 45-day use period;

- (b) An interruption or technical program delayed its use; or
  - (c) Another teacher wishes to use it, or any other supposedly “legitimate” educational reason.
- 5) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
  - 6) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
  - 7) Exchange program(s) with other schools in the district or other school districts without the approval of the [media/library supervisor]. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;
  - 8) Use the recording for public or commercial viewing;
  - 9) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools;
  - 10) The downloading of programs originally intended for sale or pay for use from the internet.

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

#### IV) Rental, Purchase and Use of Video Recordings

##### A) Permissible uses – district employees may:

- 1) Use purchased or rented video recordings such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
- 2) Use only rented lawfully-made video recordings;
- 3) Arrange for the local school to transmit video recordings over their closes circuit television for direct instruction;
- 4) Use off-air video recordings made at home for classroom instruction and only in accordance with television off-air guidelines and district policy.

##### B) Prohibited uses – district employees may not:

- 1) Use rented or purchased video recordings where a written contract specifically prohibits such use in the classroom or direct teaching situation;
- 2) Use rented or purchased video recordings such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

#### V) Computer Software

##### A) Permissible uses – district employees may:

- 1) Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
- 2) Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
- 3) Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
- 4) Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provides its use is permitted (not excluded) by the terms of the sales agreement;

- 5) Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
  - 6) Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
  - 7) Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.
- B) Prohibited uses – district employees may not:
- 1) Load the contents of one disk into multiple computers at the same time in the absence of a license permitting the user to do so;
  - 2) Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
  - 3) Make or use illegal copies of copyrighted programs on district equipment;
  - 4) Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board;
  - 5) Make copies of software provided by a software publisher for preview or approval;
  - 6) Make multiple copies of copyrighted software (or a locally-produced adaptation or modification) even for use within the school or district;
  - 7) Make replacement copies from an archival or back-up copy;
  - 8) Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
  - 9) Make multiple copies of the printed documentation that accompanies copyrighted software.
- C) With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

#### VI) Reproduction of Works for Libraries/Media Centers

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

#### VII) Performances

- A) Permissible uses – district employees must:

- 1) Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed. This is particularly important if admission is to be charged or recordings of the performance are to be sold.

#### VIII) Violations

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

### **Criminal Records Checks / Fingerprinting**

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

Additionally, all staff not requiring licensure or registration as a teacher, administrator, personnel specialist or school nurse and newly hired are required to submit to a nationwide criminal records check including fingerprinting as required by Board policy and law.

Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the results of such checks.

Fees for individuals subject to the checks including fingerprinting, including nonlicensed applicants, shall be paid by the individual.

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

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

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

The following procedures will be used for all newly hired employees subject to criminal records checks including fingerprinting:

### **Processing / Reporting**

1. The individual shall, as part of the application process, complete either a Criminal History Verification of Applicants form or a Fingerprint-Based Criminal History as provided by ODE.
2. If the individual is subject to fingerprinting, he/she will be required to report within [three] working days to an authorized fingerprinter for fingerprinting. Fingerprints may be collected by one of the following:
  - a. Employing district staff;
  - b. Contracted agent of employing district;
  - c. Local or state law enforcement agency.

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

3. The individual is responsible for obtaining two fingerprint cards from an Oregon school district, education service district, an Oregon-approved teacher education institution, ODE or TSPC.
4. The individual is responsible for submitting to the authorized fingerprinter two fingerprint cards and an 8 ½" x 11" or larger envelope with postage affixed and addressed to the district office.
5. To ensure the integrity of the fingerprint collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter and require that the individual submit a photo ID (driver's license or other) containing the individual's name and picture in order to verify the identity of the individual intended to be fingerprinted.
6. The authorized fingerprinter will return the fingerprint card[s] to the district in the envelope provided. The Fingerprint Criminal History Verification form and fingerprint card[s] will be sent to ODE. A copy of the form will be kept in the district office.

### **Termination of Employment or Withdrawal of Employment/Contract Offer**

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy may be terminated from consideration as a district volunteer and employment or contract status. A withdrawal of offer of employment or contract will be made by the superintendent immediately upon the following:
  - a. Refusal to consent to a criminal records check and/or fingerprinting; or
  - b. Notification by the Superintendent of Public Instruction or his/her designee or the State Board of Education that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.
2. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

### **Appeals**

All appeals regarding a determination which prevents his/her employment or eligibility to contract with the district will be directed to the Oregon Superintendent of Public Instruction. Individuals eligible to appeal as a contested case will be so notified in writing by ODE.

### **Crisis Prevention / Response**

Please refer to the Emergency Procedures flip chart posted in each classroom for specific details.

### **Curriculum**

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

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

Deviations from established curriculum, textbooks and instructional materials are permitted with principal approval. Teachers with questions should contact the principal.



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

## **Discipline and Discharge**

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

## **Drug-Free Workplace**

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

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

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

Each staff member engaged in work related to a direct federal grant or contract of \$100,000 or more must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Each staff member engaged in work related to direct federal grant or contracts of \$100,000 or more must abide by the terms of the district’s drug-free workplace policy.

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

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

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

## Emergency Closures

There could be times when emergencies, such as severe weather, fires, power failures, earthquakes, or floods may disrupt our normal business operations. In extreme cases, these circumstances may require that we start late or close school. If the emergency condition occurs during nonworking hours, you will be contacted via phone by the district automated calling system. Local major radio and TV stations will also be notified.

