

Molalla River School District

2010-2011 Staff Handbook

*Increase student academic achievement through literacy
focused on reading comprehension, mathematics and
science, for ALL students*



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MOLALLA RIVER SCHOOL DISTRICT STAFF HANDBOOK

PREFACE

The material covered in this staff handbook is intended as a method of communicating to employees regarding general district information, rules and regulations and is not intended to either enlarge or diminish any Board Policy, administrative regulation or collective bargaining agreement. Such Board Policy, administrative regulation, collective bargaining agreement or changes in state or federal law, may therefore supersede material contained herein. In instances where appropriate Board Policies or Collective Bargaining Agreements have been referenced in () next to the topic, this information is intended solely to assist staff in locating more in-depth information if they so desire.

Any information in this handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed, expressed or implied or as a guarantee of any employment of any duration.

Molalla River School District does not discriminate based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age or because of the race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other persons with whom the individual associates, in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title 11 of the Americans with Disabilities Act. Persons having questions about equal opportunity and nondiscrimination should contact the Director of Supported Education or the Superintendent at 503-829-2359.

Persons having questions about or requests for special needs and accommodation should contact the Director of Supported Education at 503-829-2359 ext. 233.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the district office for additional information and/or compliance issues:

ADMINISTRATION & DISTRICT OFFICE 503-829-2359

Wayne D. Kostur	- Superintendent
Tony Valley, Ed.D.	- Director of Human Resources & ELL Coordinator
Wayne D. Kostur	- Director of Instruction
Danielle Sheldrake	- Director of Supported Education/Title I/Title VI/ Section 504
Wayne D. Kostur	- District Coordinator for Title IX
Richard Gill	- Business Manager
Wayne D. Kostur	- Facilities Supervisor
Gary Dix	- Technology Supervisor

BUILDING ADMINISTRATION:

Randy Dalton	- Principal, Molalla High School
Dave Luce	- Assistant Principal, Molalla High School
Mike Nelsen	- Principal, Molalla River Middle School
Donna Carlson	- Principal, Molalla Elementary School
Michael Nickless	- Principal, Rural Dell and Clarkes Elementary School
Alan Willey	- Principal, Mulino Elementary School/Migrant Education

GENERAL INFORMATION

ASSOCIATIONS

The Molalla River Education Association is the bargaining unit for all licensed staff. Association officers and committee members for 2010-11 are as follows:

Greg Watson, President
Amy Collins, Vice President
Jennifer Raethke, Secretary
Pam Thomas, Treasurer

Membership – Amy Collins
Grievance – Jess Rickman
Negotiations – Greg Watson, Patrick Tindall, Amy Collins,

The OSEA Chapter 110 is the bargaining unit for all classified staff. Association officers are as follows:
Building representatives will be elected after school begins:

Jane Carlson, President
Jennifer Lindsey, Vice President
Stacey Holler, Secretary
Shelly Eichenberger, Treasurer

BOARD MEMBERS

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

Position 1 - Christiana Peck (503-829-4684)	Position 2 – Janette Palmer, Chair (503-829-5565)
Position 3 – Karyn Gibbons (503-651-8101)	Position 4 – Mary Beyer (503-266-4046)
Position 5 – Cyndie Hobart (503-829-4323)	Position 6 – Pam Briscoe, Vice Chair (503-632-7997)
Position 7 – Ralph Gierke (503-632-4625)	

BOARD MEETINGS/COMMUNICATIONS (Board Policy BD/BDA/BG)

Adopted 1/14/10

Regular Board meetings are held on the second Thursday of each month at 7:00 p.m. in the Molalla City Library. Board work sessions (preceded by a community open forum at 7:00 p.m.) are scheduled for the fourth Thursday of the month (subject to change). All regular meetings, special meetings and work sessions of the Board are open to the public unless otherwise provided by law.

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

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

COMMUNITY USE OF DISTRICT FACILITIES (Board Policy KG)

Adopted 5/14/09

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs. Facility Use Forms must be completed and approved by the facilities department prior to building use.

As classrooms may be scheduled outside regular building hours, all staff is 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 Tri Valley with schools comprised of comparable enrollments and activity programs.

Conference schools include: Molalla River, Estacada, North Marion, Gladstone, LaSalle, and Madras.

The high school participates in the following OSAA recognized activities football, boys' and girls' soccer, volleyball, cross country, wrestling, boys' and girls' basketball, track, baseball, softball, boys' and girls' tennis, golf, swimming, rally, dance, band, choir and student council.

DISTRICT OFFICE HOURS

The district office is open between the hours of 8:00 a.m. to 4:30 p.m. each weekday during the school year. Summer hours vary.

STAFF OPERATIONS

ABSENCES (Collective Bargaining Agreements)

It is the belief of the Molalla River School District that attendance is important because it positively affects student learning and the efficient, orderly operation of the district. Good attendance also ensures for a more effective system for finding substitutes for those who are absent. Staff members unable to report to work for any reason must notify the subfinder at **1-866-573-5080** or log on to WebConnect at **molallariver.subfinderonline.com** as soon as possible whether or not a substitute is needed. Substitutes are assigned on a daily basis unless a longer duration is specified.

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

Staff members may, at the time of the reported absence, request a particular substitute. Requests that a particular substitute not be called may be made in advance in writing. The district will make final decisions regarding substitute use or non-use. Forms may be obtained from a building secretary and be sent to payroll at the District Office.

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

A Leave Report Form must be completed and returned to the building secretary for all staff absences including absences due to school or district related activities. Leave Forms are available through the office. Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy and law.

PUNCTUALITY/ATTENDANCE

It is fundamental that regular attendance is an important factor in employment. The Board directs the superintendent to develop administrative rules to promote regular attendance on the part of all employees.

1. The importance of regular attendance will be stressed with new employees as a part of the district and work site orientation.

2. Regular attendance will be a factor to be considered as a part of each new licensed employee probationary evaluation and in the determination to move a new licensed employee to regular, contract teacher, or contract administrator status.
3. Regular attendance will be a factor to be considered as a part of each employee's periodic evaluation.
4. Absenteeism will be considered chronic whenever the total number of absences within a school year (exclusive of vacation, bereavement, or contractual personal leave) exceeds an average of one day per month for illness or injury, except in such cases as major surgery, recovery from a serious or life-threatening accident or illness, or as a result of a documented mental or physical impairment that constitutes a disability.
5. Tardiness and leaving work early shall be considered along with absenteeism in determining whether a pattern of unsatisfactory attendance exists.
6. If chronic absenteeism occurs and cannot be corrected, the district may take disciplinary action up to and including dismissal.

Federal Family and Medical Leave(FMLA) Oregon Family Medical Leave (OFLA)
GCBDA/GDBDA-AR(1) Revised/Reviewed: 12/17/09

The district will comply with all provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFA) of 1995, The Military Family Leave Act as part of the National Defense Authorization Acts of 2008 and Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances), the Oregon Military Family Leave Act of 2009, and other applicable provisions of Board policies and collective bargaining agreements regarding family medical leave.

