

**Silver Falls School District 4J**

**Staff Handbook  
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# **Silver Falls School District 4J Staff Handbook**

## **PREFACE**

The material covered within 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. Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice.

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

The district, regardless of race, color, national origin, religion, sex, age, marital status or disability shall practice equal employment opportunity and treatment if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

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 Americans with Disabilities Act, Health Insurance Portability and Accountability Act (HIPAA) and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the district office for additional information and/or compliance issues:

Dandy Stevens, Assistant Superintendent or Andy Bellando, Superintendent

## **DISTRICT MISSION STATEMENT AND GOALS** (See Appendix A)

School Mission and Goals can be found in School Staff Handbook

## **POSTING OF BOARD MEETING NOTICES**

Board meeting notices are posted at each school and the district office. For more information, contact the district office at 503-873-5303.

## **DISTRICT CALENDAR** (See Appendix B)

## **\*DISTRICT STAFF ORGANIZATION**

### **Administration Structure and Responsibilities** (See Appendix C)

## **\*GENERAL INFORMATION**

### **ASSOCIATIONS**

The **Silver Falls Education Association (SFEA)** is the bargaining unit for all licensed staff. Association officers and school representatives are as follows:

#### 2017-18 Association Officers:

Chrystal Freer, President (BC)

TBD, Vice President

Angi Miller, Secretary (EV)

Shari Read, Treasurer (SHS)

The **Oregon School Employees Association (OSEA) Chapter 148** is the bargaining unit for all classified staff. Association officers and school representatives are as follows:

2017-2018 Association Officers:

Ron Duda, President	District	Jerold Jensen, Vice President	District
Marsha Cramer, Secretary	Robert Frost	Pam LaFontaine, Treasurer	Butte Creek

2016-2017 Association School Representatives:

Pam LaFontaine	Butte Creek	Ellen Yarbrough	Victor Point
Kellyann Barnes	Central Howell	Sue Fillion	Mark Twain Elementary
TBA	Evergreen	Kim Thompson	Silverton Middle
Kellyann Barnes	Pratum	Greg Kvenbo	SHS
TBA	Robert Frost	Robin Drawhorn	Scotts Mills
Greg Zeller	Silver Crest		

**BOARD MEMBERS**

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

Zone 1	Tim Roth	Zone 2	Ervin Stadeli
Zone 3	Ron Valoff	Zone 4	Jennifer Traeger
Zone 5	Shelly Nealon	Zone 6	Todd White
Zone 7	Tom Buchholz		

**BOARD MEETINGS/COMMUNICATIONS** (See Board Policies BD/BDAB, and BG)

Regular Board meetings are held on the 2<sup>nd</sup> Monday of each month at the Silverton Community Center (City Council Chambers). Meetings begin at 7:00 PM. All regular and special meetings of the Board are open to the public unless as otherwise provided by law. A Board work session is usually held on the 4<sup>th</sup> Monday of each month at the Silver Falls School District Offices located at our Pine street campus.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through school 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 school supervisors and administrators.

**SCHOOL HOURS**

The school is accessible to staff during the course of the school year during normal working hours and at other times, including weekends, as determined by the school principal.

During summer and other times during the school year when school is not in session, the school is accessible to staff. Special arrangements may need to be made with the school principal when the school is being cleaned or undergoing a special maintenance project.

**COMMUNITY USE OF SCHOOL BUILDINGS** (See Board Policy KG and KG-AR)

The school is open to community groups during the week and weekends for approved use when such use does not interfere with school or district programs. Community groups will need to complete a district facility use form to reserve the requested space and determine whether there will be any charges for the community use.

As classrooms may be scheduled outside regular school 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** (See Board Policies IGD and IGDJ)

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

Conference schools include:

Central Corvallis Crescent Valley South Albany Lebanon Dallas Woodburn

The high school participates in a variety of OSAA recognized activities. For a current list of sports and activities offered at Silverton High School, contact the high school athletic director or principal.

### **DISTRICT OFFICE HOURS**

The district office is open between the hours of 7:30 AM – 4:30 PM during the school year, weekdays.

These hours may change during summer months and other times during the school year when school is not in session. Any changes would be posted on the district office doors.

## **STAFF OPERATIONS**

### **ABSENCES** (See Board Policy GCBD/GDBD)

Staff members unable to report to work for any reason must utilize the web based system Aesop. If staff members are unable to report to work and it is after 6 a.m., not only must you submit your absence through Aesop, but you must also notify your school's designee. Each school will develop protocols for these kinds of situations to ensure appropriate substitute arrangements are made. 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 submit their leave requests through Aesop 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. Staff members have the ability to request to the building principal or designee that specific substitutes not be called to fill a leave request. This has to be done in advance and specific reasons must be given to the principal or designee. The district will make final decisions regarding substitute use or non-use. If a staff member is requesting a specific substitute through Aesop it is the staff member's responsibility to ensure that the substitute has been notified of the request. Staff members will utilize the features in Aesop for notification. Staff members will note that when requesting a specific substitute, a box automatically appears asking if you have notified the substitute. By clicking "yes" this indicates that you have received communication from the requested substitute either through email or a personal phone conversation that the substitute is aware of your request and is able to fulfill the request. If a staff member checks "yes" but has not contacted the substitute, it may result in the leave not being covered. Please clarify with building administration if you have questions.

Some staff members, such as classified staff, may not need substitute coverage for an absence. Building principals or their designees will work with these individual staff members to determine if substitute coverage is necessary.

A leave request filed through Aesop must be completed in advance whenever possible, including absences due to school or district related activities such as field trips or professional development.

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

If an employee makes arrangements for a paid or unpaid leave, and circumstances change allowing the employee to report to work and the principal or designee is not notified in a timely manner, the employee may be held responsible for the costs of the substitute.

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

(See Board Policy GCBDA/GDBDA and GCBDA/GDBDA-AR)

#### Eligibility

Federal law applies to employees who have worked for the district for at least 12 months and for at least 1,250 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.

#### Length/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, or the placement of a child with the employee for adoption or foster care;
2. Employee's own serious health condition that makes them unable to perform the essential functions of their job;
3. Care of a family member with a serious health condition.
4. An illness or injury to the child of an employee which requires home care but is not a serious health condition (OFLA only)
5. A qualifying exigency arising from a spouse, son, daughter or parent of an employee in the Armed Forces on covered active duty, or in the National Guard or Reserves on covered active duty.
6. An employee's spouse or domestic partner who has been notified of an impending call to active duty, has been ordered to active duty, or has been deployed or on leave from deployment;
7. A serious illness or injury, incurred in the line of duty, of a covered service member who is the spouse, son, daughter, parent or next of kin to an employee.

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

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

#### Intermittent Leave and Alternate Duty

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

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

The district will use the same method for calculating the 12-month period in which the 12-work week FMLA and



OFLA leave entitlement occurs for all employees. The district will use a rolling 12-month period measured backward from the date the employee uses any family and medical leave.