School closure means that all schools will be closed for that one day only and all school related activities will be canceled on that day including athletic practices and competitions. If Vernonia Schools are not mentioned during a broadcast of school closures and you have not received an automated call, they will operate on the regular schedule.

Each building principal will distribute an emergency calling list to all staff for use in the event of delayed openings or school closures and in the event that the automated calling system is not implemented. Staff members should refer to their negotiated agreements if there are questions about whether they are required to report to work on school closure days. If the district is not officially closed during an emergency, you are expected to report to work. If you do not report to work you will not be paid for the time off. If applicable staff can request use of available appropriate leave to compensate for the unpaid day.

## Emergency Drills

All schools are required to instruct and drill students on emergency procedures so that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, and safety threats.

Instruction on fires, earthquakes, and safety threats and drills for students, shall be conducted for at least 30 minutes each school month.

A map/diagram of the evacuation routes to be followed should be posted near the classroom doorways and reviewed with students.

The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

At least two drills on earthquakes shall be conducted each year. Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety.

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. **Lockout, Lockdown, Evacuate and Shelter**. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT SECURE THE PERIMETER:** Lockout is called when there is a threat or hazard outside of the school building.

**STUDENTS:** Return to inside of building, do business as usual.

**TEACHERS:** Recover students and staff from outside building, increased situational awareness, do business as usual, take roll, account for students.

**LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT:** Lockdown is called when there is a threat or hazard inside the school building.

**STUDENTS:** Move away from sight, maintain silence.

**TEACHERS:** Lock classroom door, lights out, move away from sight, maintain silence, wait for First Responders to open door, take roll, account for students.

**EVACUATE TO A LOCATION:** Evacuate is called to move students and staff from one location to another.

**STUDENTS:** Bring your phone, leave your stuff behind, form a single file line, show your hands, be prepared for alternatives during response.

**TEACHERS:** Grab roll sheet if possible, lead students to Evacuation Location, take roll, account for students.

**SHELTER FOR A HAZARD USING SAFETY STRATEGY:** Shelter is called when the need for personal protection is necessary.

**SAMPLE HAZARDS:** tornado, hazmat. **SAMPLE SAFETY STRATEGIES:** Evacuate to shelter area, seal the room.

**STUDENTS:** Appropriate hazards and safety strategies.

**TEACHERS:** Appropriate hazards and safety strategies, take roll, account for students.

## **Emergency Procedures and Disaster Plans**

Please refer to the Emergency Procedures flip chart posted in each classroom for specific details.

## **Evaluation of Staff**

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

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

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

Licensed staff evaluations shall be customized based on collaborative effort and include the core teaching standards adopted by the Oregon State Board of Education. Evaluations will be based upon multiple evaluation methods that use multiple measures to evaluate. Licensed probationary staff will be formally evaluated at least annually. Evaluations will be based on at least two observations and other relevant information developed by the district. All other licensed staff will be formally evaluated at least biennially.

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

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

### **Fair Labor Standards Act**

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

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

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

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

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

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

If funds are available, overtime will be compensated at not less than one and one-half times the employee's rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed, Compensatory time is capped at 24 hours and is cashed out at the employee's current rate.

### **Fundraising**

Fundraising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fundraising activities must be conducted

under the direct supervision of staff or other authorized individuals and approved by the building principal prior to the activity being initiated.

Fundraising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fundraising must not interfere with or disrupt school.

Fundraising request forms are available in the school office. All money raised must be receipted and deposited with the district.

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

### **Grant Writing**

Grant writing is becoming an important part of funding for schools. In order to monitor grants that are applied for and to ensure compliance of grants received, all grants must have prior approval of building principal and the superintendent by completing a District Grant Application form before a grant application is submitted.

### **Gifts and Solicitations**

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as \$50 or more from a single source in a single year.

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

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

See Board Policy GCAA – Standards for Competent and Ethical Performances of Oregon Educators.

### **Grievances**

Staff should refer to their respective collective bargaining agreements for grievance procedures.

### **Guest Speakers**

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

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

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

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

1. Profanity, vulgarity and lewd comments are prohibited;
2. Tobacco use is prohibited;
3. Sexist, racial remarks or derogation of any group or individual is prohibited;
4. Any curriculum guidelines which address controversial subject matter (e.g., religion, sexuality education, evolution) is prohibited.

Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff.

It is recommended that buildings request photo ID of guest speakers.

### **Hazing / Harassment / Intimidation / Cyberbullying / Menacing**

Hazing, harassment, intimidation, or bullying, menacing and cyberbullying by students, staff or third parties toward staff is strictly prohibited and shall not be tolerated by the district. Staff who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC). Students will be subject to discipline up to and including expulsion.

An employee who has knowledge of conduct in violation of Board policy JFCF – Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence – Student shall immediately report his/her concerns to the designated district official.

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

### **Health Insurance**

The District health insurance plan offers employees and their dependents access to medical, dental, and vision care insurance benefits as outlined in the collective bargaining agreements and individual/group memorandums. Employees in the following employment classifications are eligible to participate in the health insurance plan:

1. Regular full-time employees
2. Regular part-time employees

### **Health Insurance Portability and Accountability Act (HIPAA)**

This medical information privacy procedure describes how health information about you may be used and disclosed, and how you can get access to this information. Vernonia School District is committed to maintaining and protecting the confidentiality of our employees' personal information. The business office is the designated privacy officer for all employee medical information. Staff members need to complete an emergency information card and submit to their building secretary.