Coverage

Federal law covers public agencies, including districts. In order for school employees to be eligible, however, they must be employed at a work site with 50 or more employees within 75 miles of the employee's work site for each working day during each of the 20 or more calendar workweeks in the year in which the leave is taken or in the preceding calendar year. State law covers districts that employ 25 or more part-time or full-time employees for each working day during 20 or more calendar workweeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

Eligibility

Federal law applies to employees who have worked for the district for at least 12 months and for at least 1250 hours during the year preceding the start of the leave. State law generally applies to employees who work an average of 25 hours or more per week for the district during the 180 days or more immediately prior to the first day of the start of the requested leave. Oregon Military Family Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week. For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

In determining that an employee has been employed for the preceding 180 calendar days, the employer must count the number of days an employee is maintained on the payroll, including all time paid or unpaid. If an employee continues to be employed by a successor in interest to the original employer, the number of days worked are counted as continuous employment by a single employer.

In determining 25 hours average workweek, the employer must count the actual hours worked using guidelines set out pursuant to the Fair Labor Standards Act.

Purpose of Leave

Federal and state laws allow eligible employees to take FMLA or OFLA leave for the following purposes, commonly referred to as parental leave, serious health condition leave, pregnancy disability leave and sick child leave (child leave is OFLA only):

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 years of age 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;
4. Employee's own serious health condition;
5. Qualifying Exigency Leave: Allowing family members time to deal with any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is a covered military member on covered active duty, or has been notified of an impending call to covered active duty status in support of a contingency operation (FMLA);
6. Injured Service Member Leave: Allowing an employee leave to care for a covered service member who is the employee's spouse, son, daughter, parent, or next of kin, who has been injured in the line of duty as a member of the Armed Forces;
7. Additionally, state law also allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments;
8. Military Family Leave: Allowing leave for a spouse or domestic partner of a military personnel per each deployment of the spouse or domestic partner when the spouse or domestic partner has either been notified of an impending call to active duty, has been ordered to active duty, or has been deployed or on leave from deployment (OFLA).

Length of Leave / Additional Information

Contact the Human Resources department for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA and OFLA leave as well as Military Leave, Intermittent Leave and Alternate Duty, Special Rules for Teachers, record keeping and notification.

Contact the Human Resources department for the definition details noting that federal and state law differs.

Calculating the 12-Month Period for Leave

The district will use the same method for calculating the 12-month period in which the 12 workweek FMLA and OFLA leave entitlement occurs for all employees. The district will use a "rolling" 12-month period measured backward from the date the employee uses any family and medical leave.

Leaves to care for covered service members has its own 12-month year beginning on the first day of leave regardless of the district's method of calculating the 12-month period for leave.

Paid/Unpaid Leave

Family leave under federal and state law is generally unpaid. The district requires the employee to use any accrued sick leave, personal or vacation leave days (or other paid time established by Board policy(ies))

and/or collective bargaining agreement) in the order specified by the district and 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, vacation leave and personal leave before taking FMLA and/or OFLA leave without pay for the leave period.

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and 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 five 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 five working days after the district has received the information. Oral notices will be confirmed in writing no later than the following payday. If the payday is less than one week after the oral notice is given, written notice will be provided no later than the subsequent payday.

Continuation of Health Insurance Benefits

Under federal law, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid if the employee had been continuously employed during the leave period. The district will continue to pay the district's contribution toward the employee's premiums. 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.

Under state law, benefits are not required to continue or accrue unless required by Board policy(ies) and/or provisions of collective bargaining agreements related to paid and unpaid leaves. The district does elect to continue group health insurance benefit coverage for an employee if on OFLA leave

An employer electing to continue health or other insurance coverage for an employee on OFLA leave may require that the employee pay only the same share of health or other insurance premium during the leave that the employee paid prior to the leave. If an employee cannot or will not pay such costs, the employer may elect to discontinue benefit coverage, unless to do so would render the employer unable to restore the employee to full benefit coverage as required by law. If an employer pays any portion of any employee's benefit coverage for employees on non-OFLA leave, the employer must pay that portion during OFLA leave.

If an employee gives unequivocal notice of intent not to return to work from OFLA leave, the employee is entitled to complete the approved OFLA leave, providing that the original need for OFLA leave still exists. The employer's obligations under OFLA – to restore benefits (subject to COBRA requirements) and to restore the employee to his/her position at the end of the leave – cease and the employer is not required to hold a position vacant or available for the employee giving unequivocal notice of intent not to return.

In the event the district is required to pay or elects to pay any part of the costs of providing health, disability, life or other insurance coverage for an employee during the period of FMLA or OFLA leave that should have been paid by the employee, the district may deduct, on the employee's return to work, such amounts from the employee's pay as have been advanced. In no event may the total deducted exceed 10 percent of the employee's gross pay each pay period.

Return to Work

After leave, granted under federal and state law, an employee is generally entitled to be returned to the same position the employee held when leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment unless otherwise excepted by law.

Fitness-for-Duty Certification

If the leave was required for the employee's own serious health condition, including intermittent leave, the district may require the employee to obtain and present a fitness-for-duty certification from the health-care provider that the employee is able to resume work. The certification will specifically address the employee's ability to perform the essential functions of the employee's job as they relate to the health condition that was the reason for the leave. If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA leave. The district is responsible for any co-pay or other out-of-pocket costs incurred by the employee in providing certification. Failure to provide the fitness-for-duty certification may result in a delay or denial of reinstatement.

Application

Under federal and state law, an employee requesting FMLA and/or OFLA leave shall provide at least 30 days notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start, duration and reasons for the requested leave. The employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

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

If advance notice is not possible, for example due to a change in circumstances or medical emergency, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," under federal law means the employee generally must comply with the employer's normal call-in procedures.

An employee eligible for OFLA leave is required, under state law, to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time.

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

Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave for up to 30 days after the notice is ultimately given.

Failure of an employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

Medical Certification

When an employee provides 30 or more days notice when applying for FMLA and/or OFLA leave, other

than for parental leave, the employer shall require the employee to provide medical documentation when appropriate to support the request for leave. The district will provide written notification to employees of this requirement within five working days of employee's request for leave. If the employee provides less than 30 days notice, the employee 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.

The district may request re-certification of a condition when the minimum duration of a certification expires if the employee still needs leave. If the certification does not indicate a duration or indicates that it is ongoing, the district may request re-certification at least every six months in connection with an absence.

Under federal law, a second medical opinion 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 provider shall not be 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 an employee to obtain such opinions will be paid for by the district.

Under state law, if an employee requests OFLA leave because of a serious health condition, the district may require a second opinion and designate the health-care provider. The provider may not be employed by the district. 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 the employee to obtain such opinions will be paid for by the district.