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. An employee may elect to use accrued paid leave including sick leave, or accrued vacation leave for the leave period.

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

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

#### 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 may 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.

#### Continuation of Health Insurance Benefits

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

Under OFLA leave, benefits are not required to accrue unless required by Board policy (ies) and/or provisions of collective bargaining agreements related to paid and unpaid leaves.

Under OFLA leave, benefits are not required to accrue unless required by Board policy (ies) and/or provisions of

collective bargaining agreements related to paid and unpaid leaves.

### Return to Work

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

### Public Employees Retirement System (PERS) Break in Service

Employees who are currently members of (PERS) who are considering a leave of absence from work for a period that may exceed six months should contact the district business department or assistant superintendent to establish what if any impact their leave could have on their PERS status.

### **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

Uniformed Services Employment and Reemployment Rights Act (USERRA) is a Federal law granting employees certain rights to reemployment and benefits after completing a period of duty in the United States uniformed services. The law applies to Silver Falls School District. As such the district is required to provide to persons entitled to rights and benefits under USERRA, a notice of the rights, benefits and obligations of such employers under USERRA. Employees seeking additional information pertaining to USERRA should contact the personnel director at the district office.

More information on eligibility of USERRA can be found at the U.S. Department of Labor's web site at [www.dol.gov/vets/#ussera](http://www.dol.gov/vets/#ussera).

### **ACCIDENT/INCIDENT REPORTS** (See Board Policy EBBB)

**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 school principal immediately.**

Reports will cover property damage as well as personal injury.

A completed accident report form must be submitted to the school principal within 24 hours or the next scheduled district workday, as appropriate. Work related injury or illness requiring medical treatment requires the completion of a **workers comp form 801** to be submitted to the district office.

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

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

### **ADMISSION TO EXTRACURRICULAR ACTIVITIES**

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

**BREAKS** (See Article 14, Lunch and Rest Periods in Classified Collective Bargaining Agreement and Article 12, Work Year and Work Day in Licensed Collective Bargaining Agreement)

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 school principal or immediate

supervisor. Deviation from the regularly scheduled break period requires prior approval by one's principal or immediate supervisor.

**CARE/USE OF DISTRICT PROPERTY** (See Board Policies ECAB, ED/EDB, and EDC, EDC-AR)

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 the school principal or one's immediate supervisor.

Certain district owned equipment, including computers, may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain, or to avoid personal financial expense. An equipment form must be submitted and approved. Forms are available in the school or district office.

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

**CASH IN DISTRICT SCHOOL BUILDINGS** (See Board Policies DH, IGDF, and IGDF-AR)

Money collected by staff as a result of fundraisers or other school related purposes is to be deposited in the school office whenever the sum accumulated in any one day by a class, staff member or others exceeds \$25. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms. Accumulated cash in schools overnight may not exceed \$300 at elementary school, \$400 at middle schools, and \$500 at high schools, in the school safe. When cash exceeds these limits, deposits must be made to the district's designated depository.

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. The school principal or designee must approve departures during preparation periods.

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

All staff members are required to notify the school office if they are leaving school grounds during their work hours. This will enable school office staff to respond appropriately in the event of message and emergency situations that may arise.

**Year End Checkout**

The school principal will collect all staff keys prior to the issuance of final paychecks unless assigned duties require continued access.

All staff will complete the following checkout procedures:

**Checkout List for Staff**

The following items are to be signed off by counseling staff:

1. Student assessment sheets completed and turned in, including attendance and citizenship marks for all students;

- \_\_\_ 2. Copies of all finals, test/finals key and grading scales turned in to principal's office or designee for students who need to make up final tests.

The following item is to be signed off by library/media staff:

- \_\_\_ 3. Library/Media equipment/materials checked-in.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(list any equipment/materials not checked-in and replacement costs)

The following items are to be signed off by activities/athletic director.

- \_\_\_ 4. All activities/athletic materials/equipment, including all team equipment and uniforms checked-in.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(list any materials/equipment not checked-in and replacement costs)

- \_\_\_ 5. All year-end reports turned in including inventory, list of participants and award winners, records/competition results, etc.

The following items are to be signed off by school principal.

- \_\_\_ 6. Inventory of all classroom furniture, equipment and textbooks/instructional materials stored in classroom. Retain one copy for classroom files, one copy to department head, and one copy to school office;  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(list any furniture, equipment/textbooks/instructional materials not accounted for and replacement costs)

- \_\_\_ 7. Furniture and equipment in need of repair has been labeled and list submitted to office;
- \_\_\_ 8. Room check completed. Desks, lab, shop equipment cleaned, blackboards erased, personal property removed and all district equipment and textbooks/instructional materials properly stored. Bulletin board materials and other materials posted on doors and walls have been removed;
- \_\_\_ 9. Daily class record books completed including:
  - a. Teacher name, date and subject/class clearly marked;
  - b. First and second quarter grades and final quarter test grades for first semester clearly marked;
  - c. Third and fourth quarter grades and final quarter test grades for second semester clearly marked;
  - d. First and second semester grades and final semester test grades clearly marked;
  - e. Students not receiving a final grade and enrolled in class at any time are clearly marked as a drop or withdrawal as appropriate. Include grade earned to last date of enrollment in class;
  - f. Grading scale, curve, etc. that indicates how grade was determined clearly marked for all classes/subjects;
  - g. Total number of absences for each quarter and total cumulative absences for each semester clearly marked;
  - h. Common curriculum goals/essential learning skills assessed clearly marked.

- \_\_\_ 10. Purchase orders for supplies, instructional materials and textbooks needed for start of next school year

completed and turned in to office;

- \_\_\_ 11. Student portfolios completed and stored in designated area;
- \_\_\_ 12. Mail box emptied;
- \_\_\_ 13. All keys marked and turned in to office;
- \_\_\_ 14. Summer address, phone number and alternate/emergency phone number turned in to office.
- \_\_\_ 15. Return any district owned electronic devices, i.e. ipads, cell phones etc.

**CHILD ABUSE REPORTING** (See Board Policy JHFF, JHFE and JHFE-AR)

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

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom the employee has come in contact has suffered abuse or neglect, by any person with whom the employee is in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services, Community Human Services, or local law enforcement agency.

The school principal is also to be immediately informed. In addition, if the alleged abuser is known to be a district employee, the employee making the report is to contact the district's Director of Personnel immediately following contact with one of the agencies named in the above paragraph.

Written documentation of this report must be completed and submitted to the school principal and district office. Forms are available in the school office.

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

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

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

**CLASSROOM SECURITY** (See Board Policy ECA)

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

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

## **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES** (See Board Policies GBEB, GBEB, GBEBAA/JHCCBA/EBBAB, GBEB/JHCCC/EBBAA, and EBBA)

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. 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 material 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 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 and vaccination series will be made available after training to all staff members that have been identified by the district as having occupational exposure. Report any occupational exposure to blood borne pathogens to the school principal or immediate supervisor. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential medical post exposure evaluation and follow-up.

### **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 bandaids. If assistance is required, bandaids 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 overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant\*\* following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables.
8. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. 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**

**Student/Parent Complaints** (See Board Policy JFH and the Collective Bargaining Agreements)



The district recognizes that student or parent complaints regarding staff performance, discipline, grades, student progress and homework assignments will occur 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 school 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 school administrator follow-up.

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

#### **Staff Complaints** (See Board Policy GBM and GBM-AR)

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

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

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement.

#### **COMPUTER USE** (See Board Policy IIBGA and IIBGA-AR)

Staff members are to open, read and respond (if requested) to district e-mails at least one time per day.

Staff may be permitted to use the district's electronic communications system for personal use, consistent with the general use prohibitions and guidelines/etiquette set forth in administrative regulation and the district's acceptable use policy. Staff who violate 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**

Contracts will be issued for all licensed district employees.

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

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

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

If the teacher's contract has not been extended for a new two-year term, the Board, upon recommendation of the superintendent, may elect by written notice to the teacher no later than March 15 of the second year of the teacher's contract not to extend the teacher's contract based on any ground specified in ORS 342.865. A contract teacher whose contract is not extended may appeal the non-extension to the Fair Dismissal Appeals Board.

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

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

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

#### **COPYRIGHT (See Board Policy EGAAA and EGAAA-AR)**

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

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

All reproduction of copyrighted 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.

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

IV. Rental, Purchase and Use of Videotapes/DVDS (See Board Policy IIAD and II/IIA-AR)

A. Permissible uses – district employees may:

1. Use purchased or rented videotapes/DVDS 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/DVDS;
3. Arrange for the local school to transmit videotapes/DVDS over their closed circuit television systems for direct instruction;
4. Use off-air videotapes/DVDS made at home for classroom instruction and only in accordance with television-off-air guidelines and district policy;
5. It is the district's position that because class time is so valuable the showing of full length feature films/movies should not occur except when absolutely necessary. The district would prefer that students view these types of movies during non-instructional time and then discuss during class time. The district does understand that there are some classes, at the high school in particular, where the curriculum is built around the use of film/dvd/video and is willing to consider this as an exception. If you require further clarification, please contact the district Curriculum Director.

B. Prohibited uses – district employees may not:

1. Use rented or purchased videotapes or online video rentals 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.

#### IX. Violations

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

#### **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 throughout the year. The student may be included if the teacher or parent so desires.

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

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or pre-school time to meet with students as necessary. Teachers should also keep a logbook to document discussion items covered during the conference.

#### **CRIMINAL RECORDS CHECKS/FINGERPRINTING** (See Board Policy GCDA/GDDA and GCDA/GDDA-AR)

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

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

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

The District further requires all new hires, both licensed and classified, to allow the District to conduct a more detailed criminal background check to include OJIN, CRIS, and when the District feels it is warranted, a more detailed investigation provided by a professional investigator.

The district has determined that individuals hired into the following positions may have such contact:

1. Classroom aides/Educational 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.

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 (ODE) for individuals currently employed by the district and not requiring licensure shall be paid by the district. Fees for all other 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 or registration may request that the required fees be withheld from his/her paycheck. A staff member may request periodic payroll deductions rather than a lump sum payment.

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

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

The following procedures will be used for all newly hired non-licensed and non-registered employees subject to criminal records checks and/or fingerprinting:

#### **Processing/Reporting**

1. Following acceptance of an offer of employment, a classified/coaching position, applicant will complete a Fingerprint-Based Criminal History form and one fingerprint card as provided by ODE. Before reporting to work, he/she will be required to report to an authorized fingerprint specialist for fingerprinting. Fingerprints will be processed by a local or state law enforcement agency. Individuals shall be subject to fingerprinting only after an acceptance of an offer of employment or contract.
2. The individual is responsible for submitting to the authorized fingerprinting specialist one fingerprint card and an 8 1/2 X 11 or larger envelope to be sealed by the fingerprinting specialist and returned to the district personnel office.
3. 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 fingerprinting specialist 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.
4. The authorized fingerprinting specialist will return the fingerprint card to the district in an envelope provided. The "Fingerprint Criminal History Verification" form and fingerprint card will be sent to ODE for processing. A copy of the verification form will be kept on file by the district in the employee's personnel file.
5. Certified applicants will have had fingerprinting done by TSPC before they were issued a license to teach.,

#### **Termination of Employment or**

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment 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. Individual's eligible to appeal as a contested



case will be so notified in writing by the Oregon Department of Education.

### **CURRICULUM** (See Policy IFE)

Content standards are identified for all courses taught in the district. Content standards provide a consistent and coherent structure for the education of district students.

Teachers will follow district adopted curriculum. Teachers may supplement the curriculum when purchased curriculum is out of date with prior approval from the Director of Teaching and Learning. Teachers are to work directly with building principals in seeking this approval. Teachers will receive pre-approval from their building administrator and/or the Superintendent on any controversial topics, concepts, materials, or speakers to be presented which supplement the adopted curriculum. If such approval is received, the District agrees to support and defend the teacher should such topics, concepts, materials, or speakers cause criticism from parents or other community members.

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

### **DISCIPLINE AND DISCHARGE** (See Board Policies GCPD and GDPD)

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

### **DRUG-FREE WORKPLACE** (See Board Policy GBEC)

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 Section 812) and as further defined by regulation at 21 CFR 1308.11 through 1300.18.

"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.

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

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

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

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

1. Take action with regard to the employee determined to be appropriate which may include discipline up to and including dismissal and/or;

2. Require satisfactory participation by the employee in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

### **EMERGENCY CLOSURES** (See Board Policy EBCD)

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

A phone broadcast system for staff and parents will be activated in the event of delayed openings or school closures. Additionally, several local radio stations regularly report delayed openings and school closures. Staff members should refer to their collective bargaining agreements if there are questions about whether they are required to report to work on school closure days.

**In the event that all district schools are closed due to emergency conditions, the Silver Falls School Board may elect to restore those instructional hours within the work calendar or at the end of the school year. Because of the likelihood of this occurring it is important not to make travel plans for the days immediately following the last day of school on the district calendar.**

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

All staff will be provided with a copy of the school's emergency procedures plan detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member and the authorized use of force on school property.

Copies of the emergency procedures plan will be available in the school office and other strategic locations throughout the school.

### **Lockdown/Lockout Information**

Each school in Silver Falls School District has lockdown procedures for securing schools when the safety of students and/or staff members is threatened. These procedures are typically initiated with the involvement of law enforcement officials, but may be initiated by the superintendent or a building principal. A lockout protocol is implemented when there is a threat or hazard outside of the school building. All students and staff remain in the building and are not permitted to leave. The outside doors are locked but educational activities within the building occur as normal. During a lockdown protocol all classroom doors are locked and movement within the halls is not allowed. Lights within classrooms are turned off and students and staff are to remain out of sight and silent until released by law enforcement and/or building administration. If possible, an automated phone message will be sent to parents indicating that the school is in lockout/lockdown. Since the effectiveness of a lockout/lockdown relies upon the security of the building, parents are asked to remain away from school until the lockout/lockdown is lifted. The lifting of a lockout/lockdown occurs after mutual agreement is reached by law enforcement and school district officials.

### **EVALUATION OF STAFF** (See Board Policies GCM/GCN and GDN)

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

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

to make improvement(s) within specific timelines.

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

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

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

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

### **FAIR LABOR STANDARDS ACT**

Regular working hours for all classified staff will be set by the school principal or immediate supervisor. Classified staff members are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the school principal or immediate supervisor. Exceptions may be made based on the classified collective bargaining agreement

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.

### **FUND RAISING (See Board Policy IGDF)**

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

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

All money raised must be receipted and deposited with the district. Use of these funds will be done in accordance with district purchasing guidelines (see purchase orders)

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold (see page 8 of this staff handbook for school limits). 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** (See Board Policies GBI, KI, and KJ/KJA)

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 school principal approval.

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

#### **GRIEVANCES**

See collective bargaining agreements for classified and licensed staff.

#### **GUEST SPEAKERS/CONTROVERSIAL SPEAKERS** (See Board Policies IICB and INB)

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

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

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

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

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

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/Menacing/ Cyberbullying/Teen Dating Violence (Board policies JFCF and JFCFA/GBNAA)**

Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

“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 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. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“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, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Cyberbullying” is the use of any electronic communication device to [convey a message in any form (text, image,

audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate.

“Menacing” includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

“Retaliation” means hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying[, menacing] and acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

## **Reporting**

A principal will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the principal. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing or an act of cyberbullying to the principal may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the principal who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board Chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with district complaint procedures.

The district shall incorporate into existing training programs for student’s information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying.

The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grade 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

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

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

The electronic exchange of financial and administrative transactions related to an individual’s

protected health information will meet the requirements of HIPAA, including national standards for transactions designed to ensure the security of health information created or received by the district. Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with HIPAA, should contact the personnel office.

## **IDENTIFICATION BADGES**

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

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

The district will not disclose a duplicate of the photograph used on the badge or card.

## **INJURY/ILLNESS REPORTS**

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.

Reports will cover property damage as well as personal injury.

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

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the building Safety Officer will inform the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health-care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

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

**JOB SHARING** (See Board Policy GCEC)  
See Silver Falls Education Association Collective Bargaining Agreement.

## **KEYS**

Keys are issued to staff by the school principal or immediate supervisor. In order to protect property, students and staff and to ensure the school is adequately secured when no authorized personnel are present, all staff are expected

to follow the following key control procedures:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the school principal within 2 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued, in the following amounts:
  - a. Room or other keys---\$10;
  - b. Master key---\$45;
  - c. Maximum charge---\$60.
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating school access may make arrangements with the school principal to keep their keys as appropriate.

### **LEAVES – Unpaid**

With the exception of unpaid leaves, Silver Falls School District employees are granted a variety of leaves described in policy, law and the respective Collective Bargaining Agreements. Unpaid leaves can be requested by employees and are occasionally approved. Even though rare, these leaves are approved only for unique, once in a lifetime opportunities or for family emergencies. Employees should not assume that an unpaid leave request will be granted and should not secure travel or related plans before an unpaid leave is approved. Any employee can request an unpaid leave by submitting a written, detailed request to the building principal or supervisor at least seven work days in advance of the leave. This written request must be submitted and approved before entering anything into Aesop.

### **LESSON PLANS**

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

Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans are to be kept by teachers in a place known to and accessible to the school principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the school principal.

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

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

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

### **LICENSE REQUIREMENTS (See Board Policy GCA)**



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

For a teacher to be offered employment with the Silver Falls School District, they must be “Highly Qualified” by state and federal standards prior to the first day of school. Exceptions can be made if a teacher is on a specified plan to reach “Highly Qualified” status and a waiver is signed stating that the District has the right to end that employment if that “HQ” status is not attained by the completion date set forth in the plan of attainment.

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 amounts forfeited that is attributable to the particular licensed person.

### **MAIL AND DELIVERY SERVICES**

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

Staff are not to regularly use interschool mail for the delivery of personal letters and notes 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** (See Board Policy KJ/KJA)

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

### **MEETINGS** (See Board Policy GCKB)

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

All staff are expected to attend staff meetings unless prior arrangements have been made with the school 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 school principal. Attendance of staff members at such meetings is left to the discretion of each employee.

### **PARENTAL RIGHTS/SURVEYS**

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

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

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

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

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

#### **PARTICIPATION IN POLITICAL ACTIVITIES** (See Board Policy GBG)

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

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

On all controversial issues, staff members are 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.

#### **PAYROLL RECORDS**

Employees will be charged fees for second and subsequent copies of W-2's and Pay Stubs as follows: W-2's - \$5.00; Pay Stubs - \$10.00.

#### **PETTY CASH** (See Board Policy DJB and SFSD Purchasing & Financial Services Brochure)

In order to expedite the purchase of minor school supplies, postage, freight and other emergency items, a petty cash account has been established. Staff members may purchase items costing less than \$25 with prior approval from the school principal. \$50.00 is the minimum reimbursable amount except at year end.

Expenditures from petty cash are drawn from budgeted line item accounts and may be authorized only as such funds are available to cover the cost of the purchase.

Requests for reimbursement for approved purchases may be authorized only upon submission of appropriate receipts to the principal and Director of Financial Services. Requests must be submitted in a reasonable time period after the purchase or approval for the reimbursement may be denied.

### **PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA** (See Board Policy GCAB)

Staff members will utilize social network sites (e.g., Facebook, Insta-Gram and Twitter) judiciously by not posting confidential information including unauthorized photos 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 rather than personal e-mail accounts. Texting students will be used with discretion. When texting students please be mindful that whenever possible include more than one student in the text for your own protection. Just as with all forms of communication, staff member communications with students via electronic media shall maintain proper professional student-teacher relationships by not demonstrating or expressing professionally improper interest in a student's personal life, by not exchanging romantic or overly personal notes with a student and by honoring proper adult boundaries with students at all times. If a staff member receives an electronic communication from a student that may be overly personal, romantic or otherwise crosses appropriate student/staff boundaries, the staff member is to show his or her supervisor the message immediately.

### **PERSONNEL RECORDS** (See Board Policy GBL and Collective Bargaining Agreements)

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, and records relative to compensation, payroll deductions, evaluations, complaints and written disciplinary actions. All materials concerning disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file. All records containing medical condition information such as workers' compensation reports and release/permission to return to work forms will be kept confidential, in a separate file from personnel records.

All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited 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 a 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 personnel office;
8. Attorneys for the district or the district's designated representative on matters of district business.
9. The disciplinary records of a district employee convicted of a crime listed in ORS 342.143 are not exempt from disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record

that would disclose the identity of a child, a crime victim or a district employee who is the subject of the disciplinary record.

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

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

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

#### **PROGRESS REPORTS** (See Board Policy IKAB)

Teachers are expected to report their students' progress to the students and their parents. Progress reports are issued throughout the school year.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.

Forms are available in the school office.

**No grade of "D" or "F"** should be issued without a written progress report having been sent home notifying the student and his/her parents of academic deficiencies. At the high school level, teachers will make phone contact with parents prior to issuing an "F".

#### **PURCHASE ORDERS** (See Board Policies DJ, DJC, and IGDG and SFSD Purchasing & Financial Services Brochure)

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

No purchases, including purchases from student body funds, will be authorized unless covered by an approved purchase order. Contact your school secretary or principal for forms or questions about using the district purchase order system.

At least three competitive quotes with the vendor's business name and amount of the quote are required whenever practical for orders of goods, materials, supplies and services over \$5000. Three comparable quotes are also required for individual items, which cost at least \$1000.

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 Director of Financial Services for details.

District procurement card (P-Card) participants are expected to comply at all times with the Procurement Card Staff Agreement signed at the time of card receipt.

#### **RELEASE OF GENERAL STAFF INFORMATION** (See Board Policies GBLA and KBA)

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

Authorized district personnel may disclose information about a former employee's job performance to a prospective

employer under the following conditions:

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

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

#### **RESEARCH/COPYRIGHTS AND PATENTS** (See Board Policies GCQB)

Staff members engaged in a research project during the workday, who use district resources, or students, for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the school 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** (See Board Policies GCPB and GDPB)

A resigning staff member is required to deliver a written and signed notice of resignation to the office of the superintendent. If the superintendent or assistant superintendent decides to accept the resignation, acceptance shall be by letter, e-mail confirmation, or by personnel action form, from the assistant superintendent to the employee. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the assistant superintendent's acceptance notification.

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 will request the Teacher Standards and Practices Commission to suspend the teacher's license for the remainder of the school year. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

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

#### **RETIREMENT** (See Board Policy GCPC)

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** (See Board Policy EBAC)

A school 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 school safety committee meets monthly and conducts workplace safety inspections quarterly to locate and

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

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

### **SEXUAL CONDUCT WITH STUDENTS** (See Board Policy JHFF)

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

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

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

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

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

If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement. An employee not covered by a collective bargaining agreement may appeal the district’s decision through the district’s complaint process (Policy GBM-AR). A volunteer may appeal the district’s decision through the district’s complaint procedure. A substantiated report is one that: a) the district has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the district determines is sufficiently serious to be documented in the employee’s personnel file.

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

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

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

The district shall follow hiring and reporting procedures as outlined in ORS 339.374 for all district employees.

### **SEXUAL HARASSMENT** (See Board Policy GBN/JBA and GBN/JBA-AR)

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

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

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

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

Step I Any harassment, hazing, intimidation, bullying or menacing information (complaints, rumors, etc.) shall be presented, orally or in writing, to the school principal, compliance officer or superintendent. Complaints against the school 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 school or district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The school or district official will arrange such meetings as may be necessary with all concerned parties within 10 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 when remedial or other responsive action, as appropriate, has been determined.

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

Step 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 30 working days, conduct a non-evidentiary 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 20 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; Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

Documentation related to the incident may be maintained as a part of a student's educational records or employee's personnel file, if the complaint is substantiated. Additionally, a copy of all harassment, hazing, intimidation, bullying or menacing complaints and documentation will be maintained as a confidential file in the district office.

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

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

#### **SITE COUNCIL** (See Board Policy IFCA and IFCA-AR)

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 Site Council (21st Century Schools Council) has been established).

The Site Council responsibilities include the development of plans to improve the professional growth of staff, the improvement of the school's instructional program and the development and coordination of plans for the implementation of programs under Oregon's Educational Act for the 21st Century at the school site and for the professional development of teachers and classified employees as provided for in Oregon Revised Statutes and Oregon Administrative Rules.

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 members are invited to attend Site Council meetings.

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

#### **SPECIAL INTEREST MATERIALS** (See Board Policy IIAD)

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

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

#### **STAFF CONDUCT**

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

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



### **Application of Rules**

1. The Teacher Standards and Practices Commission in accordance with Oregon Revised Statutes adopted 1. Oregon Administrative Rules.
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 ORS 342.176 when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;
  - b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

### **Definitions**

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

1. Administrator - Any supervisory educator who holds a valid Oregon administrative license;
2. Competent - Discharging required duties as set forth in these rules;
3. Educator - Any licensed person who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising;
4. Ethical - Conforming to the professional standards of conduct set forth in these rules;
5. Sexual contact - Includes:
  - a. The intentional touching of the breasts or other intimate parts of a student;
  - b. Causing, encouraging or permitting a student to touch the breast or other intimate parts of the educator; or
  - c. Sexual advances and verbal or physical conduct of a sexual nature and directed towards a student;
6. Sexual harassment - Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. Such unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment;
7. Teacher - Any person who holds a teacher's license as provided in ORS 342.125.

## **The Competent Educator**

The teacher demonstrates a commitment to:

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

## **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 including 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.
1. Maintain an appropriate professional student-teacher relationship by:
    - a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
    - b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
    - c. Reporting to the educator's supervisor if the educator has reason to believe a student is, or may be, becoming romantically attached to the educator.

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

1. Apply for, accept, offer or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;
2. Conduct professional business, including grievances, through established lawful and 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 districts 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.

NOTE –

All staff members of Silver Falls School District are to establish and maintain appropriate relationships with students at all times. These relationships are to be professional in nature, are not to constitute a friendship and are not to invite or allow any overly personal interactions. All forms of communication (including electronic) between staff members and students are to maintain this form of relationship as well. Any Web site that a staff member creates in his/her individual capacity that is open to the general public is a reflection of that staff member and is to present an acceptable image and at all times serve as a role model to students. Any staff member that chooses to create a membership-only website (My Space, Face Book, etc.) are not to use such a site to communicate with students in any way, must take steps to ensure that students are not able to access the site, and must report to the administration immediately if students have done so.

#### **STAFF DEVELOPMENT** (See Board Policy GCL)

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

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

All requests for district payment of college course work tuition require prior administrative approval. Professional growth application forms are available in the school 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 school goals and job assignment. Requests require prior school principal approval. Forms are available in the school or district office.

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

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

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

#### **STAFF ETHICS** (See Board Policy GBC, GBCA, and IGD)

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** (See Board Policies GBE, GBEBAA/JHCCBA, GBEC/JHCCC/EBBAA, and EBBA)

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 school office and elsewhere in the school 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. Injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
  - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory.);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by

any other worker;

4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner, which might cause immediate injury to either themselves or other workers, shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition, which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;
12. Any materials, which might cause an employee to slip or fall, shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

**STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES** (See Board Policy GBF)

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

**STAFF INVOLVEMENT IN DECISION MAKING** (See Board Policy GBB)

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved on the school's Site Council and may participate in such district and school activities as the establishment of district and school goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning. Contact the school principal for additional information regarding possible school and district level committee work that may be available.

**STAFF/PARENT RELATIONS** (See Board Policy GBH/JECAC)

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

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

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

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

### **STAFF ROOM**

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

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

Students are not permitted in the staff room.

### **SUPERVISION OF STUDENTS** (See Board Policy JHFA)

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

All teachers are expected to be in their classrooms prior to the arrival of students unless assigned other supervision responsibilities.

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** (See Board Policies IGAC)

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.

For additional guidance, see the Silver Falls School District’s Religious Education Guidelines.

### **TELEPHONES/CELL PHONES**

Telephones are available throughout the building for staff convenience. Long distance calls for district business purposes may be placed from a telephone with an unrestricted line, located in the school office. Local personal telephone calls made during working hours from district telephones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students. Unless supervisor permission is given otherwise, this expectation also applies to cell phone use by all employees. Personal long distance calls may not be made on district telephones, even if staff offers to reimburse the district for such charges. If it becomes necessary to make personal long distance calls while at work, such calls must be made with the staff member’s personal calling card or cell phone.

Employees who are issued district cell phones are also required to limit use to work related matters. Receiving or sending personal text messages, pictures and phone calls which may result in overage charges is not allowed and may be grounds for disciplinary action.

Oregon law prohibits the use of a cellular phone while a person is operating a motor vehicle. This law applies to all employees and volunteers of Silver Falls School District while operating a district owned or leased motor vehicle. It also applies while driving any privately owned motor vehicle during the course of one's work day or while performing school-sanctioned volunteer activities. Even though Oregon law allows for use of "hands-free" devices, use of these devices is not allowed by employees or volunteers in the settings described above, except if there is a potential life and death emergency.

## **TOBACCO-FREE ENVIRONMENT**

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

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

## **TUTORING** (See Board Policy GCQAB)

No private tutoring for which a staff member receives a fee is permitted in district schools on school time. District facilities, materials or equipment may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

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

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned minibuses 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 to transport students without permission from the school principal.

## **VACANCIES/TRANSFERS** (See Board Policies GCCA and GCI/GDI)

See Collective Bargaining Agreements

## **VOLUNTEERS** (See Board Policy IICC)

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

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

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

The use of volunteers requires prior school principal approval. Forms are available in the school office.

(See Silver Falls School District's Volunteer Handbook)

## **WEAPONS** (See Board Policy JFCJ)

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by the



district's weapons policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

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

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

## **STUDENT OPERATIONAL PROCEDURES**

### **ADMINISTERING NON-INJECTABLE MEDICINES TO STUDENTS** (See Board Policy JHCD and JHCD-AR)

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

Training will be provided to designated school staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or off district property. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.

Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medication in accordance with the following procedures:

1. A parent (guardian) permission form and written instructions have been submitted for all prescription and nonprescription 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 also required for all self-medication requests.
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided above;
3. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
  - a. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction;
  - b. Nonprescription medication must have the student's name affixed to the original container.
4. The student may have in his/her possession only the amount of medication needed for that school day;
5. Sharing and/or borrowing of medication with another student is strictly prohibited.

The school principal may revoke permission to self-medicate if there are any abuses of these procedures.

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

### **HIV, AIDS, HBV, and HCV\* HEALTH EDUCATION** (See Board Policy IGAEA)

An HIV, AIDS, 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 HIV/AIDS/HBV/HCV will be taught. Any parent may request his/her student be excused from the class.

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

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

### **ASSEMBLIES**

Students are required to attend all assemblies except for those at the high school that come at the end of the school day. Those who refuse are to be referred to the school office.

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

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

### **ASSIGNMENT OF STUDENTS TO CLASSES** (See Board Policy JECD and JECD-AR)

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

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

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

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

### **CLASS INTERRUPTIONS**

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

### **COMMUNICABLE DISEASES/STUDENTS** (See Board Policies JHCC, JHCCA, and JHCCB)

The district shall provide reasonable protection for students against the risk of exposure to communicable disease. The district will follow the Oregon Department of Education and the state and local health authorities' rules and regulations pertaining to communicable diseases.

Protection from communicable disease generally shall be through immunization, exclusion or other measures provided for in Oregon Revised Statutes and rules of the County Health Department. Services generally will not be provided to students excluded under this policy unless otherwise required by law.

Where the district knows that a student is infected by any communicable disease for which the student would not be excluded under this policy, the school involved shall take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of the students.

The district may, for the protection of both the infected student and the exposed student, provide an educational program in an alternative setting. A student shall continue in the alternative setting, if provided, until such time that (1) the district determines that the student presents no unreasonable risk of infection to the other students and bears no unreasonable risk of opportunistic infections, or (2) the student is ordered to be returned to the classroom by a court or other authority of competent jurisdiction.

The district shall protect the confidentiality of each student's health condition/record to the extent possible consistent with the overall intent of this policy.

#### **CONTESTS FOR STUDENTS** (See Board Policy IGDH)

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.

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

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

#### **CORPORAL PUNISHMENT** (See Board Policy JGA)

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

A staff member is authorized to employ physical force when, in 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 individualized education program, which has been signed by the parents and is carried out

according to district procedures.

## **DISMISSAL OF CLASSES**

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

## **DRUG, ALCOHOL, AND TOBACCO PREVENTION, HEALTH EDUCATION (See Board Policy IGAEB)**

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 district-sponsored activity, whether on school property or at sites off district property.

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

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

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

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

## **EMERGENCY DRILLS (See Board Policy EBCB)**

All teachers 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 [insert local drill/alarm procedures]. 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 leave door unlocked;
3. Take roll book;
4. Escort class to at least 100 feet from the building and take roll. Report any unaccounted students to the school principal;

5. Upon "all clear" signal, announced by administration, not on bell/alarm signal, escort students directly back to class. Check roll.

The warning signal for an earthquake alarm/drill is different from a fire alarm at each school. 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**

It is the district's position that because class time is so valuable the showing of full length feature films/movies should not occur except when absolutely necessary. The district would prefer that students view these types of movies during non-instructional time and then discuss during class time. The district does understand that there are some classes, at the high school in particular, where the curriculum is built around the use of film/dvd/video and is willing to consider this as an exception. If you require further clarification, please contact the district Curriculum Director.

School principal approval is required prior to showing a feature film/video to students in district classrooms. Any feature film/video shown for purely entertainment purposes is a violation of copyright laws and therefore strictly forbidden, unless appropriate licensure has been secured. Only films/videos rated G, PG or PG-13 may be authorized for classroom use, in grades K through 8. The School principal may also submit the request for approval from the District Director of Curriculum.

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

The following information should be included:

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

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent, before they can be shown in a K-8 classroom.

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

### **FIELD TRIPS AND SPECIAL EVENTS (SEE board Policy IICA and IICA-AR)**

The school principal may authorize field trips and other student activities involving travel when such trips or activities contribute to the achievement of desirable educational goals.

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

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines to the office prior to departure for the scheduled activity.

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

The Board must approve any out-of-state travel.

### **FLAG SALUTE**

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

### **GRADING (See Board Policies IKA and IKAD)**

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

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

Grading will occur on a regular basis as approved by the Board.

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

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

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

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

### **HOMEWORK** (See Board Policy IKB and IKB-AR)

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

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

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

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

### **MAKE-UP WORK**

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

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

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up schoolwork upon his/her return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty.

### **MEDIA ACCESS TO STUDENTS** (See Board Policy JOD)

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

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

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

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

### **MOVING CLASS/HOLDING CLASSES OUTDOORS**

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

### **NON-SCHOOL SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS** (See Board

## Policy IGDK)

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

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

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

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

## **PARENTAL RIGHTS/SURVEYS**

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

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

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any no emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

## **PROGRAM EXEMPTIONS** (See Board Policy IGBHD and IGBHD-AR)

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

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

## **RELEASE TIME FOR RELIGIOUS INSTRUCTION**

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

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

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon his/her return to school or



at such other times as may be deemed appropriate by the teacher.

### **RESUSCITATION** (See Board Policy EBBC)

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

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

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

### **RETENTION OF STUDENTS** (See Board Policy IKE)

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

Exception will always be made after prior notification and explanation to the student's parents.

Parental decisions are final, but when the parents' decision is not in agreement with the school's recommendation, parents must sign a "release from responsibility" form to be placed in the student's file.

### **SENIOR TRIPS AND GRADUATION ACTIVITIES** (See Board Policies KG, KI, KJA)

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

The district recognizes senior trips as an extension of the school experience. District-sponsored senior trips may be authorized. Senior parents and community members may also sponsor graduation activities.

### **STUDENT ACTIVITY FUNDS** (See Board Policy IGDG)

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

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

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

### **STUDENT CONDUCT** (See Board Policy JFC)

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

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

expulsion or other reasonable disciplinary action.

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

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

Classroom rules and consequences are to be submitted to the school principal for review and approval.

#### **STUDENT DETENTION** (See Board Policy JGB)

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

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

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

#### **STUDENT DISCIPLINE** (See Board Policies JG, JGDA, and JGEA)

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

The behavior referral process has been established to assist staff in dealing with student misconduct. See "Guidelines for Student Conduct".

#### **STUDENT DISMISSAL PRECAUTIONS**

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

#### **SCHOOL STUDENT/PARENT HANDBOOK** (See Board Policy CHCA)

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

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

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

#### **STUDENT PERFORMANCES** (See Board Policy IGDD)

Teachers are encouraged to arrange for individual student and group public performances when such performances contribute to the educational process and are consistent with district and course goals. All performances involving students must be approved by the school principal and may not interfere with other scheduled activities or classes within the school.

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

#### **STUDENT TRANSPORTATION IN PRIVATE VEHICLES** (See Board Policies EEAE and EEBB)

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

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior school principal approval. The parent, employee or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district.

**A permission slip signed by each student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;**

The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver require their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law.

A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she is four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required. [The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.]

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

#### **STUDENT WITHDRAWAL FROM SCHOOL** (See Board Policy JN)

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

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

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

#### **TRAVEL SERVICES** (See Board Policy KI)

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

#### **VISITORS** (See Board Policy KK)

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

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

### **SPECIAL PROGRAMS**

#### **ALTERNATIVE EDUCATION PROGRAMS** (See Board Policies IGBHA, IGBHB, and IGBHC)

Alternative educational programs have been developed and identified to meet the individual needs of students.

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

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

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

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

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

1. When two or more severe disciplinary problems occur within a three-year period. Severe disciplinary problems are defined in the student/parent handbook;
2. When attendance is so erratic the student is not benefiting from the educational program. Erratic attendance is defined in the student/parent handbook;
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or an emancipated student applies for exemption from attendance on a semi-annual basis, at age 16 or 17 as provided by law.

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

#### **ASSESSMENT PROGRAMS** (See Board Policy IL)

The district's assessment program has been developed to meet state requirements and local district needs. Assessment results are used to identify individual student's learning strengths and weaknesses and as a basis for planning learning activities. Results are used as a factor in determining the educational progress of students and the success of school programs for program improvement planning purposes. Additional services, alternative educational or public school options are made available to any student who has not met or has exceeded all of the state-required academic content standards.

The district's assessment program consists of the following:

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

The school principal as appropriate will announce dates for district and state assessments.

#### **ENGLISH LANGUAGE LEARNER PROGRAMS**

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

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

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

### **BREAKFAST/LUNCH PROGRAMS** (See Board Policies EFAA and EFAH)

The district participates in the National School Lunch, School Breakfast, Special Milk and Commodity Program(s).

Free and reduced-price meals are available for students unable to pay the full price for meals. General information, eligibility criteria and confidential application forms are available through the office.

**Staff may purchase breakfast and lunch items through the program as well. Please remember that all employees, except assistant cooks and cooks, must pay for their meals in advance.**

### **COUNSELING AND GUIDANCE PROGRAM** (See Board Policy IJ)

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

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

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

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

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

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

Confidentiality is not to be abridged except:

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

### **CRISIS PREVENTION/RESPONSE PROGRAM**

Each school works diligently to be proactive in crisis prevention. However, when a crisis does occur, each school has a response plan or program with support from the district and the Willamette ESD Crisis Response Team (Flight Team).

## **EARLY CHILDHOOD EDUCATION - Readiness to Learn**

The district recognizes the necessity to ensure that all children have access to early education opportunities to better develop the skills, attitudes and habits expected of kindergarten and first grade students. To this end, the district has coordinated and/or collaborated with a variety of programs for children birth through age 5. These programs include early childhood special education, state and federal Head Start programs, Healthy Start and child development. Additionally, early education opportunities are provided to students between kindergarten and grade 3. These include targeted services for "at-risk" children; ongoing curriculum and educational practices review and improvements that encourage parent participation and promote consistency with research findings about how children learn and sensitivity to individual differences; interagency agreements among the district and health care and social service providers; ongoing review of program goals; and planned transition from prekindergarten to kindergarten through grade 3.

## **HEALTH SERVICES PROGRAMS** (See Board Policy JHC)

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

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

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

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

## **HOMEBOUND INSTRUCTION** (See Board Policy IGBG and IGBG-AR)

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

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

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

## **HOME TUTORING SERVICES** (See Board Policy IGBCA)

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

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

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

### **LIBRARY/MEDIA SUPPORT SERVICES (See Board Policy IIBD)**

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

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

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

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

### **MULTICULTURAL EDUCATION**

The district is committed to an educational system that will prepare students to function effectively and cooperatively in a multicultural society.

The development of community partnerships and curriculum, which use every opportunity to present the many ethnic, racial and religious strands, that are a part of the American fabric provide a process for incorporating multiculturalism into the district's educational program.

Instructional materials at all grade levels are expected to reflect and fairly portray the history, contributions and culture of both men and women and of various ethnic groups in society.

### **PREGNANT/PARENTING STUDENT PROGRAMS (See Board Policy JFE)**

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

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

### **PSYCHOLOGICAL TESTING SERVICES (See Board Policy JHDA)**

Psychological tests, excluding intelligence tests, may be administered to students only by licensed psychologists/psychometrists employed for this purpose or by interns under their supervision.

Psychological evaluations may be made only with the informed and written consent of parents.

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

### **SPECIAL EDUCATION SERVICES (See Board Policies IGBA and IGBAF)**

Students ages kindergarten through 21 living in the district that have been evaluated and found eligible for services or programs for students with disabilities are served by the district's special education department.

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

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

Placements are made by the building's IEP team, which consists of the student's parent(s); one regular education teacher, if the student is participating in the regular education program; at least one special education teacher; a representative of the district; an individual who can interpret the instructional implications of the evaluation results; the student when appropriate and other individuals, who have knowledge or special expertise regarding the student, at the discretion of the parent or district.

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

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

### **STUDENT ASSISTANCE PROGRAM**

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

In order to assist students to resolve problems arising from behavioral/medical problems, including alcohol and other drug abuse, the district has established a Student Assistance Program.

Referral forms and procedures are available through the counseling office.

### **TALENTED AND GIFTED PROGRAMS** (See Board Policies IGBB, IGGBA, IGBBB, and IGBBC)

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

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

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

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

### **TITLE I PROGRAMS** (See Board Policy IGBC)

In order to help meet the needs of disadvantaged students, the district participates in Title I, federally funded programs that provide basic skills instructional services for educationally disadvantaged students in grades [K-10] and who live in targeted low-income areas.

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

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



## **APPENDIX A**

# **Silver Falls School District**

### **Mission Statement**

Together . . . cultivating character and academic growth in each student.  
Every day.

### **Vision Statement**

Graduating 100% of our students to improve the world.

### **Core Values**

- ◆ Student engagement resulting in maximum individual achievement.
- ◆ Professional excellence.
- ◆ A culture of integrity, respect and service.
- ◆ Unique schools within our communities.

### **Strategic Goals**

- ◆ 100% of K-12 students will be on track to graduate.
- ◆ Every student will attend 95% or more school days.
- ◆ 100% of teachers will be proficient or distinguished in the District standard for student engagement.

**APPENDIX B**

# Silver Falls School District ~ Grades K-12

## 2017-2018 School Year Calendar

*12 Two-Hour Early Releases*

		August		September		Class Days	In-Service		Holidays	Conferences	Contract Days	
							Staff Development	Grades/Conference Preparation				
		1	2	3	4							
		7	8	9	10	11	H	5	6	7	8	
		14	15	16	17	18	*11	12	13	14	15	
		21	22	23	24	25		18	19	20	21	22
		28	29	30	31		*25	26	27	28	29	
		Class Days 0		Class Days 19								
		Other I-4(5)		Other H-1								
<b>FIRST QUARTER TOTALS</b>						19	4 (5)	0	1	0	24(25)	
		October		November		December						
		2	3	4	5	6		1	2	3		
		9	10	11	12	13		6	7	8	9	H
		*16	17	18	19	20		*13	14	15	16	17
		23	24	25	26	27		**20	21	22	23	24
		*30	31					27	28	29	30	
		Class Days 21		Class Days 16		Class Days 11						
		Other I-1		Other I (Elem-1, HS 1.5),		Other 0						
		PC (Elem-2, HS-1.5), H-1										
<b>SECOND QUARTER TOTAL</b>						48	Elem-1 HS-1.5	1	1	Elem-2 HS-1.5	53	
		January		February		March						
		1	2	3	4	5		1	2			
		*8	9	10	11	12		5	6	7	8	9
		H	16	17	18	19		*12	13	14	15	16
		22	23	24	25	26		H	20	21	22	23
		*29	30	31				*26	27	28		
		Class Days 21		Class Days 18		Class Days 15						
		Other H-1		Other H-1, I-1		Other I-1, PC-1						
<b>THIRD QUARTER TOTALS</b>						54	0	2	2	1	59	
		April		May		June						
		2	3	4	5	6		1	2	3	4	
		*9	10	11	12	13		7	8	9	10	11
		16	17	18	19	20		14	15	16	17	18
		23	24	25	26	27		*21	22	23	24	25
		*30						H	29	30	31	
		Class Days 20		Class Days 22		Class Days 11						
		Other I-1		Other H-1		Other I-1						
<b>FOURTH QUARTER TOTAL</b>						53	Elem-1 HS-0	Elem-1 HS-2	1	0	56	
<b>2017-2018 TOTALS</b>						174	Elem-6(7) HS-5.5(6.5)	Elem-4 HS-5	5	Elem-3 HS-2.5	192 (193)	

School starts Sept. 5 and ends June 15. Teacher contracts begin August 28 (August 25 for new staff) and end June 18 (unless modified as provided in Policy ICA or by Collective Bargaining Agreement).

**GRADING PERIODS:**

1st Period	28 days	1st Period	23 days
2nd Period	24 days	2nd Period	28 days
3rd Period	37 days	3rd Period	34 days
<b>1ST SEMESTER</b>	<b>89 DAYS</b>	<b>2ND SEMESTER</b>	<b>85 DAYS</b>

**PLEASE NOTE: It is the practice of the Silver Falls School Board to make up each district-wide inclement weather closure day.**

○ Staff Development    △ Grades/Conference Preparation    □ Parent Conferences    ▽ Elem.-Staff Dev.; HS-Grades/Conf. Prep.

**\*\*Nov. 20 – Grades K-12 – 7:30 a.m. - 3:30 p.m. Grades/Conference Prep; 3:30-7:30 p.m. Parent Conferences**    End of Grading Period

**Nov. 21 – K-8 – 7:30 a.m. - 7:30 p.m. Parent Conferences**    **\*Two Hour Early Release**

**Nov. 21 – 9-12 – 7:30 - 11:30 a.m. In-Service; 12:00 - 7:30 p.m. Parent Conferences**    **Vacation**

*Adopted: 2/13/2017*

# APPENDIX C

## DISTRICT ORGANIZATION CHART

July 2017 - June 2018