This procedure of privacy practices applies to the health plans of the district that are covered by privacy regulations, for example health benefit plans, dental plans, employee assistance plans, and

pharmacy benefit programs (collectively referred to as the Benefit Plans). The Benefit Plans are required by federal and state law to protect the privacy of your individually identifiable health information and other personal information, and to provide you with notice about their policies, safeguards, and practices. When the Benefit Plans use or disclose your protected health information, the Benefit Plans are bound by the terms of this procedure, or a revised procedure, if this procedure is revised.

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

“Protected health information” means individually identifiable health information that is:

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

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

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

## **Identification Badges / Keys**

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

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. An identification card lost, stolen or damaged due to circumstances beyond the employee’s control will be replaced by the district at no cost to the employee. Other replacement costs will be charged to the employee;
5. The district will not disclose the identification badge or card of an employee without the written consent of the employee if:
  - a. The badge or card contains the photograph of the employee;
  - b. The badge or card was prepared solely for internal use by the district to identify employees.

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

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.;

3. Keys may not be loaned [to students or to individuals not employed by the district]. Under no circumstances should staff provide keys to students to “run errands,” “unlock/lock” doors, etc.;
4. Lost or stolen keys must be reported to the principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon written notice of a lost or stolen key to the Maintenance Supervisor, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) has been issued, in the following amounts:
  - a. Room or other keys –\$25;
  - b. Master key – \$100;
  - c. Swipe card – \$10.00

All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the principal to keep their keys, as appropriate.

### **Injury / Illness Reports**

To assist in providing a safe and healthful work environment for employees and visitors, the district has established a workplace safety program. This program is a top priority at the district. The Superintendent is responsible for implementing, administering, monitoring, and evaluating the safety program. The success of this program depends on the alertness and personal commitment of everyone.

We provide information to employees about workplace safety and health issues through regular internal communication channels. These may include supervisor-employee meetings, bulletin board postings, memos, or other written communication. Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards.

You are expected to obey all safety rules and use caution in your work activities. You must immediately report any unsafe condition to the appropriate supervisor. If you violate the district safety standards, cause a hazardous or dangerous situation or fail to report or, where appropriate, remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

All injuries/illnesses occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the principal immediately. Reports will cover property damage as well as personal injury.

A completed Accident (injury/illness) report form must be **submitted to the district office within 24 hours** or the next scheduled district workday, as appropriate.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the district safety officer will inform the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including



administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or equivalent medical facility.

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

## **Job Sharing**

The district may consider a request for job sharing. Job sharing is defined as the sharing and occupation of a single staff position by two individuals with each assignment being half time. The district's overall cost of job share may not exceed that of one full-time equivalency. The amount of fringe benefits as may be afforded in current collective bargaining agreements and normally assigned to one staff employee position is shared in a manner agreeable to both job sharing employees, providing the total dollar amount does not exceed the amount designated for one staff employee in a non-job sharing position.

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

## **Lesson Plans**

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

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

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

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

## **License Requirements**

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

Licensed staff are required to submit copies of all license endorsements to the district office. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district. Renewal of licensure should be taken care of as soon as possible following notification of its forthcoming expiration.

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

It is the responsibility of the employee to maintain a valid current license with TSPC, a copy of which shall be in their file. Failure of the employee to provide the district with a current license may result in either unpaid leave until the license is current with TSPC, or dismissal.

### **Mail / Phones / Delivery Services**

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

Staff are not allowed to use interschool mail for the delivery of personal letters, notes and materials to other employees. Recognized collective bargaining units may use the service in accordance with the terms of their collective bargaining agreements and Board policy on the use of school facilities and current postal regulations.

All staff are to check their mailboxes before school, during their lunch break, and after each working day to remove mail daily. Students should not pick up mail from staff mailboxes. District mailing and postage may be used for school district business only.

The use of the district business phones for personal use is discouraged. We may require you to reimburse the district for charges resulting from personal calls. You are encouraged to make personal calls only during appropriate times of the day such as lunch and breaks.

Phones are available throughout the building for staff convenience. Long distance calls for district business purposes may be placed from a phone with an unrestricted line. Local personal phone calls made during working hours from district phones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students. Personal long distance calls may not be made on district phones, even if staff offers to reimburse the district for such charges. If it becomes necessary to make personal long distance calls while at work, such calls must be made with the staff member's personal cell phone or calling card.

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

### **Materials Distribution**

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be requested on the *Request to Distribute Materials* form available from a secretary. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

## **Meetings**

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

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

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

## **Parental Rights / Surveys**

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

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

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

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

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

## **Parking / Traffic Controls**

Staff are to park in the staff designated lot at the East end of the building. The main front lot is reserved for visitors to the school. Due to the limited number of spaces in this lot staff are not allowed to park here.

District vehicles operated by staff shall not be idled for more than 5 consecutive minutes at any one location unless otherwise provided for in policy.

## **Participation in Political Activities**

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any citizen in public or private employment and within the law. Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and assigned duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

## **Personal Communication Devices and Social Media**

Staff possession or use of personal communication devices on district property, in district facilities during the work day, while staff is on duty, including duty in attendance at school-sponsored activities may [not] be permitted [subject to the limitations in Board policy and consistent with any additional rules as may be established by the superintendent]. At no time, whether on duty or off duty, will a personal communication device be used in a manner that interferes with staff duty, the responsibility for the supervision of students or in a manner that violates any other district policy.

A "personal communication device" is a device (not issued by the district) which emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. These devices include, but are not limited to, walkie-talkies, long- or short-range portable radios, portable scanning devices, cell phones, pagers, personal digital assistants (PDAs), laptop computers, I-Pads and similar devices with wireless capability. This also includes other digital audio and video devices such as, but not limited to, iPods, radios and TVs.