An employer may not delay the taking of an OFLA leave in the event that medical certification is not received prior to the commencement of a leave taken subject to the timelines set forth in this regulation. The employer may designate the leave as provisionally approved subject to medical certification. The employer shall provide the employee with written notice of any requirement to provide medical certification of the need for leave and the consequences for failure to do so. The employee must be allowed a minimum of 15 days to provide medical certification.

If the employee elects or the district requires substitution of accrued sick leave, vacation or other paid leave for unpaid leave pursuant to a collective bargaining agreement or other Board policy, the district will follow the medical documentation requirements of the applicable leave policy or contract provision whenever such requirements are more beneficial to the employee.

If an employee has taken sick child leave on all or any part of three separate days during a leave year, the employer may require medical certification on the fourth day or subsequent occurrence of sick child leave within that leave year. The employer must pay the cost of the medical certification not covered by insurance or other benefit plan. The opinion of the health-care provider shall be binding. The employer may not require the employee to obtain a second opinion. The employer is not required to request medical certification for sick child leave exceeding three days and may make such requests at the employer's discretion.

ACCIDENT/INCIDENT REPORTS (Board Policy EBBB)

Adopted 3/13/08

All accidents/incidents occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal or immediate supervisor immediately.

Reports will cover property damage as well as personal injury.

A completed accident report form must be submitted to the building principal within 24 hours or the next scheduled district workday, as appropriate. Monthly records will be maintained.

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

All accident/incidents will be promptly investigated and corrective measures implemented as appropriate.

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

Staff members designated by the building principal with responsibility at extracurricular activities are admitted free of charge. All other staff members attending district extracurricular activities are assessed the uniform district admission.

BREAKS FOR CLASSIFIED STAFF (Collective Bargaining Agreement/Fair Labor Standards Act)

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

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

CARE/USE OF DISTRICT PROPERTY (Board Policy EDC)

Adopted 3/13/08

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

Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to a building administrator.

Certain district-owned equipment, including computers, may be checked-out by school district employees and Board members. Such equipment may not be used for personal financial gain. An equipment use form must be submitted and approved. Forms are available in the office.

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

CASH IN DISTRICT BUILDINGS (Board Policy DM & DM-AR)

Adopted 2/14/08

Money, including cash and/or checks, collected will be processed and deposited in a manner that protects those entrusted with the cash and minimizes the possibility of the asset being compromised. Check with your school office to find out the process for that building.

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

CHECKOUT

Work Day Checkout

Teachers may leave the building and district grounds during lunch as necessary. A building administrator must approve departures during preparation periods.

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

All staff is 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 building principal or designee will oversee the completion of the Molalla River School District Year-End Checkout Form at the end of each school year. **(See form section at the end of this handbook).**

CHILD ABUSE REPORTING (Board Policy JHFE/JHFE-AR)

Adopted 5/14/09

Any district employee who has reasonable cause or reasonable suspicion to believe that any student with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she is in contact has abused a student, shall immediately notify the Department of Human Services, or local law enforcement agency. The school employee shall also immediately inform his/her supervisor, building principal or superintendent. Written documentation of this report must be completed and submitted to the building principal. Forms are available in the office. **(See Addendum for specific reporting procedures and forms).**

The district shall establish written procedures to provide annual training in the prevention and identification of child abuse and on the obligations of school employees under ORS 419B.005.

Oregon law recognizes these types of abuse:

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

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

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

CLASSROOM SECURITY

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

All staff is 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, or damage to, of personal property due to such causes as fire, theft, accident or vandalism.

Incidents of illegal entry, theft of school property, vandalism or damage to school property from any cause shall be reported by phone to the office of the superintendent and to appropriate law enforcement officials as soon as discovered.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES (Board Policy GBEBA/GBEBAA/JHCCBA/EBBAB/EBBA)

Adopted 4/10/08(G series), 3/10/08 (E series), 7/10/08 (J series)

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.

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 will be made available within 10 days of initial assignment to all staff that has 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 glucagons) 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.

Infection Control Procedures

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

characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;

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 wound with spurting blood;
14. If a first aid situation occurs, students should report to a person in authority, staff should report to a supervisor.
 - * HIV - Human Immunodeficiency Virus
AIDS - Acquired Immune Deficiency Syndrome
HBV - Hepatitis B Virus
 - ** Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers. Other disinfectants as recommended by the Center for Disease Control may be used.

COMPLAINTS (Collective Bargaining Agreements/Board Policy KL)

Adopted 7/10/08/08

Student/Parent 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 building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

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

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

Staff Complaints (Board Policy GBM)

Adopted 4/10/08

Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal for informal discussion and resolution. If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of

any collective bargaining agreement.

COMPUTER USE (Board Policy IIBGA)

Adopted 01/14/10

Staff may be permitted to use the district's electronic communications system for personal use, in addition to official district business, consistent with Board policy, the general use prohibitions/guidelines/etiquette and other applicable provisions set forth in administrative regulations. Personal use of district-owned computers including Internet and E-mail 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.

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

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

CONTRACTS AND COMPENSATION (Collective Bargaining Agreements)

Contracts for licensed and classified staff members will be initiated for all new employees when hired.

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 human resource office in accordance with timelines established by the district and collective bargaining agreements.

Payday

Payday is the 20th of each month, unless it falls on the weekend, then payday will be the Friday before. See negotiated contract for each bargaining unit for June payroll detail.

Timesheets

All employees, who use time sheets, must sign their own and have their supervisor sign also. They are to be turned in to the immediate supervisor on the last working day of each month

Payroll Deductions

Mandatory

All employees shall be required to have deductions from their monthly salary as required by law as follow:

1. FICA – Social Security
2. FICA – Medicare
3. FIT – Federal Income Tax
4. SIT – State Income Tax
5. Workers' Compensation Insurance
6. PERS (if eligible)

Voluntary

Employees may authorize deductions for the following:

1. Association dues
2. Payment-in-lieu-of-dues
3. United Way
4. Existing tax sheltered annuities any new tax sheltered annuity must have at least 10 participants
5. Credit unions
6. Employee premiums for insurance benefits
7. Cancer insurance
8. Accident insurance
9. Other programs mutually agreed upon between the District and the Association

COPYRIGHT (Board Policy EGAAA)

Adopted 3/13/08

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, audio tape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students.

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

"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 any 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 a 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, and standardized tests and answer sheets;
 3. Copy for the purpose of performance, except as noted above (A. 1.) in emergencies;
 4. Copy to substitute for purchase of music except as noted above (A. 1. 2. and 3.);
 4. Copy without inclusion of the copyright notice on the copy.

III. Television-Off-the-Air Taping

- A. Permissible uses — district employees may:
1. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite re-transmission, and retain the recording for a 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 erased or destroyed immediately.