Personal cell phones/pagers and other digital audio and video devices shall be silenced during instructional [or class] time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignments. Vernonia School District provides cell phones to some employees as business tools. The phones are provided to assist employees in communicating with management and other employees, clients, and other business-related contacts. Cell phones are primarily intended for business-related calls. However, occasional brief personal use is permitted within reasonable limits. Cell phone invoices are reviewed periodically. Cell phones which have the capability to take photographs or video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal communication devices brought to district property and district-sponsored activities.

Staff members, while on duty and off duty, will utilize social network sites (e.g. Facebook, MySpace and Twitter), public websites and blogs, judiciously by not posting confidential information about students, staff or district business. Staff members, while on duty and off duty will treat fellow employees, students and the public with respect while posting in order to prevent substantial disruption in school. Communication with students using personal communication devices will be appropriate

and professional. Communication with students using personal communication devices regarding nonschool-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use district email using mailing lists to a group of students rather than individual students. Texting students during work hours is prohibited. Texting students while off duty is strongly discouraged.

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

Staff are subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is academically dishonest, illegal or violates the terms of policy. Staff actions on social network sites, public websites, blogs and other social media, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A “disruption” for purposes of this policy includes, but is not limited to, one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened or actual negative impact on the learning environment. The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise – commonly called texting, sexting, emailing, etc. – may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

## **Personal Property**

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

## **Personal References for Employment**

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

## **Personnel Records**

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

All records containing medical condition information such as workers’ compensation reports and release/permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records. All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the district office to inspect the contents of his/her personnel file on any day the district office is open for business;
2. Others designated in writing by the employee;

3. The comptroller or auditor, when such inspection is pertinent to carrying out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees or the district office;
8. Attorneys for the district or the district's designated representative on matters of district business;
9. The disciplinary records of a district employee convicted of a crime listed in ORS 342.143 are not exempt from the disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is the subject of the disciplinary record;
10. Upon request from a law enforcement agency, the Department of Human Services or the Teacher Standards and Practices Commission, a district shall provide the records of investigations of suspected abuse of a child by a district employee.

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

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

### **Progress Reports**

Teachers are expected to report their students' progress to the students and their parents. Progress reports are issued at the mid-way point of the first, second, third and fourth quarter grading periods indicating academic and citizenship progress to date.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers. Forms are available in the office. No grade of "D" or "F" should be issued without making parent contact, including a written progress report having been sent home notifying the student and his/her parents of academic deficiencies.

### **Purchase Orders**

No obligation may be incurred by any staff member unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy. No purchase including purchases from student body funds will be authorized unless covered by an approved purchase order. Forms are available in the office.

All building purchase orders will be processed in the order received by the business office and must be completed with the following information:

1. Date;
2. Vendor;
3. Delivery address;
4. Item quantity;
5. Item description;

6. Unit value;
7. Total amount;
8. Budget code;
9. Name of requestor;
10. Signature of individual authorized to sign purchase orders.

Additionally, at least three competitive quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services more than \$5,000.

All other purchases are subject to the Board's policy governing bidding requirements, administrative regulation specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the business manager for details.

### **Release of General Staff Information**

A staff member's or volunteer's address, electronic mail 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 excepted 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;
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance; or
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.

### **Research / Copyrights / Patents**

Staff members engaged in a research project during the work day or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the principal. Privacy rights of students or other individuals involved in such research projects must be maintained.

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

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

### **Resignation of Staff**

A resigning staff member is required to deliver a written and signed notice of resignation to the office of the superintendent. If the superintendent decides to accept the resignation, acceptance shall be by letter from the superintendent 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 superintendent's acceptance letter.

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

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

A classified employee is expected to submit a written and signed notice of resignation at least two weeks prior to the date he/she wishes 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**

A district 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 student, staff and others while on district property.

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

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

## **Security System**

Staff members are expected to maintain the security of the building, and its contents at all times. Security procedures will be reviewed by the Maintenance Supervisor during staff in-service at the beginning of each school year. Staff will be issued the necessary keys, security badges and security codes for their assignment at the beginning of each school year, and are NOT to share those keys, badges or codes with any other persons, including students and other staff members.

While after hours entrance to the building is discouraged, when it is necessary ALL staff must enter through the front doors of the building and sign in at the front door alarm station.

Disarming and arming the alarm is a necessary task when a staff member is either the first person to enter the building, or the last one to leave. Signing-in ensures that all staff are aware of who is in the building and know when it is necessary to arm the alarm, or to leave it disarmed if the building is still occupied.

All classrooms, locker rooms and other areas of the building shall remain locked as a normal course of action. When in use these areas must be opened and supervised by a staff member, and when that use is complete must be closed and secured by the same staff member.



Any further questions regarding building security should be directed to the Maintenance Supervisor and Administration.

## **Sexual Conduct (Reporting Requirements)**

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

*“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.*

Any district/school employee who has reasonable cause to believe that another district/school employee or volunteer has engaged in sexual conduct with a student must immediately notify his/her immediate supervisor.

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee or student who is the subject of the report. If the subject of the report is a district employee, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement. The employee may appeal the district’s decision through an appeal process administered by a neutral third party. A substantiated report is one that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee’s personnel file.

If the employee decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee’s personnel file. The employee will be notified that this information may be disclosed to a potential employer.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow up on receipt of a report. When the superintendent takes action on the report, the person who initiated the report must be notified.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district employee in good faith, the student will not be disciplined by the Board or any district employee.

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to employees at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.370 for all district employees.

## **Sexual Harassment**

Vernonia School District is committed to providing a work and learning environment that is free from all forms of discrimination or conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Action words, jokes or comments based on an individuals' sex race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. We provide ongoing sexual harassment training to ensure employees the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district. "District" includes district facilities, district premises and nondistrict property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Sexual harassment of students and staff shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of soliciting sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented or reported incident.

### Step 1

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

### Step 2

The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant [in writing] when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

### Step 3

If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

### Step 4

If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

The initiation of a complaint in good faith about behavior that may violate the district's sexual harassment policy shall not adversely affect any terms or conditions of employment or work environment of the staff complainant.

A staff member whose behavior is found to be in violation of Board policy may be subject to disciplinary action up to and including dismissal.

## **Site Council**

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

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

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

Meeting times and locations will be announced through the office and will follow the notice, meeting and record-keeping requirements of the Public Meetings Law. All staff are invited to attend 21<sup>st</sup> Century Schools Council meetings.

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

### **Special Interest Materials**

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

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

### **Staff Conduct**

To ensure orderly operations and provide the best possible work environment, we expect you to follow rules of conduct that will protect the interests and safety of all employees and the district. Although it is not possible to list all of the forms of behavior that are considered unacceptable at work, the following are some examples of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work place during the workday
- Unsatisfactory performance or conduct

Since employment with the district is based on mutual consent, either you or the district have the right to terminate the employment relationship at will, with or without cause or advance notice, at any time.

**Tutoring:** No private tutoring for which a staff member receives a fee is permitted in district schools or on school time and no district-owned materials or equipment may be used except as follows:

1. Private lessons, such as music lessons and other enrichment activities that are clearly beyond the scope of the regular curriculum may be given, for remuneration, outside of school time.
2. Teachers may tutor, for remuneration, outside of normal school hours for students eligible for homebound services according to district procedures.
3. District authorized and/or sponsored programs.

**Attendance and Punctuality:** As an employee of the district, we expect you to be reliable and punctual by reporting for work on time and as scheduled. When you are absent or late, it places a burden on other employees and can impact productivity and service. In the rare instances when you cannot avoid being late or are unable to work as scheduled, be sure to notify your supervisor as soon as possible so that appropriate arrangements can be made. Unplanned absences can be disruptive to work. A poor attendance record or excessive lateness may lead to disciplinary action, up to and including termination of employment.

**Personal Appearance:** We expect district employees to reflect an appropriate business image to customers and visitors. How you dress, your grooming and personal cleanliness standards all contribute to that image and also to the morale of your co-workers. During business hours or whenever representing the district you are expected to present a clean, neat, and tasteful appearance. Your supervisor is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave work until you can return properly dressed or groomed. If this happens you will not be paid for the time away from work. Be sure to consult your supervisor if you have questions as to what constitutes appropriate appearance. In general, with the exception of casual Fridays, jeans, shorts and shirts with no color (men) are not appropriate for our profession.

**Footwear:** Due to potential hazards in the workplace, employees engaged in custodial, maintenance, grounds, and kitchen work are required to wear footwear which fully encloses the foot. Footwear should also incorporate slip resistant soles and be in good condition.

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

### **Workplace Etiquette:**

- Return copy machine and printer settings to their default settings after changing them.
- Replace paper in the copy machine and printer paper trays when they are empty.
- Retrieve print jobs in a timely manner and be sure to collect all your pages.
- Be prompt when using the manual feed on the printer.
- Keep the area around the copy machine and printers orderly and picked up.
- Be careful not to take or discard other's print jobs or faxes when collecting your own.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize interruptions of other employees while they are working.
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum and try to conduct conversations in areas where the noise will not be distracting to others.

- Minimize talking between workspaces or over cubicles walls. Instead conduct conversations with others in their workspace.
- Try not to block walkways while carrying on conversations.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- Clean up after yourself and do not leave behind waste or discarded papers.

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

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

### **Application of Rules**

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

### **Definitions**

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

1. "Administrator" – Any supervisory educator who holds a valid Oregon administrative license or registration.
2. "Competent" – Discharging required duties as set forth in these rules.

3. "Educator" – any licensed or registered person, who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising.
4. "Ethical" – Conforming to the professional standards of conduct set forth in these rules.
5. "Sexual contact" – Includes:
  - a. The intentional touching of the breast or other intimate parts of a student;
  - b. Causing, encouraging or permitting a student to touch the breast or other intimate parts of the educator;
  - c. Sexual advances or requests for sexual favors directed toward a student;
  - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment; or
  - e. Verbal or physical conduct which has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment.
6. "Sexual harassment" – Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

"Teacher" – Any person who holds a teacher's license as provided in ORS 342.125.

### **The Competent Educator**

The teacher demonstrates a commitment to:

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

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

The competent teacher demonstrates:

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

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

The competent teacher demonstrates:

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

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

The competent teacher demonstrates skills in:

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

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

The competent teacher demonstrates:

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

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

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

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

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

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



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

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

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

## **Staff Development**

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

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

All requests for district payment of college course work tuition require prior administrative approval.

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

Continuing professional development requirements as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee.

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

## **Staff Ethics**

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

This means that:

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

Staff 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].

## **Staff Health and Safety**

In order to assure the safety of staff and students, information and/or training 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.