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

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

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

- B. Prohibited Uses — district employees may not:
1. Tape off-air programs in anticipation of an educator's requests;
 2. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;

3. Use the recording for instruction after 45-consecutive calendar days;
4. Hold the recording for weeks or indefinitely because:
 - a. Units needing the program concepts are not taught within the 45-day use period;
 - b. An interruption or technical problems 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. "Pay" programs received via satellite dish are also subject to these prohibitions.

IV. Rental, Purchase and Use of Videotapes

- A. Permissible uses — district employees may:
 1. Use purchased or rented videotapes such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
 2. Use only rented lawfully-made videotapes;
 3. Arrange for the local school to transmit videotapes over their closed circuit television systems for direct instruction;
 4. Use off-air videotapes 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 videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;
 2. Use rented or purchased videotapes such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

V. Computer Software

- A. Permissible uses — district employees may:
 1. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
 2. Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
 3. Make a new copy from the archival program in the event that the program in use is damaged or destroyed.
 4. Use a purchased program sent from a manufacturer labeled "archival" simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;
 5. Make an archival copy of a rightfully-owned disk that is labeled "archival" by the software manufacturer;
 6. Load a software program from a single disk into a distribution network or to individual

stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;

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

VI. Reproduction of Works for Libraries/Media Centers

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

VIII. 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.

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 during each school year. Student participation is encouraged at least once a year.

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.

CRIMINAL RECORDS CHECKS/FINGERPRINTING (Board Policy GCDA)

Adopted 1/14/10

All newly licensed educators and those applying for renewal of a license are required to submit to a nationwide criminal records check and fingerprinting in accordance with rules established by the Teacher Standards and Practices Commission (TSPC).

This includes any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist who has not submitted to a criminal records check within the previous year.

All staff not requiring licensure as a teacher, administrator, personnel specialist or school nurse and newly hired into a position having direct, unsupervised contact with students are required to submit to a nationwide criminal records check and fingerprinting as required by Board policy and law. The district has determined that individuals hired into the following positions may have such contact:

1. Classroom aides/Instructional assistants;
2. Library/Media aides;
3. School office secretaries;
4. Custodians;
5. Cooks;
6. Bus Drivers;
7. Extracurricular activity staff, including:
 - a. Coaches/Athletic trainers;
 - b. Club, organization or other extracurricular advisors not requiring licensure.

Current staff members transferring into such positions voluntarily or involuntarily are also subject to such checks.

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 as required by the Oregon Department of Education for individuals subject to such checks and/or fingerprinting, including non-licensed applicants for positions with the district, shall be paid by the individual.

A staff member not requiring licensure 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 educators and those applying for reinstatement of a license 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 the Teacher Standards and Practices Commission.

The following procedures will be used for all newly hired non-licensed employees subject to criminal records checks and/or 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 the ODE.
2. Following acceptance of an offer of employment, the Criminal History Verification of Applicants form for those not subject to fingerprinting will be sent to the ODE for processing. A copy will be kept on file by the district.
3. 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.
4. The individual is responsible for obtaining one fingerprint card from an Oregon school district, education service district, an Oregon approved teacher education institution, ODE or TSPC.
5. The individual is responsible for submitting to the authorized fingerprinter one fingerprint card and an 8 ½" x 11" or larger envelope with postage affixed and addressed to the district human resource office.
6. To ensure the integrity of the fingerprinting 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.
7. The authorized fingerprinter will return the fingerprint cards to the district in the envelope provided. The Fingerprint Criminal History Verification form and fingerprint cards will be sent to the ODE. A copy of the form will be kept in the human resource office.

Termination of Employment

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from consideration as a district volunteer and employment or contract status 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 that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.

Appeals

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

CURRICULUM (Board Policy IFE)

Adopted 5/8/08

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to

meet the individual needs of students and their divergent learning rates and styles.

Deviations from established curriculum, textbooks and instructional materials are not permitted without building principal approval. Teachers with questions should contact the building principal or the Director of Instruction.

Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" designed to generate understanding and be consistent with learning research.

DAILY BULLETIN/ANNOUNCEMENTS

In those buildings where a daily bulletin is prepared by office staff and placed in staff mail boxes, staff are asked to provide time at the beginning of class each day to read the daily bulletin to their students to help keep students informed about district and school activities and to help promote the school's effort to recognize the accomplishments of staff and students.

Staff may place announcements in the bulletin but should submit them to the secretary no later than 3:00 P.M., the day prior to placement in the bulletin. Announcements generally are not run more than three days unless as otherwise authorized.

DISCIPLINE AND DISCHARGE (Collective Bargaining Agreement)

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

DRUG-FREE WORKPLACE (Board Policy GBEC)

Adopted 4/10/08

No staff member engaged in work in connection with a direct federal grant or contract 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 anabolic steroid or performance enhancing substances to kindergarten through grade 12 students with whom the employee has contact as part of 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.

An employee who violates the terms of this policy shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such

program, employment may be suspended, his/her contract non-renewed or be dismissed, at the discretion of the Board.

EMERGENCY CLOSURES (Board Policy EBCD/Collective Bargaining Agreements)

Adopted 3/13/08

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

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, local television and radio stations regularly report delayed openings and school closures:

This year, message delivery is being extended directly to the public through a system called FlashAlert. You are now able to self-register and manage up to five home or office email and/or cell phone text message addresses and receive emergency information just minutes after we post it, at no cost to you.

To register, go to [Flash Alert](#) and in the left frame, select "Subscribe to receive news from participating organizations." Enter your primary email address twice. On the next screen, under "Add an Organization," choose the Region Name, Portland/Vanc/Salem region, then Category Name, Clackamas Co. Schools, then Organization Name, Molalla River. Click on "Subscribe."

Below that, you can enter up to four more addresses. When you are done, click "Update Email Addresses and Send Test Messages." A verification message will be sent to each of your listed addresses.

As per the collective bargaining contracts, licensed and classified staffs, except twelve-month employees, are not required to report to work on school closure days. The District may require employees to make up any contract days missed because of such circumstances after consultation with the Associations. "Twelve month employees who are expected to report to work, but cannot due to inclement weather will have such absences charged against accumulated leave days (vacation, personal, emergency) at the direction of the employee."

EMERGENCY PROCEDURES AND DISASTER PLANS (Board Policy EBC/EBCA)

Adopted 3/13/08

All staff will have access to a copy of the district's Emergency Procedures Plan detailing staff responsibilities in the event of certain emergencies. Copies of the emergency procedures plan will be available in the school office.

EMPLOYEE IDENTIFICATION BADGE SYSTEM (Board Policy ECAAA)

Adopted 3/13/08

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 will be encouraged to wear District identification badges when on district property. A new badge will be issued at the beginning of each school year.