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

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

7. Hazardous conditions or practice observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

### **Staff Involvement in Community Activities**

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

### **Staff Involvement in Decision Making**

Staff members are encouraged to participate in the decision making process whenever practicable. Staff may become involved or serve with the school's 21<sup>st</sup> Century Schools Council and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning. Contact the principal for additional information regarding possible building and district level committee work that may be available.

### **Staff / Employee Relations**

The district believes that the work conditions, wages, and benefits we offer to district employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation you are strongly encouraged to voice these concerns openly and directly to your association representative and/or supervisor.

### **Staff / Parent Relations**

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

A noncustodial parent may receive and inspect the school records pertaining to his/her student and to consult with teachers concerning his/her student's welfare and education.

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

In the case of joint custody, it is the responsibility of the parents to provide the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff, as appropriate.

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

### **Staff Room**

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

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk.

Students are not permitted in the staff room.

### **Sunshine Committee/Fund**

The Sunshine committee was developed to provide hospitality services for staff members celebrating life changes (weddings, births, etc.) or going through adverse life situations (major illness, family death, etc.). Each staff member is encouraged to contribute to this fund to provide an appropriate response (cards, flowers, gift baskets, etc.) to these situations. Requests for contributions will be made at the beginning of each year, and as needed, by the sunshine committee chair.

### **Supervision of Students**

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. All teachers are expected to be in their classrooms prior to the arrival of students.

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

No other staff member may leave his/her assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency. During school hours, or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

### **Teaching about Religion**

Religious education is the responsibility of the home and religious institution. Public schools are obligated to maintain neutrality in all such matters.

As religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

Though teachers may be permitted to expose students to information concerning religious beliefs, a teacher may not advocate, openly, covertly or by subtlety, a particular religion or religious belief.

## **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 product, spit tobacco also known as smokeless, dip, chew, snuff in any form, nicotine or nicotine delivering devices, chemicals or devices that product the physical effect of nicotine substances or any other tobacco substitute (e.g. e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

## **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 their Supervisor. If transporting students staff members must contact the district office and submit copies of required paperwork (driver's license, vehicle registration, and current insurance).

## **Vacancies / Transfers**

Announced vacancies for licensed and classified positions are emailed to all members of the association at least 7-10 working days prior to closing the application period. During summer break association representatives are encouraged to monitor their email on a regular basis.

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

## **Volunteers**

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

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

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

The use of volunteers requires prior district approval and successful background check. Forms are available in the office.

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

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

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

## **Student Operational Procedures**

### **Administering Noninjectable Medicines to Students**

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

All requests for the district to administer medication to a student shall be made by the parent in writing. Requests shall include the written instructions of the physician for the administration of the prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.

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

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

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

1. A parent (guardian) permission form and written instructions have been submitted for all prescription and nonprescription medication. In the case of prescription medications, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. Principal permission is also required for all self-medication requests;
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated staff. A permission form and written instructions will be required as provided above;
3. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
  - a. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction;
  - b. Nonprescription medication must have the student's name affixed to the original container.

4. The student may have in his/her possession only the amount of medication needed for that school day except for manufactory's packaging that contains multiple dosage, the student may carry one package;
5. Sharing and/or borrowing of medication with another student is strictly prohibited.

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

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

### **Assemblies**

Students are required to attend all assemblies. Those who refuse are to be referred to the office. All staff are assigned to specific supervision duties during assemblies and are expected to be in their assigned areas.

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

### **Assignment of Students to Classes**

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

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

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

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

### **Chaperones**

Chaperones must be on the district approved volunteer list. Forms to apply to be a district volunteer are in the offices. Please refer to "Student Transportation in Private Vehicles" for additional chaperone information.

### **Class Interruptions**

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

### **Communicable Diseases / Students with HIB, HBV, AIDS**

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in Oregon Revised Statutes and rules of the county health department. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed

physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. In those cases, where a communicable disease is diagnosed and confirmed and the student would not be excluded from school. The district will inform the appropriate staff member to protect against the risk of exposure, as necessary.

## **Contests for Students**

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

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

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

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

## **Corporal Punishment**

The use of corporal punishment in any form is strictly prohibited by the district and will be considered cause for discipline up to and including dismissal. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to employ physical restraint when, in his/her professional judgment, the physical restraint is necessary to prevent a student from harming himself/herself, others or doing harm to district property.

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

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;
3. 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;
4. Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individualized education program which has been signed by the parents and is carried out according to district procedures.

## **Dismissal of Classes**

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



## **Drug, Alcohol, and Tobacco Prevention, Health Education**

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

Given the extensive use and the formal and informal promotion of drug, alcohol and tobacco use in society, the school has an obligation to provide drug, alcohol and tobacco education that emphasizes prevention, describes intervention and referral procedures and outlines consequences. No district employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through 12th grade students with whom the employee has had contact as part of the employee's district duties, or knowingly endorse or suggest the use of such substances.

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

Funds needed to support activities related to drug, alcohol and tobacco prevention are identified by source, particularly the Safe and Drug-Free Schools and Communities Act moneys or other grants received from federal, state or local sources.

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

Students who participate in athletics are subject to mandatory drug testing. Participants are tested randomly through the sports season. Parents that suspect that their student maybe involved with drugs may request their student be tested. All requests should be made directly to the building principal or athletic director by the parent. All test results are kept confidential.

### **Feature Films / Videos**

Principal approval is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated G, PG or PG-13 may be authorized for classroom use.

Requests are to be submitted to the principal at least five days prior to the proposed showing. Forms are available in the office.

The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary grant consent;

6. Audience rating.

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent.

Parents should be provided the opportunity to preview a feature film/video, whenever possible.

### **Field Trips and Special Events**

Field trips and other student activities involving travel may be authorized by the principal when such trips or activities contribute to the achievement of desirable educational goals. Field trips must be requested in writing by completing a Request for Field Trip form. The forms are available in the school office. A written itinerary must be submitted as well as a participant roster.

Requests should be submitted to the principal at least **two weeks** in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers. Once the field trip is approved, an Athletic/Activity Release form must be completed and distributed to all staff three days prior to the activity. Written parental permission must be obtained annually and is gathered at the time of registration. Teachers are expected to verify with the office of student parental permission for field trips.

Transportation requests are indicated on the Request for Field Trip form. To meet your needs, it is vital that the type of transportation needed is clearly indicated. It is also important that departure time takes into account distance, weather, and traffic flows. Confirmation of trip and notification of transportation changes to the transportation department is the responsibility of the teacher.

Any out-of-state travel must be approved by the Board. See board policy IICA.

### **Flag Salute**

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*.

### **Grading**

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

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

Letter grades will be used as follows:

A – Superior	90-100%
B – Above Average	80-89%
C – Average	70-79%
D – Below Average	60-69%

F – Failing                      Below 60%  
P – Pass – Credit granted, non-graded course  
NP – No pass – Credit denied, non-graded course  
I – Incomplete  
W – Withdrawal

Grading will be on a nine-week basis with credits earned at the semester grading period (2<sup>nd</sup> and 4<sup>th</sup> nine weeks). All significant reductions in student grades will require personal parent/guardian contact. A student cannot receive a failing report card grade unless personal parent/guardian contact has been made by the teacher.

Grade reduction or credit denial based on a student's attendance may be permissible only when the student's attendance is not used as a sole criterion for the grade reduction or credit denial. Prior to a grade reduction or credit denial, teachers are required to provide notice to the student, parents or guardians that includes the following information:

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

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability or an excused absence as determined by district policy. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

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

### **Human Sexuality, HIV/AIDS, Sexually Transmitted Diseases, Health Education**

Human sexuality, HIV/AIDS and sexually-transmitted disease prevention curriculum has been developed cooperatively by parents, teachers, administration, local health department staff and others as an internal part of health education and other subjects. All teachers are expected to teach the age-appropriate curriculum annually and twice in grades 9-12 in accordance with established curriculum.

The purpose of the curriculum is to present current, accurate information to help students learn infection control procedures for preventing the spread of HIV/AIDS/HBV/HCV-causing virus and to assist them in making decisions about protecting their health and the health of others. The value of abstinence must be stressed.

Teachers are expected to notify parents of minor students in advance that the material regarding any human sexuality and HIV/AIDS/HBV/HCV will be taught. Any parent may request his/her student be excused from the class.

\*AIDS – Acquired Immune Deficiency Syndrome; HIV – Human Immunodeficiency Virus; HBV – Hepatitis B Virus; HCV – Hepatitis C Virus

## **Homework**

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

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

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

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

## **Make-Up Work**

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

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

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

## **Media Access to Students**

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

Media representatives are required to report to the principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

The Board recognizes the important role the media serves in reporting information about the district's programs, services and activities. Therefore, the district will make every reasonable effort to provide media access to students. School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with board policies and district goals.

Parents will be advised of the district's media access to students' policy in the student/parent handbook.

### **Moving Class / Holding Class Outdoors**

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

### **Non-School-Sponsored Study and Athletic Tours/Trips/Competitions**

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

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

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

The counseling center may contain pamphlets which will assist parents who have questions about selection of such activities.

### **Program Exemptions**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district, upon the written request of the parent.

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

### **Release Time for Religious Instruction**

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

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

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

## **Restraint and Seclusion**

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves, or to others. Any student being restrained or secluded within the district whether an emergency or as part of a plan, shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must allow staff full view of the student in all areas of the room and be free of potentially hazardous conditions such as unprotected light fixtures and electrical outlets.

## **Resuscitation**

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

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

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

## **Retention of Students**

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.

## **Senior Trips**

The district does not authorize or endorse senior trips taken for any purpose other than a special part of the Board-approved district curriculum. In-state senior trips require approval by the principal. Requests for out-of-state or foreign travel shall be submitted to the Board for approval.

## **Student Activity Funds**

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

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

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

## **Student Conduct**

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

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

All teachers are expected to review the student conduct rules contained in the *Student/Parent Handbook* with their students during the first week of the school year. A schedule developed by the principal including particular areas to be emphasized will be provided to all staff during in-service.

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

## **Student Detention**

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

Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted. Students who are detained after school are not to be left unsupervised during their detention.

## **Student Discipline**

Student discipline, whether in the classroom building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions have been divided into two categories, severe violations and minor violations. These are listed in the Student/Parent Handbook.

## **Student Dismissal Precautions**

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

## **Student / Parent Handbook**

A student/parent handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.

All staff are expected to familiarize themselves with the general information, administrative regulations and procedures pertaining to students as set forth in the student/parent handbook and in Board policy. Teachers are expected to review the handbook with students during the days/times designated by the principal.