The district's photo identification badge system will serve as an instant identification system for security purposes and will assist parents and other visitors to school locations in identifying school employees. Employees should display the identification card at all times in the performance of their duties on district property.

A badge system, with appropriate designation but without photograph, shall be used for visitors to schools during regular school hours and for substitutes and/or temporary employees.

EVALUATION OF STAFF (Board Policy GCN/GDN/Collective Bargaining Agreements)

Adopted 4/10/08

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

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, retention, dismissal and discipline.

Licensed probationary staff and licensed contract status staff not meeting district performance standards will be formally evaluated at least annually. All other licensed staff will be formally evaluated every fourth year.

Classified staff will be formally evaluated annually. First year employees or those transferred to new positions shall be evaluated by the end of the first six months in the position.

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

The building principal or immediate supervisor will set regular working hours for all classified staff. Classified staff is not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from a building administrator.

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

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

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

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

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

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

FLAG SALUTES (Board Policy INDB)

Adopted 5/8/08

Students shall receive instruction in respect for the national flag and be provided an opportunity to salute the United States flag at least once each week in grades 6-12 and every day in grades K-5 by reciting *The Pledge of Allegiance*.

FUND RAISING

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

Anytime students are involved in fund-raising activities, there should be an educational component to the activity so that the activity has benefit beyond just raising money. In addition, fund-raising should be done in such a way that it is not distasteful to the students, staff, or the community. The following guidelines shall be followed to assure this:

- 1) Building administrators are responsible for all fund-raising activities associated with their buildings.
- 2) A fund-raising council shall be established which will coordinate fund-raising activities between buildings. The purpose of the council is to prevent two or more buildings from doing the same fund-raiser at the same time, and to prevent over saturation of the community.
- 3) Activities that offer genuine service or entertainment value are preferred over activities where products are sold. Activities that encourage group participation are good such as: bazaars, carnivals, meal functions, movies, dances, fun runs, or similar activities.
- 4) Sales programs are strongly discouraged at the elementary and middle school level. If a sales campaign is conducted at the elementary or middle school level, the students must be discouraged from selling to strangers without adult supervision.
- 5) No student at any grade level shall be required to participate in a sales program.
- 6) Any organization using student time during the regular workday, or staff time during the regular workday for fund-raising activities will submit an annual financial report to the building.

Fund-raising forms are available in the office. All money raised must be receipted and deposited in the bank.

Staff and students are to 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.

GIFTS AND SOLICITATIONS (Board Policy GBI)

Adopted 10/15/08

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 approval of the superintendent.

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

GRIEVANCES (Collective Bargaining Agreements)

Refer to the collective bargaining contracts for specific timelines and events.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS (Board Policy IICB/INCA)

Adopted 5/8/08

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

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

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

Prior to his/her participation, guest speakers are to be given, in writing 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 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.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLING/MENACING

(Board Policy GBN/JBA and GBNA/JFCF)

Adopted 1/14/10

Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing Complaint Procedures (Policy JFCF/GBNA)

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, including cyberbullying, and menacing

Definitions

1. Third parties include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
2. District includes district facilities, district premises and nondistrict property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.
3. Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or

carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

4. Harassment, intimidation or bullying means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
 - a. Physically harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - c. Creating a hostile educational environment.
5. Menacing includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

Retaliation/False Charges

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

Complaint Procedures

Building principals and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, cyberbullying or menacing in violation of this policy is encouraged to immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

- Step I Any hazing, harassment, intimidation, bullying, cyberbullying or menacing information (complaints, rumors, etc.) shall be presented to the building principal or superintendent. Complaints against the building principal shall be filed with the superintendent. Information may be presented anonymously. Complaints against the superintendent shall be filed with the Board chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step II The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- Step III If the complainant is not satisfied with the decision at Step II, 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 II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the

complainant's appeal within 10 working days.

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

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal immediately. **(See forms section at the end of this handbook)**. If the complaint is not satisfactorily settled, an appeal 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.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

INJURY/ILLNESS REPORTS (Board Policy EBBB)

Adopted 3/13/08

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 building principal immediately. A written report will be submitted within 24 hours to the school safety officer.

Reports will cover property damage as well as personal injury.

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

JOB SHARING (Collective Bargaining Agreements)

The district endorses the concept of job sharing. Job sharing is when two teachers combine to form a 1.0 FTE position and share all of the following: 1) same students; 2) same classroom; and 3) a dependency for coordinating/planning curriculum.

The district's overall cost of a job share may not exceed that of one full-time equivalency. The amount of fringe benefits as may be afforded in the 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 must be submitted by March 1 of the year proceeding the year in which they desire to job share and are considered on an individual basis and subject to Board approval. Consult the collective bargaining agreement for additional information and guidelines.

KEYS

Keys are issued to staff by the building principal or designee. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff is 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 a building administrator within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property.
 5. 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 building principal to keep their keys as appropriate.

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.

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

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

LICENSE REQUIREMENTS (Collective Bargaining Agreements)

Teachers offered employment in the district must present their original teaching license to the human resource office before the Board will consider approving their employment.

Applicants not presenting their license prior to the beginning of school or the first day employment are to begin will not be employed until such license has been submitted.

Licensed staff is required to submit copies of all license endorsements to the human resource 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.

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

MAIL AND DELIVERY SERVICES

The interschool mail service, including faxes, is available for school-related purposes. They provide a central mailing service to expedite the distribution of materials and professional communications among schools and staff.

To avoid overburdening the service, staff is not allowed to use interschool mail or fax machines 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, noon and after each working day and remove mail daily. **Students should not pick up mail from staff mailboxes.**

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

MATERIALS DISTRIBUTION (Board Policy KJA)

Adopted 07/10/08

1) Distribution of Materials by Student

Students are free to distribute materials to other students or staff on the school site. However, students distributing such materials are responsible for ensuring that the materials are not defamatory and are not disruptive to the school environment. The school superintendent and principals may establish rules for the time, place and manner of distribution so as to avoid disruption of the educational process in the building. Students are free to reject an offer of materials from another student, and no student shall be harassed by any other student for accepting or refusing to accept materials.

2) Distribution of Materials Regarding Non-School Related Youth and Community Groups

Each school shall establish and maintain a community information rack and/or bulletin board where information about non-school-related youth and community groups may be provided by these groups and may be accessed by parents and/or students. Information to be made available at this site should be related to activities appropriate for child of the age level served by the school and their families. Information from both religious and non-religious groups may be furnished to the school and will be made accessible on the same basis. The area will have posted a message that the school has made available this space for community groups to bring their activities to the attention of students and/or parents but that these groups are not school sponsored.

3) Distribution by the School of Materials to be Used by Students or Sent Home with Students

Requests by groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students or to take home shall be submitted to the Superintendent for review in advance of distribution. Distribution of approved materials will be at no cost to the individual school. Materials will be approved only if the group is sanctioned by the school district. There may be a limit as to the number of flyers that a particular organization can send home in a year. All such materials shall also meet the following criteria: (a) The materials must be directed toward activities specifically for students, (b) The materials conform to standard English usage and spelling; and (d) The materials must be factual and adequately researched.

The Superintendent will approve or disapprove the materials for distribution, and will approve a method of distribution. The practice of distributing pamphlets, booklets, flyers, brochures and other similar materials shall be periodically reviewed to ensure that the volume of requests have not become an interruption to the educational process.

MEETINGS

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

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

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

MOTHER FRIENDLY WORKPLACE (Board Policy GBDA)

Adopted 5/8/08

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.

NON-DISCRIMINATION (Board Policy AC)

Adopted 05/14/2009

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, national origin, disability, marital status or age or because of the race, color, religion, sex, national origin, disability, marital status or age of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

Discrimination Complaint/Grievance Procedure

Complaints regarding the interpretation or application of the district's nondiscrimination policy shall be processed in accordance with the following procedures:

Informal Procedure

Any person who feels that he/she has been discriminated against should discuss the matter with the building principal, who shall in turn investigate the complaint and respond to the complainant within five school days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

If the building principal is the subject of the complaint, the individual may file a complaint directly with the superintendent. If the superintendent is the subject of the complaint, the complaint may be filed with the Board chairman.

Formal Procedure

Step 1: A written complaint must be filed with the building principal within five school days of the receipt of the response to the informal complaint. The building principal shall further investigate, decide the merits of the complaint and determine the action to be taken, if any, and reply, in writing, to the complainant within 10 school days.

Step II: If the complainant wishes to appeal the decision of the principal, he/she may submit a written appeal to the superintendent within five school days after receipt of the building principal's response to the complaint. The superintendent shall meet with all parties involved, as necessary; make a decision and respond, in writing to the complainant within 10 school days.

Step III: If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five school days of receipt of the superintendent's response to Step II. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative at the next regular or special Board meeting. A copy of the Board's decision shall be sent to the complainant within 10 days of this meeting.

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction.

PARTICIPATION IN POLITICAL ACTIVITIES (Board Policy GBG)

Adopted 4/10/08

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

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

On all controversial issues, staff members are 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 (Board Policy GCAB)

Adopted 7/08/10

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

A "personal communication device" is a device, not issued by the district, that 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, either long- or short-range portable radios, portable scanning devices, cellular telephones, pagers, personal digital assistants (PDAs), laptop computers and similar devices with wireless capability. This also includes other digital audio and video devices such as, but not limited to, iPods, radios and TV.

Personal cellular telephones/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 assignment. Cellular telephones 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 will utilize social network sites (e.g., Facebook, MySpace and Twitter) judiciously by not posting confidential information about students, staff or district business. Staff members will treat fellow employees, students and the public with respect while posting. Communication with students using personal communication devices will be appropriate, professional and related to school assignments or activities. If communicating with students electronically, staff should use district e-mail using mailing lists to a group of students rather than individual students. Texting students is discouraged.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with superintendent 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 illegal or violates the terms of this policy. The taking, disseminating, transferring, or sharing of obscene, pornographic, 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 obscene, pornographic, or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

The superintendent shall ensure that this policy is available to all employees.

PERSONNEL RECORDS (Board Policy GBL/Collective Bargaining Agreements)

Adopted 4/10/08

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 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 to use and inspection only by the following or as otherwise required by law:

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

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' academic progress to the students and their parents. Reports shall be sent home to parents of students in K-12 grades during each trimester or may be issued at other times during the course of a grading period as deemed appropriate by teachers.

Progress Report Forms are available in the office.

If a student is in danger of failing either at mid term or after, teachers are expected to notify the parents prior to the issuing of trimester grades of the student's academic deficiencies.

RELEASE OF GENERAL STAFF INFORMATION (Board Policy KBA)

Adopted 10/15/08

Employee and volunteer addresses, social security numbers, dates of birth and telephone numbers contained in personnel records maintained by the district are exempt for public disclosure pursuant to ORS 192.445 and ORS 192.502(3). Such information may be released only upon the written request of the employee or volunteer or as otherwise provided by law. . This exemption does not apply to a substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member. Additionally, the district will not disclose the identification badge or card of an employee without the employee's written consent if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the district to identify district employees. A duplicate of the photograph used on the badge or card shall not be disclosed.

REPORTING REQUIREMENTS REGARDING SEXUAL CONDUCT WITH STUDENTS (Board Policy JHFF)

Adopted 6/10/10

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 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 Child Abuse.

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 the person identified by the district to receive such reports.

REQUISITIONS/PURCHASE ORDERS (Board Policy DJ)

Adopted 2/14/08

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. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system must be used.

No purchase including purchases from the athletic and student body funds or grants will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchase s were made

on approved orders.

FAILURE ON ANY DISTRICT EMPLOYEE TO FOLLOW THE DISTRICT PURCHASING POLICY COULD RESULT IN NON-REIMBURSEMENT OF PURCHASE OR LOSS OF THE ABILITY TO PURCHASE.

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, and administrative regulations specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the Business Manager for details.

RESEARCH/COPYRIGHTS AND PATENTS (Board Policy GCQB, GCQBA)

Adopted 2/10/08

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 building 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 (Board Policy GCPB/GDPB)

Adopted 1/14/10

A resigning staff member is required to deliver a written and signed notice of resignation to the Human Resource Office. The superintendent will decide whether to accept or reject the resignation. A letter stating the superintendent's decision will be sent to the employee.

If the superintendent rejects the resignation, he/she will present the Board with the letter of resignation. A letter will be sent to the teacher notifying him/her when the Board will consider the resignation. The resignation shall not be final until approved by Board action.

If the resignation is accepted it shall be effective as of the date specified in the letter notifying the employee of the superintendent's acceptance of the resignation.

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 to suspend the teacher's license for the remainder of the school year. The Board may consider exceptions due to emergency or other extenuating circumstances.

A classified employee is expected to submit a written and signed notice of resignation at least fifteen (15)

days prior to the date he/she wishes to leave district employment.

RETIREMENT (Board policy GCPC/GDPD)

Adopted 4/10/08

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 (Board Policy EBAC)

Adopted 3/13/08

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

The building safety committee meets monthly and conducts workplace safety inspections quarterly (Safety inspections may be in lieu of a monthly meeting) 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

Each building is equipped with a security system. Please check with a building administrator for operational procedures regarding the system.

SEXUAL HARASSMENT (Board Policy GBN/JBA)

Adopted 4/10/08

Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes district facilities, district premises and nondistrict property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

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

1. The conduct or communication has the purpose or effect of demanding 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.

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building 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 II 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 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, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III If a complainant is not satisfied with the decision at Step II, 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 II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III 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.

Step V If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal 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 building principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or participating in a practicum under OAR 584-015-0070 or 584-016-1075 when, after appropriate investigation, there is

reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the Teacher Standards and Practices Commission within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Services to Children and Families representatives as possible child abuse. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board chairman.

SITE COUNCIL (Board Policy IFCA/Collective Bargaining Agreement)

Adopted 5/8/08/08

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

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

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

Meeting times and location will be announced through the office and will follow the notice, meeting and record keeping requirements of the Public Meetings Law. All staff is invited to attend 21st Century Schools Council meetings but official representation will consist of the principal, site council chair, and (if the site council chair is a parent), a teacher.

Membership selection information may be obtained by contacting an association representative or a building administrator.

SPECIAL INTEREST MATERIALS

Supplementary materials from non-school sources require a building administrator's approval and curriculum committee review prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources.

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

STAFF CONDUCT

All staff is expected to conduct themselves in a manner that conforms to Board policy and administrative regulations.

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

Application of Rules

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission in accordance with Oregon Revised Statutes.
2. Oregon Administrative Rules may be used as criteria by the Teacher Standards and Practices

Commission in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notice of charges under Oregon Revised Statutes.

3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The commission will promptly investigate complaints:
 - a. The commission may at its discretion defer action to charge an educator against whom a complaint has been filed under Oregon Revised Statutes 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.

The Competent Educator

The teacher demonstrates a commitment to:

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

Curriculum and Instruction

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

The competent teacher demonstrates:

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

Supervision and Evaluation

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

The competent teacher demonstrates:

1. Ways to assess progress of individual students;
2. Skill in the use of assessment data to assist individual student growth;

3. Procedures for evaluating curriculum and instructional goals and practices;
4. Skill in the supervision of students.

Management Skills

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

The competent teacher demonstrates skills in:

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

Human Relations and Communications

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

The competent teacher demonstrates:

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

The Ethical Educator

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

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

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues.

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

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

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

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

STAFF DEVELOPMENT - LICENSED (Board Policy GCL)

Adopted 4/10/08

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 completion of a Tuition Reimbursement Form and prior administrative approval. Forms available in the office.

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 building administrator approval. Forms are available in the office.

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.

Continuing professional development plan requirements as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission for license renewal shall be consistent with the qualified district continuing professional development plan.

STAFF DRESS AND GROOMING

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

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

STAFF ETHICS (Board Policy GBC)

Adopted 05/14/09

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

This means that:

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

course of or by reason of their position or activities in any way.

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

STAFF HEALTH AND SAFETY (Board Policy GBE)

Adopted 4/10/08

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

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

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

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

9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition that 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 that have the improvement of the general welfare of the community, state and nation as their objectives.

STAFF INVOLVEMENT IN DECISION MAKING (Collective Bargaining Agreement)

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff is encouraged to become involved on the school's 21st Century Schools Council and participate in district and building activities. Contact the building principal for additional information regarding possible building and district level committee work that may be available.

STAFF/PARENT RELATIONS (Board Policy GBH/JECAC)

Adopted 5/14/09

The Board encourages parents to be involved in their student's school affairs and, unless otherwise ordered by the courts, an order of sole custody to one parent shall not deprive the other parent access to the student's education records.

The parent having sole custody will be contacted before such records are released to a noncustodial parent. Only if the parent having sole custody presents a court document to the contrary will the noncustodial parent be denied access to the records.

Otherwise, the noncustodial parent may receive and inspect the student's education records and consult with school staff concerning the student's welfare and education to the same extent as provided the parent having sole custody.

Noncustodial parents will not be granted visitation or telephone access to the student during the school day nor will a student be released to the noncustodial parent without written permission of the parent having sole custody.

The district will use reasonable methods to identify and authenticate the identity of both parents.

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 classroom 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 (Board Policy IGAC/IGACA)

Adopted 5/8/08

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

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

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

TELEPHONES

Telephones are available for staff convenience. Long distance calls for district business should be logged on designated forms. Staff members making personal long distance calls shall call collect or use a calling card.

TOBACCO-FREE ENVIRONMENT (Board Policy GBK)

Adopted 5/8/08

In order to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students tobacco use, distribution or sale by staff on district property, at district sponsored events, in district-owned, rented or leased vehicles or otherwise while on duty is prohibited. Staff or others authorized to use private vehicles to transport district students to school-sponsored activities are prohibited from using tobacco in those vehicles while students are under their care.

For the purposes of this policy, "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.

TUTORING

No 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. Teachers provide lessons after school hours and appropriate Facility Use forms are completed and approved, and stipulated fees are paid.
2. Teachers may tutor for remuneration outside of normal school hours students eligible for homebound services according to district procedures;
3. Teachers are involved in District-authorized and/or sponsored programs.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS (Board Policy EEBB)

Adopted 3/13/08

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 non-emergency use of private vehicles. No staff member may use a private vehicle for district business without permission from a building administrator.

VACANCIES/TRANSFERS (Collective Bargaining Agreements)

Announced vacancies for licensed and classified positions are posted according to stipulations agreed upon in the collective bargaining contracts.

During summer break, such notices are mailed to the association presidents.

Voluntary and involuntary transfers 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 (Board Policy IICC/GCDA/GDDA)

Adopted 5/8/08

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

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

Volunteer time must be documented and submitted to the Payroll Office each month. Volunteer Activity Log Forms are available in the building office.

When a volunteer works with one or two students, direct visual supervision by professional personnel is required. Volunteerism is designed to supplement, not supplant, regular district programs and staff. Any person authorized by the district or volunteer service into a position having direct unsupervised contact with students will be required to undergo an Oregon criminal records check and also complete an on-line training on child abuse prevention to volunteer in any capacity. The child abuse prevention training must be completed annually. Volunteer coaches are also required to possess current First Aid Cards.

WEAPONS (Board Policy JFCJ)

Adopted 6/10/08

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

Staff members are responsible for implementing the procedures outlined in this section.

ADMINISTERING MEDICINES TO STUDENTS

Non-injectables (Board Policy JHCD)

Adopted 7/10/08

The district recognizes that administering of medication to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take noninjectable prescription or non prescription medication at on a temporary or regular basis.

When directed by a physician or other licensed health care professional, students grades K-12 will be allowed to self administer medication.

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 administrator of a 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.

All medications will be kept in locked storage in the office or Health Room unless a student must carry medication on his/her person during the school day.

The district shall designate school staff authorized to administer medication to students. Training shall be provided as required by law.

Teachers are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, parents are to be notified. Attempts to contact parents must be documented as to date and time.

Self-Medication

A. Grades k-12: Self-medication of prescription and nonprescription medication may be allowed subject to the following:

1. A parent (guardian) permission form must be submitted for self-medication of all prescription and non-prescription medications. In the case of prescription medications, permission from the physician is also required. Such permission may be indicated on the prescription label. Building principal permission is required for all self-medication requests.
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided in Section III A. and B. 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 including student permission to self-medicate;
- 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.
 5. Sharing and/or borrowing of medication with another student is strictly prohibited;
 6. Any medication required for use longer than ten school days will be permitted only upon the written request of the parent.
- B. Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Noninjectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate

Administration of prescription medication requirements are: 1) Physician's written instructions to include name of medication, dosage, time interval and method of administration; 2) Medication in original container; and 3) Container label clearly showing the student's and doctor's name and instructions (either on label or separate communication from physician).

Administration of over-the-counter medication requirements are: 1) Parent's written instructions; 2) Physician's written instructions; and 3) Medication in original container. Nonprescription medication means only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements.

Injectables (Board Policy JHCDA)
7/10/08

In order to ensure the health and well being of district students who may experience severe allergic reactions or suffer from severe hypoglycemia, asthma or diabetes, epinephrine and glucagons or other medication as prescribed by a physician and allowed under Oregon law (OAR 581-047-0030) may be administered to students by trained staff in emergency situations when a licensed health care professional is not immediately available.

For students who have been prescribed bronchodilators or epinephrine, school staff will request from the parent or guardian, that the parent or guardian provide back up medication for emergency use by that student. Backup medication will be kept at the student's school in a location to which the student has immediate access in the event of an emergency.

When directed by a physician or other licensed health care professional students in grades K-12 will be allowed to self administer medication.

All requests for the district to administer injectable medication to a student shall be made by the parent in writing. Requests shall be accompanied by the physician's order for administering epinephrine and/or glucagons. A prescription label will be deemed sufficient to meet the requirements for a physician's order for epinephrine.

The district will designate staff authorized to administer epinephrine and glucagons. Training shall be provided as required by law in accordance with approved protocols as established by the Oregon Health

Division. Staff designated to receive epinephrine and glucagons training shall also receive bloodborne pathogens training. A current first aid and CPR card will also be required.

Injectable medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district regulations governing administering Noninjectable medicines to students.

The superintendent will ensure student health management plans are developed as required by training protocols, maintained on file and pertinent health information is provided to district staff as appropriate. Such plans will include provisions for responding to emergency situations including those occurring during curricular and extracurricular activities held after regular school hours and on or off district property.

AIDS, HIV, HBV* & HCV HEALTH EDUCATION

An AIDS, HIV, HBV and HCV curriculum has been developed cooperatively by parents, teachers, administration, local health department staff and others. All teachers are expected to teach the age-appropriate curriculum annually in grades K-12 in accordance with established curriculum.

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

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

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

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

ASSEMBLIES

All staff is assigned to specific supervision duties during assemblies and are expected to be in their assigned areas. The staff member may remove students from an assembly as deemed necessary. 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 (Board Policy JECD)

Adopted 6/10/08

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

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

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.

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. Intercom use is restricted to administrative use or administrative approved use only.

COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS* (Board Policy JHCC/JHCCA)

Adopted 7/10/08

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 disease is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. Services generally will not be provided to students excluded unless otherwise required by law.

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.

Parents of a student six years or older, who is infected with HIV or HBV and not a special risk student as defined by the Oregon Department of Human Services, Health Services, are not required by law to report their condition to the district. These students also, as provided by law, have a right to continue school.

Parents of a special risk student as defined by the Oregon Health Division, who is HIV positive as well as all students with AIDS, are required to notify the district of the student's condition for continued educational services, following evaluation by the Oregon Health Division or local health department of the student's risk to others, including any restrictions which may be required. With written parental permission, a planning team is convened to address the nature, duration and severity of risk as well as any modification of activities needed.

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

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 workload on staff. All such contests must be consistent with the purposes and educational aims of the district.

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

CORPORAL PUNISHMENT (Board Policy JGA)

Adopted 6/10/08

The district strictly prohibits the use of corporal punishment in any form.

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

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical

force 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 individual 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 (Board Policy IGAEB)

Adopted 5/8/08

The district will not tolerate the possession, sale, or use of unlawful and harmful drugs (illicit drugs, non-therapeutic use of prescribed drugs, misuse of solvents and other dangerous substances and drug paraphernalia) alcohol or tobacco in the schools, on district property, on a school bus or while participating in any school-sponsored activity, whether on school grounds or during school sponsored activities including athletic events, dances, field trips, etc.

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

An age-appropriate drug, alcohol and tobacco prevention curriculum is provided for all students in grades K-12 as a part of the health education curriculum. For students in grades 9-12 not enrolled in health education classes, a program of activities that meet the requirements of the drug, alcohol and tobacco prevention rule have 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 monies or other grants received from federal, state or local sources.

The district staff development program shall include each year an inservice for all staff addressing the district's drug and alcohol prevention program/plan, the staff's responsibilities within the plan and current drug, alcohol and tobacco information. The district will develop a public information plan for students, staff and parents.

EMERGENCY DRILLS (Board Policy EBCB)

Adopted 3/13/08

All teachers grades K-8 are required to provide instruction on fire and earthquake dangers and drills for at least 30 minutes each school month in accordance with the requirements of law.

At least one fire drill will be conducted each month for grades K-12.

At least two drills on earthquakes will be conducted each year.

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students.

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

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way;
2. Close windows, turn off lights and shut the classroom door;
3. Take roll book;
4. Escort class to at least 50 feet from the building and take roll. Report any unaccounted students to a building administrator;
5. Upon "all clear" signal, announced by administration, escort students directly back to class. Check roll.

The warning signal for an earthquake alarm/drill is an exclamation of "Earthquake!" by each teacher or supervising adult. In the event of an earthquake, teachers are required to:

1. Immediately direct all students to "duck, cover and hold". Students should drop to a crouched position with head bent to knees; hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. Wait until shaking stops;
3. Evacuate building following established evacuation procedures;
4. Take roll and report any unaccounted students to the administration;
5. Upon "all clear" signal announced by administration, not bell/alarm signal, escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Crouch low to the ground and protect head and neck.

FEATURE FILMS/VIDEOS (Board Policy IIABB-AR)

Adopted 5/8/08

Building administrator approval is required prior to showing a feature film/video to students in district classrooms. The showing of all feature films/videos with a restricted rating must have written permission from parents in addition to administrative approval. Only films rated G can be shown without parental consent in grades K-5. In grades 6-8 films rated G and PG can be shown without parental consent. PG and PG-13 can be shown only with parental consent. Requests are to be submitted to a building administrator at least five days prior to the proposed showing. **(See forms section at the end of this handbook).**

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. If necessary, when and how parents will be notified;
6. Audience rating (G, PG, PG-13)

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

FIELD TRIPS AND SPECIAL EVENTS (Board Policy IICAB)

Adopted 5/8/08

A building administrator may authorize field trips and other student activities involving travel when such trips or activities contribute to the achievement of desirable educational goals.