## **Student Performances**

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

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

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

## **Student Transportation in Private Vehicles**

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

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities only with prior principal approval. The parent, employee or other adult driving the vehicle must be an approved volunteer as well as be approved by the district office by showing proof of being properly licensed, provide vehicle registration, and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver require their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she is four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the minimum standards and specifications of law. Training in the proper installation and use of child



safety systems may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

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

## **Student Withdrawal from School**

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

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

In accordance with law and strict policy, certain education records may be withheld if fees and fines are not paid. Additionally, the district may notify the Oregon Department of Transportation of the withdrawal of a student who is at least 15 years of age and under 18 years of age. In certain circumstances, driving privileges may be denied or revoked.

## **Travel Services**

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services is prohibited on school property.

Any district-approved seller of travel must meet the district's criteria for such vendors.

## **Visitors**

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

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

## **Special Programs**

### **Alternative Education Program**

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

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

The district is obligated to pay the actual alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per-student net operating expenditure, whichever is less.

If the student is not successful in the alternative education program, there is no obligation to propose or fund a second alternative.

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

1. When two or more severe disciplinary problems occur within a three-year period. Severe disciplinary problems are defined in the student handbook;
2. When attendance is so erratic the student is not benefitting from the educational program. Erratic attendance is in the student handbook;
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or an emancipated student applies for exemption from attendance on a semi-annual basis.

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

### **Assessment Programs**

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

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

The district's assessment program consists of the following:

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

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

### **Bilingual Education (English Language Learners)**

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

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal or signed communication in a language they can understand. Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact the office.

## **Breakfast / Lunch Programs**

The district participates in the National School Lunch, School Breakfast, Special Milk and Commodity Programs.

Free and reduced-price meals are available for students that qualify based on household income guidelines set by the Oregon Department of Education Child Nutrition Services. General information, eligibility criteria and confidential application forms are available through the District Office.

## **Counseling and Guidance Program**

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

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

Counselors are also available to assist students with academic, social and personal problems and to define and arrive at positive solutions through a variety of conference settings. Students generally schedule appointments to see the counselor through the office. Prior notice to a teacher that a student will be missing class may not always be possible because of the emergency nature of many of the appointments.

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

Counselors and teachers with counseling responsibilities are expected to fully respect the right of privacy of those with whom they enter counseling relationships. Confidential matters are not to be discussed over the phone. Confidentiality is not to be abridged except:

1. When there is clear and present danger to the student or others;
2. To consult with other professional persons when this is in the student's interest;
3. When the student waives this privilege in writing.

## **Early Child Education – Readiness to Learn**

The district recognizes the necessity to ensure that all children have access to early education opportunities to better develop the skills, attitudes and habits expected of kindergarten and first grade students. To this end, the district has coordinated and/or collaborated with a variety of programs for children birth through age five. These programs include early childhood special education, state and federal Head Start programs, Healthy Start and child development.

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

## **Health Services Programs**

The district has an established health-services program which provides:

1. Pertinent health information on students, as required by Oregon statutes and rules;
2. Health-appraisal services, including screening for possible vision or hearing problems;
3. Health counseling for students and parents, when appropriate;
4. Health care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by the Oregon Department of Human Services, Health Services, and the county health department;
6. Assistance for students in taking medication according to established district procedures;
7. Services for students who are medically fragile or have special health care needs;
8. Integration of school health services with school health education programs.

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

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

## **Homebound Instruction**

Homebound instruction is provided to any student whose health or impairment causes him/her to be absent from school for at least 10 days. A physician's statement substantiating such absence is required in order for the district to authorize homebound instruction.

The amount of instructional service provided will be related to each student's educational needs and physical and mental health.

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

## **Home Tutoring Services**

Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of 10 consecutive school days.

A physician's statement substantiating such absence is required in order for the district to authorize home tutoring. The home tutor will work with the student's teacher to provide the necessary instructional support needed to help the student maintain his/her academic progress.

## **Library / Media Support Services**

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

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

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

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

## **Pregnant / Parenting Student Programs**

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

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

## **Psychological Testing Services**

Psychological tests, excluding intelligence tests, may be administered to students only by licensed psychologists/psychometrists employed for this purpose or by interns under their supervision. Psychological evaluations may be made only with the informed and written consent of parents.

Psychological records of students are confidential. Written parental consent is required prior to the release of any such data.

## **Special Education Services**

Students ages kindergarten through 21 living in the district that have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free and appropriate education.

The related services and educational programs provided are designed to meet the needs as specified by the student's Individualized Education Program (IEP).

When appropriate, students with disabilities are educated with students without disabilities. Special placements or separate schooling is provided only when the nature of the disability prevents some educational benefit in the regular classroom or affects the health or safety of the student or others.

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

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

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

## **Student Assistance Program**

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

In order to assist student to resolve problems arising from behavioral/medical problems, including alcohol and other drug abuse, the district has established a Student Assistance Program. Referral forms and procedures are available through the counseling office.

## **Talented and Gifted Programs**

The district has developed a written plan for the identification of and provision of programs and service for academically talented and/or intellectually gifted students.

Identified students must score at or above the 97<sup>th</sup> percentile on selected district tests. Additionally, talented and gifted students from special populations such as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities may also be identified.

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

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

## **Title I Programs**

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

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

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

# Appendix

## VERNONIA SCHOOL DISTRICT COMPLAINT FORM

TO: Name of School \_\_\_\_\_ Date: \_\_\_\_\_

Person Making Complaint \_\_\_\_\_

Nature of Complaint \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggested Correction \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide contact information:

\_\_\_\_\_

Mailing Address

City

State

Zip

\_\_\_\_\_

Email Address

Phone(s): \_\_\_\_\_

Office Use: Disposition of Complaint: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature