

DAYTON SCHOOL DISTRICT #8

**Employee Policy Handbook**

**2017-2018**

*A District with heart...  
developing minds*



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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.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

*Jason Hay, Superintendent*

## **NON-DISCRIMINATION**

Equal employment opportunity and treatment shall be practiced by the district regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation<sup>1</sup>, age, marital status, pregnancy, familial status, economic status, veterans' status, genetic information or mental or physical disability, 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:

*Jason Hay, Compliance officer*

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

## **PARENTAL DEFINITION**

As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

## ***GENERAL INFORMATION***

### **ASSOCIATIONS**

The Dayton Education Association (DEA) represents the bargaining unit for all licensed staff. Efrain Arredondo and Dave Fluke are the Association Co-Presidents. Refer to the collective bargaining agreement for payroll deductions for non-union members.

The Oregon School Employees Association (OSEA) represents the bargaining unit for all classified staff. Lisa Willard is the Association President. As approved by delegates at the annual OSEA conference, the dues rate will be 1.875% of the employee's gross annual salary. The state OSEA and local (\$0.50/month) dues will be divided by the number of paychecks.

### **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:

Reba Stoller, Board Chair  
Teresa Shelburne, Vice Chair  
Pamela Horst  
Debbie Kearns  
Isaac Kearns  
Francisco Montelongo  
Raylinda Price

### **BOARD MEETINGS/COMMUNICATIONS**

Regular Board meetings are held on the second Tuesday of the month in the District Board Room unless posted otherwise. Meetings begin at 7:00 PM. All regular, special and emergency meetings of the Board are open to the public unless as otherwise provided by law.

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

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

## **BUILDING HOURS**

The buildings are accessible to the public during the course of the school year on weekdays between the hours of 7:30 AM – 4:00 PM.

Each building administrator/principal will control the use of building keys and ensure that buildings are adequately closed and locked when no authorized personnel are present. Each principal shall set up and maintain a key control system to record the issue and return of all keys; the system will include the date, name of employee, key number, and room number or building/area. All keys issued through the office of the principal are considered district keys.

Each employee has a responsibility to assist in the maintenance of controlled access to district property and facilities.

Refer to Board Policy, ECA/ECAA, and ECA/ECAA-AR.

## **COMMUNITY USE OF BUILDINGS**

The buildings are open to community groups during the week and weekends for approved use when such use does not interfere with district programs. Building use forms are available in the school offices.

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

Refer to Board Policy KD and KD-AR.

## **CONFERENCE AFFILIATION**

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

The high school participates in the following OSAA-recognized activities: football, boys and girls soccer, volleyball, wrestling, boys and girls basketball, track, baseball, softball, rally, band, choir and student council. Refer to Board Policy IGD.

## **DISTRICT OFFICE HOURS**

The district office is open for staff on weekdays between the hours of 7:30 AM – 4:00 PM during the school year.

During summer months and other times during the school year when school is not in session, the hours will be posted.

## **FOUNDATION**

A Better Community – Dayton Education Foundation (ABC-DEF) was founded in 2000 as a non-profit, tax-exempt organization dedicated to supporting public education in the Dayton School District. Led by a volunteer Board of Directors, ABC-DEF provides financial support for programs and activities that are not supported by tax dollars. The ABC-DEF motto is “Building Futures Through Enhanced Educational Opportunities.”

One licensed and one classified staff member serve on the Board of Directors. If you are interested in making a contribution through payroll deduction or would like more information on the Foundation, please contact the District Office.

The Foundation sponsors teacher grant applications, typically in early fall. Watch for announcements.

## ***STAFF OPERATIONS***

### **ABSENCES**

Staff members unable to report to work for any reason must notify the AESOP (Automated Educational Substitute Operator) system by calling 1-800-942-3767, as soon as possible (prior to 6:30 AM) to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should contact the building secretary by 2:00 PM. Whenever possible, and as appropriate, substitutes will be retained during the course of your absence. Requests for a particular substitute, or that a particular substitute not be called, may be made in advance through the building principal only. Final decisions regarding substitute use or nonuse will be made by the district. Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others either for all day or temporary absences from their duties without prior administrative approval.

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

An absence report form must be completed and returned to the building office for all staff absences including absences due to school or district-related activities. Forms are available at each office. Please submit a leave form to your building office in advance for any anticipated absences.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy and law. After five (5) consecutive absence days a doctor's note may be required.

**Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA)**  
**Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA)**

Eligibility

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave. Staff members employed by the district at least 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave under OFLA.

Length/Purpose of Leave

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

1. Birth of the employee's child (eligibility expires 12 months after the birth);
2. Placement of a child with the employee for adoption or foster care or for bonding with a newly placed child when the child is under 18 years of age, or when a child older than 18 if incapable of self-care because of mental or physical disability;
3. Care of a family member with a serious health condition;
4. The staff member's own serious health condition;
5. Eligible employees may take FMLA leave for qualifying exigency while the employee's spouse, son, daughter or parent is on covered active duty or called to covered active duty status during the deployment with Armed Forces to a foreign country (CFR sections 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917);
6. Injured Service Member Leave, allows an employee leave to care for a covered service member who is the employee's spouse, son, daughter, parent or next of kin who has been injured in the line of duty as a member of the Armed Forces;
7. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments;
8. State law allows employees to take leave for the death of a family member to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member or to grieve the death of a family member;
9. Military Family Leave, allows leave for a spouse or partner of a military personnel per each deployment of the spouse or partner when the spouse or partner has either been notified of an impending call to active duty, has been ordered to active duty or has been deployed or on leave from deployment (OFLA only).

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

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

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

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

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

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

#### Paid/Unpaid Leave

Family leave under federal law is generally unpaid. Under state law, employees are entitled to access any accrued paid leave including paid sick leave for any OFLA qualifying event. Contact the District office for information regarding accessing any accrued paid leave for an qualifying event.

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

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

#### Application

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

If advance notice of FMLA leave, under federal law, is not possible, for example due to a change in circumstances or medical emergency, notice must be given as soon as practicable. "As soon as practicable" means at least oral notification within one or two business days of when the leave becomes known to the employee. Failure to provide the required notice for FMLA leave may result in the district delaying the staff member's leave for up to 30 days after the notice is ultimately given.

If advance notice of OFLA leave is not possible due to unanticipated or emergency leave situation, oral or written notice is required within 24 hours. The district realizes that there may be circumstances when it is not possible to provide a 24-hour notice. Therefore, the staff member may designate a family member or friend to notify the district during that period of time.

In either case, proper documentation must be submitted within three working days of the employee's return to work. Failure to provide the required notice for OFLA leave may result in the district deducting up to three weeks from the staff member's leave period.

### Medical Certification

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

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

Under state law, the district may require a second opinion and designate the health care provider. Should the two opinions conflict, the district may require a third opinion and that the two providers designate the third health care provider. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinion will be paid for by the district.

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

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

#### Continuation of Health Insurance Benefits

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

#### Return to Work

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

### **ABUSE OF A CHILD REPORTING**

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

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

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

Oregon law recognizes these types of abuse:

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

Under Oregon law, school policy on suspected abuse of a child by a school employee is as follows:

1. Abuse of a child by school employees is not tolerated.
2. Each school building shall post in the office and in the staff room the name and contact information for the person designated for the school building to receive reports of suspected abuse of a child by school employees, and the procedures the person will follow upon receipt of a report.
3. All school employees are subject to this policy and related administrative rules.
4. Procedure for reporting:
  - a. School employee shall report to building administrator.
  - b. Building administrator will take the report in writing.
  - c. The staff member and building administrator shall report the claim to the Superintendent, the Department of Human Services, and/or law enforcement agency.
  - d. The Superintendent will, upon receiving the report, investigate in a timely manner.
  - e. Upon completion of the investigation, the Superintendent will notify the person who initiated the report about actions taken by the District based upon the report.
5. When the District receives a report of suspected abuse of a child by one of its employees, and the District determines that there is reasonable cause to support the report, the District shall place the school employee on paid administrative leave until either: (a) the Department of Human Services or a law enforcement agency determines that the report is unfounded or that the report will not be pursued; or (b) the Department of Human Services or a law enforcement agency determines that the report is founded and the District takes the appropriate disciplinary action against the school employee. If the Department of Human Services or a law enforcement agency is unable to determine, based upon a report of suspected abuse of a child, whether abuse of a child occurred, the District may reinstate a school employee placed on paid administrative leave or may take appropriate disciplinary action against the employee.
6. The initiation of a report in good faith about suspected abuse of a child may not adversely affect any terms or conditions of employment or the work environment of the complainant. Neither the Board nor any school employee will discipline a student for the initiation of a report in good faith about suspected abuse of a child by a school employee.
7. Upon request from a law enforcement agency, the Department of Human Services, or the Teacher Standards and Practices Commission, the District shall provide the records of investigations of suspected abuse of a child by a school employee.

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

Under Oregon law, school districts are required to provide annual training to school employees on the prevention and identification of abuse of a child and on the obligations of school employees as mandatory abuse of a child reporters under Oregon law.

Oregon law also requires the Oregon Department of Human Services to make diligent efforts to notify persons who make reports of abuse of a child about the outcome of the investigation, if provided with information about contacting the individual who made the report.

Staff members are required to comply with all applicable laws.

### **ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES**

As a contracted benefit, all staff members will be entitled to receive free admission passes to attend with their family/household members all extracurricular activities within the District. These passes are not transferable. Staff members in attendance at an event should understand that they may be called upon to provide assistance if needed.

### **ANIMALS IN DISTRICT FACILITIES**

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or co-curricular activity are allowed in district facilities.

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

Refer to Board Policy ING and administrative regulations for additional information and requirements.

### **BREAKS**

Each non-exempt employee will have a scheduled break not to exceed ten (10) minutes for every four (4) hours of work. An employee working more than five (5) hours per day shall have in addition to the break, one-half (1/2) hour unpaid, uninterrupted lunch break. An employee working more than seven (7) hours per day shall have a scheduled additional ten (10) minute break. Breaks are not accumulative. Non-exempt employees are expected to adhere to the break schedule established by the building principal. Deviation from the regularly scheduled break period requires prior supervisor approval.

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

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, and musical instruments are 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 building principal.

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

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

## **CASH IN DISTRICT BUILDINGS**

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the 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.

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

Staff members and volunteers are expected to follow the Student Body Deposit/Cash Procedures as outlined on the back of the “Student Body Accounts – Summary for Deposits/Cash Received” forms. These forms are available in all offices. Refer to Board Policy IGDF, Student Fund-Raising Activities.

## **CHECKOUT**

### **Workday Checkout**

All staff arriving late, leaving early, or leaving the building during the workday, are required to check out/in with the building office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

### **Year-end Checkout**

The building principal will collect all staff keys prior to the issuance of final paychecks unless assigned duties require continued access. All staff will complete the checkout procedures defined by the building principal or administrator.

## **CLASSROOM SECURITY**

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

All staff members are required to protect confidential information. In order to prohibit student or other unauthorized access to confidential data, staff members are expected to secure their room and/or to lock down their computer stations when leaving the area. If you need assistance with this or have concerns, please contact your building administrator or designee.

All staff are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The

district will not be responsible for the loss of, or damage to, personal property due to such causes as fire, theft, accident or vandalism.

## **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES**

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

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

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law. Refer to Board Policies EBBAB/GBEBAA, HVB/Bloodborne Pathogens; GBEB, Communicable Disease; EGEB/JHCC, Communicable Disease; GBEB/JHCC, Communicable/Infectious/Aids/Diseases; GBEB, Staff – HIV, Aids and HBV; and administrative regulations.

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

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

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

Additionally, HBV vaccination and vaccination series will be made available after training and within 10 days of initial assignment to all staff who have been identified by the district as being at risk for occupational exposure. Report any occupational exposure to bloodborne pathogens to the building principal. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential postexposure evaluation and follow-up.

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

If staff have questions regarding Bloodborne Pathogens requirements, contact your building

administrator or supervisor.

### **Infection Control Procedures**

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

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV\*, HBV and/or bloodborne pathogens;
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own 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 trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and 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 workshift 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, leakproof 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

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

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

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

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

### **Staff Complaints**

Any staff member who believes there is evidence of, and wishes to report a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority; or a substantial and specific danger to public health and safety caused by the actions of the district should be directed to the building principal or immediate supervisor for informal discussion and resolution. If the staff complaint is against the superintendent the complaint should be referred to the Board Chair.

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

### **COMPUTER USE**

Staff may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission and goals. Personal use of district computers, including Internet and e-mail access is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Ethics Commission (OGEC) guidance (i.e. "occasional use to type a social letter to a friend or family members, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity"). Such use is restricted to the employee's own time. Staff who violate Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement, and violations of applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

Refer to Board Policy IIBGA, Use of District Electronic Communications, administrative regulations, and OAR 584-020-0041.

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 and classified district employees.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the District Office in accordance with timelines established by the district and collective bargaining agreements. Salary placement documentation must be submitted to the District Office no later than September 15 of the new school year or within 20 days of hire for new employees.

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. Refer to collective bargaining agreements and/or call the District Office for further information on contract and benefits.

## **COPYRIGHT**

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

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

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office. Refer to Board Policy EGAAA, Reproduction of All Copyrighted Materials, and administrative regulation.

"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 disks and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.
- 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, disk or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

B. Prohibited uses — district employees may not:

1. Copy to create or replace or substitute for anthologies, compilations or collective works;
2. Copy works intended to be “consumable,” such as workbooks, exercises, standardized tests and answer sheets;
3. Copy for the purpose of performance, except as noted above (A. 1.) in emergencies;
4. Copy to substitute for purchase of music except as noted above (A. 1., 2. and 3.);
5. Copy without inclusion of the copyright notice on the copy.
6. Downloading/file sharing of music from the internet that was originally intended for sale.

III. Television Off-the-Air Taping

A. Permissible uses — district employees may:

1. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite retransmission, 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 legal retention period, all off-air recordings shall be erased or destroyed immediately.

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

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

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

#### IV. Rental, Purchase and Use of Videotapes

- A. Permissible uses — district employees may:
1. Use purchased or rented videotapes such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
  2. Use only rented lawfully-made videotapes;
  3. Arrange for the local school to transmit videotapes over their closed circuit television systems for direct instruction;
  4. Use off-air videotapes made at home for classroom instruction and only in accordance with television off-air guidelines and district policy.
- B. Prohibited uses — district employees may not:
1. Use rented or purchased videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;
  2. Use rented or purchased videotapes such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

## V. Computer Software

### A. Permissible uses — district employees may:

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

### B. Prohibited uses — district employees may not:

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

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

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

### A. Permissible uses — district employees may:

1. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
2. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
3. Make single copies of articles or sound recordings or excerpts of longer works for a

student making a request, provided the material becomes the property of the student for private study, scholarship or research;

4. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
5. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
6. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.

B. Prohibited uses — district employees may not:

1. Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
2. Copy without including a notice of copyright on the reproduced material.

## VII. Performances

A. Permissible uses — district employees must:

1. Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed.

This is particularly important if admission is to be charged or recordings of the performance are to be sold.

## VIII. Violations

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

## 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.

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

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

## CRIMINAL RECORDS CHECKS/FINGERPRINTING

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

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

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

Fees for individuals, including nonlicensed applicants, subject to such checks including fingerprinting 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.

Refer to Board Policy GDDA/GDDA, Criminal Records Checks/Fingerprinting, and administrative regulations. The District will comply with Oregon statutes and regulations regarding criminal records checks and/or fingerprinting.

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

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from consideration as a district volunteer and employment or contract status or withdrawal of offer of employment contract made by the superintendent immediately upon the following:
  - a. Refusal to consent to a criminal records check and/or fingerprinting; or
  - b. Notification by the Superintendent of Public Instruction or his/her designee 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**

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

## **CURRICULUM**

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

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

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

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

## **DISCIPLINE AND DISCHARGE**

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

## **DRUG-FREE WORKPLACE**

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

“Workplace” is defined to mean the site for the performance of work done for the district. 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. Each staff member 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 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.

Refer to Board Policy GBEC, Drug-Free Workplace.

## **DRUG TESTING**

All offers of employment shall be contingent upon successful passage of a district-required drug

test. The district will designate when and where such testing will be conducted. The cost of the drug test shall be paid by the candidate and reimbursed by the district upon receipt of negative drug test results. The district will not reimburse individuals who test positive for drugs. The offer of employment will be withdrawn from candidates who test positive for drugs.

Information the district receives regarding drug testing will be collected and maintained on separate forms and in separate files apart from personnel files. All such records will be kept confidential, maintained for a minimum of one year and released only in accordance with provisions of the Americans with Disabilities Act or other applicable laws.

Refer to Board Policy GBED and ORS 332.107, ORS 657.176

## **EMERGENCY CLOSURES**

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

A phone tree will be distributed to all staff by the building principal for use in the event of delayed openings or school closures. The district subscribes to a service that posts the delayed openings or school closures on the local radio and television stations.

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

## **EMERGENCY PROCEDURES AND DISASTER PLANS**

All staff will be provided with a copy of the district'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, safety threats, 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 office and other strategic locations throughout the building.

## **EVALUATION OF STAFF**

### Classified 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. The district's program provides for the assessment of classified employees and current performance of their job assignments.

Licensed Staff

## PHILOSOPHY STATEMENT

The intent of the teacher effectiveness program is ultimately to improve student learning and achievement. In the process the teacher should become better attuned to his/her own practices and learn ways to enhance the strengths and decrease the impact of any weakness(es). Teachers will also be able to develop habits that have been identified as distinguished teacher traits, examine the forces that influence teaching, and create productive dialogue amongst our teaching staff.

## PURPOSE AND GOALS OF EVALUATION

Effective teaching and leadership matter. Within the school environment, teachers and administrators have the most impact in creating equity and excellence for each and every student. Teachers and administrators have a challenging task in meeting the needs of an educationally diverse student population, and meaningful evaluations are necessary to provide educators with the support, recognition, and guidance needed to sustain and improve their efforts. Evaluation systems must be designed comprehensively to go beyond the use of personnel decision making to inform the growth process across the system and to measure a full range of performance across different settings. The primary goal of elevating teaching, leading, and learning throughout the systems cannot be accomplished with summative assessment alone.

Undertaking the work of designing, implementing, and monitoring an effective evaluation and support system for educators is both complex and time consuming; however, based upon the powerful correlation between teacher and principal effectiveness to student learning and growth, this work is imperative and of the utmost importance.

The ultimate goal of strengthening teacher and leader evaluation systems in Oregon is to ensure equitable outcomes where *all* students, regardless of background, are ready for college, careers, and engaged citizenship by ensuring the following outcomes:

- Improved student learning at all schools and for all students.
- Effective teachers in every classroom.
- Effective leaders in every school and district.
- Reducing achievement gaps between the highest and lowest performing student groups, while increasing achievement and success for every student.
- Continuous professional growth for teachers and leaders throughout their careers.

The Oregon Framework for Teacher and Administrator Evaluation and Support Systems creates a fair and equitable system to measure teacher and leader effectiveness. This valid and reliable system will meaningfully differentiate performance using four performance levels and will include measures of teachers' and principals' contribution to student learning and growth toward academic goals and learning standards.

Purposes of the evaluation and support system are to:

- Strengthen the knowledge, dispositions, performances and practices of teachers and administrators to improve student learning

- Strengthen support and professional growth opportunities for teachers and administrators based on their individual needs in relation to the needs of students, school, and district
- Assist school districts in determining effectiveness of teachers and administrators in making human resource decisions.

### Defining Teacher and Principal Effectiveness

Development of evaluation and support systems should begin with defining the terms “effective” teacher and “effective” principal (or administrator). The Educator Effectiveness Workgroup developed the definitions below which reflect the adopted Model Core Teaching Standards (OAR 581-022-1724) and Educational Leadership/Administrator Standards (OAR 581-022-1725).

#### *Teacher Effectiveness*

Effective teachers in the state of Oregon have the essential knowledge, critical dispositions and performances needed to promote the success of every student through high expectations, challenging learning experiences, a deep understanding of the content, effective instructional practice, and professional responsibility.

By demonstrating proficiency in the adopted teaching standards, effective teachers improve student learning and growth by providing instruction that enables all students regardless of their background to meet and exceed ambitious goals and standards for student learning. Effective teachers empower every student to take ownership of his or her own learning and leverage diverse student assets to promote learning for all students.

Through implementation of the Common Core State Standards (CCSS), effective teachers integrate cross-disciplinary skills to help students master content and apply knowledge and skills to explore ideas, propose solutions, develop new understandings, solve problems, and imagine possibilities. They strive to eliminate achievement gaps and to prepare diverse student populations for postsecondary and workforce success.

Effective teachers use assessment data to monitor each learner’s progress formatively, adjust instruction as needed, provide feedback to learners, and document learner progress against standards using multiple sources of evidence. They also analyze student learning outcomes to plan meaningful learning opportunities, customize instruction for students with a wide range of individual and cultural differences, and incorporate new technologies to maximize and individualize learning experiences.

Effective teachers understand that helping all students succeed cannot happen in isolation; they engage in intensive professional learning, peer and team collaboration, continuous self-reflection, consultation with families, and ongoing study of research and evidence-based practice. Effective teachers demonstrate leadership by encouraging transparency and contributing to positive changes in practice which advance the profession. They also lead by modeling ethical behavior, taking responsibility for the learning and well-being of all students, and supporting a shared vision and collaborative culture. Effective teachers communicate high expectations to students and their families, in particular those who have historically been left behind/marginalized, and utilize diverse strategies to engage them in a mutually supportive

teaching and learning environment. They perform all duties according to the ethical and competent standards set by the Teachers Standards and Practices Commission.

*Principal Effectiveness*

Effective principals in the state of Oregon integrate principles of cultural competency and equitable practice and promote the success of every student through visionary leadership, instructional improvement, effective management, inclusive practice, ethical leadership, and the socio-political context of their building and district. By demonstrating proficiency in the adopted educational leadership/administrator standards, effective principals improve teacher effectiveness and student learning and growth. They also lead by modeling ethical and competent behavior according to all standards set for administrators by the Teachers Standards and Practices Commission.

As the school’s instructional leader, effective principals enable critical discourse and data-driven reflection and decisions about curriculum, assessment, instruction, and student progress, and create structures to facilitate instructional improvement. Effective principals ensure their staff receives support, assistance, and professional growth opportunities necessary to strengthen teacher knowledge, skills, dispositions, and instructional practices in mutually-identified areas of need. By creating a common vision for equity and excellence and articulating shared values, effective principals lead and manage their schools in a manner that promotes collaboration and equity, creates an inclusive and safe, efficient, and effective learning environment, and improves the school’s positive impact on students, families, and community members.

**REQUIRED ELEMENTS OF TEACHER EVALUATION AND SUPPORT SYSTEMS**

Teacher evaluation and support systems in all Oregon school districts must include the following five elements:

(1) Standards of Professional Practice	(2) Differentiated Performance Levels	(3) Multiple Measures	(4) Evaluation and Professional Growth Cycle	(5) Aligned Professional Learning
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These five required elements establish the parameters for local evaluation and support systems. The framework describes the state criteria for each of these elements. Districts must align their systems to these elements but have local flexibility in their design and implementation. Local systems must meet or exceed the state criteria for evaluation and support systems.

**STANDARDS OF PROFESSIONAL PRACTICE: MODEL CORE TEACHING STANDARDS**

The standards of professional practice are the cornerstone of an evaluation system. The Model Core Teaching Standards are the foundation of Oregon’s evaluation framework. These professional standards outline what teachers should know and be able to do to ensure every student is ready for college, careers and engaged citizenship in today’s world. These standards help frame a comprehensive definition of effective teaching.

Oregon legislation (SB 290) called for the adoption of teaching and administrator standards to be included in all evaluations of teachers and administrators in the school district. The State Board of Education adopted the Model Core Teaching Standards (581-022-1724) in December 2011 and requirements for district evaluation systems (581-022-1723).

The Model Core Teaching Standards build on national standards, are research based, utilize best practices, and were developed with a wide variety of stakeholders over the course of several years. Districts are required to build their evaluation and support systems using these adopted standards.

## **FAIR LABOR STANDARDS ACT**

Regular working hours for all classified staff will be set by the building principal or supervisor. Classified staff are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the building principal or supervisor. All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply may result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and collective bargaining agreements. This serves as written notification by administrators, directors and/or supervisors to nonexempt employees (only teachers, district administrators, business manager, and maintenance director are exempt employees), as defined by the Fair Labor Standards Act, of the Board's following expectations:

- What constitutes nonexempt working hours;
- What constitutes normal working hours;
- That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
- 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 actually worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.

If funds are available, classified 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 authorized overtime, compensatory time at not less than time and one-half will be allowed.

## **FUND RAISING**

Fund raising 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 building 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.

Bake sale and food sale fund raising must follow all health code requirements including food handlers license, cooking and storage of food items, and cleaning requirements. Any use of school kitchen facilities must be under the direction of food service staff. Food sold outside the school kitchen must have a temporary event license, and subsequent inspection. Food made at home may not be sold at school events.

All money raised must be receipted and deposited with the district. Refer to Board Policy IGDF, Student Fund-Raising Activities. The district “Summary for Deposits/Cash Received Form” and “Fundraiser Activity Request Forms” shall be used for all fund-raising activities. Forms are available in the office.

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

### **GIFTS AND SOLICITATIONS**

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

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

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

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

Refer to Board Policies GBI, Gifts and Solicitation; KI, Public Solicitation in District Facilities; and KI/KJ, Commercial Advertising/Merchandise Sales, administrative regulations, and the Oregon Government Ethics laws (see Staff Ethics).

### **GRIEVANCES**

Refer to applicable collective bargaining agreements or contracts.

### **GUEST SPEAKERS/CONTROVERSIAL SPEAKERS**

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

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

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

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

1. Profanity, vulgarity and lewd comments are prohibited;
2. Use of a tobacco product or inhalant delivery system or other similar device is prohibited;
3. Sexist, racial remarks or derogation of any group or individual is prohibited;
4. Any curriculum guidelines which address controversial subject matter (eg. religion, sexuality education, evolution).

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

### **HAZING/HARASSMENT/INTIMIDATION/MENACING/CYBERBULLYING**

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

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

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

### **HEALTH INSURANCE 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.

## **INJURY/ILLNESS REPORTS**

All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee, occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the principal immediately.

Reports will cover property damage as well as personal injury.

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

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

## **INVENTORY**

The district will maintain an inventory of all fixed assets in accordance with Oregon governmental accounting standards. The district's inventory will be updated annually to include property newly purchased and disposed.

The staff is responsible to assist in inventory accounting by notifying the District Office when inventoried items (including tagged non-consumable supplies) are moved from one room to another. Staff members may not dispose of district property without authorization from the superintendent. Refer to Board Policies DID, Property Inventories, and DN, Disposal of District Property, and administrative regulations.

## **JOB SHARING**

Refer to licensed collective bargaining agreement.

## **JURY DUTY**

As outlined in District Policy GF, employees may receive their normal salary during the time excused for jury duty provided the jury reimbursement, less expenses (i.e. mileage) is turned over to the District. Although the time that an employee is required to remain at the court is unknown and may vary from day to day, the District's expectation is that the employee will return to work if released from the court prior to the end of their regular work day.

## **KEYS**

Keys (and/or key cards or key fobs) are issued to staff by the building principal or designee. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff 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 building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon 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) has been issued, in the following amounts:
  - a. Room or other keys--\$25;
  - b. Master key---\$100;
  - c. Maximum charge---\$150.
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys, as appropriate.

## **LEAVE OF ABSENCE**

Leave of Absence Guidelines:

1. An employee must have worked in the District for three years before a Leave of Absence (LOA) will be considered.
2. The leave of absence (unless for medical reasons) must benefit the District. What knowledge/skill/experience will the staff member have during the LOA, which will be of value to Dayton students?
3. Any LOA for longer than one year will not be considered.
4. Requests for LOA must be made by March 1 of the year prior to the leave.
5. Staff members on LOA will not be given a step increase on the salary schedule for the year they were gone.
6. A staff member may not request a LOA the year following being on a Plan of Assistance for Improvement.

7. The expectation is that the staff member will return to employment in the Dayton School District after the LOA.

Leave of Absence requests must start at the building level, and have principal approval. If approved, the request is then sent to the Superintendent for denial/approval. The last step is denial/approval by the Board of Directors.

If the request is denied at the principal or superintendent level it may be appealed to the next approval level. If the request is denied by the Board of Directors the decision is final.

## **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 building principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the building 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 building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

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

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

## **LICENSE REQUIREMENTS**

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 includes all endorsements.

The district requires licensed staff to submit copies of all license endorsements to the superintendent's office. This verification includes all license endorsements. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current and to submit them to the superintendent's office.

Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

In the event the district is required to forfeit any State School Fund moneys as a result of a

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

## **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.

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, at 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**

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 building principal. The materials and proposed method of distribution will be reviewed and a decision made based on the district policy and educational concerns and interests of the district.

## **MEETINGS**

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff, as designated by the building principal or supervisor, are expected to attend staff meetings unless prior arrangements have been made with the building principal or supervisor. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

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

## **MOTHER FRIENDLY WORKPLACE**

A reasonable effort will be made to provide a room or other location in close proximity to an employees' work area, other than a restroom, where an employee can express milk in privacy.

A 30 minute, paid rest period to express milk during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period.

## **NAME BADGES/STAFF INFORMATION**

All staff members are required to wear their identification (ID) badges daily in a visible location. If an ID badge is lost or misplaced, a temporary daily ID badge should be checked out for the day. If an ID badge is permanently lost, a replacement should be ordered from the school office.

## **PARENTAL RIGHTS/SURVEYS**

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

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

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

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

Requests to review materials or to excuse students from participation in these activities, including any 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**

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

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, may not be carried on

during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and assigned duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

## **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

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

A "personal electronic device" is a device capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

Personal cell phones/pagers and other digital audio and video devices shall be silenced during instructional time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignments. Cell phones which have the capability to take photographs or video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.

Staff members, while on duty and off duty, will utilize social network sites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business. Staff members, while on duty and off duty will treat fellow employees, students and the public with respect while posting in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding nonschool-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use district email using mailing lists to a group of students rather than individual students. Texting students during work hours is discouraged. Texting students while off duty is strongly discouraged.

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

Staff are subject to disciplinary action up to and including dismissal for using a personal

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

## **PERSONAL PROPERTY**

The Dayton School District assumes no liability for personal property that may be stolen or damaged while being used for school purposes. Individual home insurance may cover such items.

## **PERSONNEL RECORDS**

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

All records containing medical condition information such as workers’ compensation reports and release/ permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records.

All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange in advance with the District Office to inspect the contents of his/her personnel file on any day the District Office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;

5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the District Office;
8. Attorneys for the district or the district's designated representative on matters of district business.
9. The disciplinary records of a district employee convicted of a crime listed in ORS 342.143 are not exempt from 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.

### **PETTY CASH/EXPENSE REIMBURSEMENTS**

In order to expedite the purchase of minor school supplies, postage, freight and other emergency items, a petty cash account may be established by the District Office. Staff members may purchase items costing less than \$20 with prior approval from the building principal.

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 District Office. "Expense and Travel Reimbursement Report" are available from the District Office and should be submitted in a timely manner for approved expenditures. Refer to Board Policies DJB, Petty Cash Accounts, and DLC, Expense Reimbursements, administrative regulations, and Oregon Ethics Laws (ORS Chapter 244).

### **PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME**

Refer to collective bargaining agreements, as applicable.

### **PROGRESS REPORTS**

Teachers are expected to report their students' progress to the students and their parents. Progress reports indicating academic performance and personal management skills to date will be issued as directed by the administration.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers. Refer to Board Policy IKAB, Student Progress Reports to Parents, and administrative regulations. Forms are available in the 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.

## **PROHIBITED USE, POSSESSION, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS**

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 and inhalant delivery systems use is prohibited on all district property and in district-owned buildings and vehicles and at district-sponsored events.

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew, or snuff in any form. This does not include USFDA tobacco products or other therapy products used for the purpose of cessation.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

## **PURCHASING**

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.

All purchases, including purchases from student body funds, must be authorized in advance by an administrator. All purchases must comply with Board Policies, administrative regulations, and Oregon Ethics Laws (ORS Chapter 244). Requisition/Purchase order forms are available in each office and must be submitted with purchase requests.

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

1. Date;
2. Vendor;
3. Delivery address (to the District or School address only – for all purchases);
4. Item quantity;
5. Item description;
6. Unit value;
7. Total amount;
8. Budget code;
9. Name of requestor;

10. Signature of individual authorized to sign purchase orders.

Additionally, at least three informal quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services greater than \$1,000.

All other purchases \$10,000 and over are subject to the Board's policy governing Bidding Requirements, administrative regulation specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the District Office for details.

### **RELEASE OF GENERAL STAFF INFORMATION**

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

Authorized district personnel may disclose information about a former employee's job performance to a prospective employer under the following conditions:

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

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

### **RESEARCH/COPYRIGHTS AND PATENTS**

Staff members engaged in a research project during the workday or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the building principal.

Privacy rights of students or other individuals involved in such research projects must be maintained.

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

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

## **RESIGNATION OF STAFF**

A resigning staff member is required to deliver a written notice of resignation to the District Office.

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

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

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

## **RETIREMENT**

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place. If the staff member desires to continue working in district the following year, such request must be made 60 calendar days before the end of the school year.

Refer to Board Policy GCPC/GDPC, Retirement of Staff, GCPC/GCPC-AR, Reemployment of PERS-Retired Staff, and applicable provisions of collective bargaining agreements for voluntary early retirement.

## **SAFETY COMMITTEE**

A 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 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.

## **SCHOOL MESSENGER**

The School Messenger system will be used for emergency announcements and all staff communication throughout the school year. All staff will be required to complete a Personnel Data Sheet annually and to supply a phone number to be used by the School Messenger System.

## SECURITY SYSTEM

Each building principal will maintain and control the use of building keys and security system access. The superintendent or designated and maintenance director shall have access to all district keys and security systems. Refer to Board Policy ECA/ECAA, Access to Buildings, and administrative regulations.

## SEXUAL CONDUCT (Reporting Requirements)

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

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

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

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

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

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

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow up on receipt of a report. In the event that the designated person is the suspected

perpetrator, the Board chair shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified.

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

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

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

## **SEXUAL HARASSMENT**

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

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

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

Principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and reported incidents shall be investigated. The

investigator shall be a neutral party having had no involvement in the complaint presented or reported incident.

Step 1

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

Step 2

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

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

Step 3

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

Step 4

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

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

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

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

## **SICK TIME**

Sick Time provisions (Board policy GCBDD/GDBDD – Sick Time):

1. Can be used for customary sick time reasons plus expanded reasons similar to FMLA/OFLA.
2. Provides a minimum of 40 hours for full-time employees who work a full year or sick time accrued at 1 hour for every 30 hours worked.
3. Employees are eligible to use sick time on the 91st calendar day of employment.
4. Accrues based on actual time worked.
5. There is a 180-day window of time after the employee last works for an employer to retain eligibility, accrual, and balance of sick time. Shall be used in one-hour increments unless the employer can establish this results in an undue hardship
6. Must notify workers at least quarterly of their sick time balance.
7. Sick Time will run concurrently with all other applicable leaves currently provided to employees by state and federal laws and under the provisions of current collective bargaining agreements.

## **SITE COUNCIL**

As one of the efforts to encourage community involvement in shared decision making and to foster the collaborative efforts of staff, students, parents and community members, a 21st Century Schools Council may be established.

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

## **SPECIAL INTEREST MATERIALS**

Supplementary materials from nonschool sources require building principal approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources. Refer to Board Policy II/IIA/IIAD, Special Interest Materials. 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 are expected to conduct themselves in a manner that conforms with applicable job descriptions, Board policy and administrative regulations.

Additionally, all licensed staff are expected to adhere to the Standards for Competent and Ethical

Performance of Oregon Educators as specified in Oregon Administrative Rules. Refer to Dayton Licensed Staff Evaluation Handbook.

### Application of Rules

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

### Definitions

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

1. Administrator – Any supervisory educator who holds a valid Oregon administrative license or registration;
2. Competent – Discharging required duties as set forth in these rules;
3. Educator – Any licensed or registered person who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising;
4. Ethical – Conforming to the professional standards of conduct set forth in these rules;
5. Sexual contact – Includes:
  - a. The intentional touching of the breast or sexual or other intimate parts of a student;
  - b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator; or
  - c. Sexual advance or requests for sexual favors directed toward a student
  - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment; or
  - e. Verbal or physical conduct which has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive

educational environment.

6. Sexual harassment – Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
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;

### **STAFF DEVELOPMENT**

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

Professional development activities 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. Approved course work for licensed employees will be for graduate-level courses; limited exceptions must have prior approval from the Superintendent. Approval for coursework does not guarantee advancement on the salary schedule. Refer to Board Policy GCL/GDL, Staff Development, and applicable provisions of collective bargaining agreements governing staff development and tuition reimbursement.

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

Completion of continuing professional development requirements as set forth in OAR Chapter 584, Division 255 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 associations of educators, 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 of Dayton School District serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all staff shall dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs, and the impressionable youth they serve.

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

Supervisors and school-level administrators are authorized to interpret this policy and their interpretations shall be given deference.

## **STAFF ETHICS**

Staff members are prohibited from engaging in, or having a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees of the district. Refer to Board Policies GBC/GBCA, Staff Ethics/Conduct, and IGD, Cocurricular/Extracurricular.

A public official is “any person who is serving the State of Oregon or any of its political subdivisions or any public body of the state as an officer, employee, agent or otherwise, and irrespective of whether the person is compensated for such services.” (ORS 244.020(15))

“No public official shall use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment that would not otherwise be available but for the public official’s holding of the official position or office...” (ORS 244.040). This includes the financial gain of the public official’s relatives as a result of the public official’s position. There are four exceptions to this law: official salary, reimbursement of expenses, honoraria, and unsolicited awards for professional achievement.

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.

For more information, refer to the [Guide for Public Officials](http://www.oregon.gov/OGEC) found on the following website: [www.oregon.gov/OGEC](http://www.oregon.gov/OGEC).

## STAFF HEALTH AND SAFETY

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

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

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

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

The Board encourages parents to be involved in their student's school affairs and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

1. Receiving and inspecting school records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody;
2. Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued. A parent with sole custody shall be requested to provide the district with written instructions regarding particular rights or privileges granted to the noncustodial parent.

Noncustodial parents will not be granted visitation or telephone access to the student during the school day. The student will not be released to the noncustodial parent without written permission of the parent with sole custody.

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities.

### **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. The district will not be liable for loss or damage to personal items brought to district property and district-sponsored activities.

Students are not permitted in the staff room without supervision and only at appropriate times.

## **SUPERVISION OF STUDENTS**

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. Refer to Board Policy JHFA, Supervision of Students.

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

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

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

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

## **TEACHING ABOUT RELIGION**

Religious education is the responsibility of the home and religious institutions. 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. Refer to Board Policy IGAC, Teaching about Religion.

## **TELEPHONES**

Telephones are available throughout the building for staff convenience. 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. Staff possession or use of personal communication devices on district property, in district facilities during the work day and while the staff is on duty in attendance at district-sponsored activities may be permitted subject to the limitations set forth in policy and consistent with any additional school rules as may be established by the superintendent. At no

time will a personal communication device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

Staff members who wish to send or receive an occasional personal fax must pay the same rate as charged to the general public, as established by the District Office.

## **TUTORING**

No private tutoring for which a staff member receives a fee is permitted in district schools on school time. It is the policy of the Board that teachers are not to tutor for remuneration any students whom they have in class. No private tutoring for which a teacher receives a fee will be allowed in a school building or on school time, and no district-owned materials or equipment may be used. Refer to Board Policy GCQAB, Tutoring for Pay.

## **UNMANNED AIRCRAFT SYSTEM (UAS) a.k.a. DRONE**

An “unmanned aircraft system” (UAS) means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.

Any employee or representative of the district operating a district unmanned aircraft system shall do so in accordance with Board policy and all applicable Federal Aviation Administration (FAA) regulations.

A UAS operated at Oregon School Activities Association (OSAA) sanctioned events will do so in accordance with OSAA policies. Use of a UAS at other public charter school-sponsored athletics or activities are prohibited.

District staff teaching a class that allows use of a UAS may assist a student in their operation of the UAS, provided the assistance is needed as part of the curriculum and assistance is to a student enrolled in the course. The staff member’s participation must be limited to the student’s operation of the UAS. District employees will work with administrators to ensure that proper insurance, registration and authorization are in place prior to adoption of curriculum that allows operation of a UAS as part of the curriculum.

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

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any nonemergency use of private vehicles. No staff member may use a private vehicle for district business without prior authorization. Refer to Board Policy EEAE, Student Transportation in Private Vehicles, and administrative regulations. When using any vehicle while on district business, staff shall use seat belts. Failure to do so is grounds for dismissal.

## **VACANCIES/TRANSFERS**

Announced vacancies for licensed and classified positions are posted in the staff room at least

five working days prior to closing the application period. Copies of the posting are mailed to associations/presidents during the summer break.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and collective bargaining agreements. Refer to Board Policies GCCA, Posting of Licensed Staff Vacancies, GDCA, Posting of Vacancies, and application collective bargaining agreements.

## **VOLUNTEERS**

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff. Every effort should be made to use volunteer resources in a manner that 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 building principal approval. Forms are available in the office. Volunteers should sign in/out at the office (or with coaches) in order to record volunteer hours for ODE reporting, as well as to ensure safety for our students. Volunteers must complete a District Volunteer Application and Criminal History Verification form annually.

Refer to Board Policies IIBB, Volunteers; GCDA/GDDA, Criminal Records Checks/Fingerprinting, and administrative regulations.

## **WEAPONS**

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

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

Employees shall promptly report all other conduct prohibited by the district's weapons policy to an administrator. Refer to Board Policy JFCJ, Weapons in the Schools.

## **WELLNESS**

It will be encouraged that foods offered in classrooms or school-sponsored activities and food and beverages sold as part of approved school fund-raising events shall be nutritious foods as determined by the district's nutrition committee.

Refer to Board Policy EFA-AR, Local Wellness Program.

## **WHISTLEBLOWER**

When an employee has good faith and reasonable belief the employer has violated any federal, state or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

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

The district will use the complaint process in administrative regulation KL-AR - Public Complaints Procedure to address any alleged violations of this policy.

## ***STUDENT OPERATIONAL PROCEDURES***

### **ANIMAL DISSECTION**

District students in grades K through 12 may refuse to dissect any vertebrate or invertebrate animal. In addition, the student's parents may refuse to allow the student to dissect the animal.

The district shall allow the student to participate in an alternative dissection exercise to demonstrate competency in the coursework. This exercise may include videos, DVDs, CD-Roms, films, computer programs, models, books, clay modeling or transparencies.

A teacher may not discriminate against or lower the grade of a student for not participating in the dissection exercise.

The district shall notify students who have dissection as part of their coursework and the parents of those students about the provisions of this policy.

Refer to Board Policy INI, Animal Dissection and ORS 332.107.

## **ASSEMBLIES**

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

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

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

## **ASSIGNMENT OF STUDENTS TO CLASSES**

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

Any request to change a student's assignment to a particular class by a student, parent, or teacher should be referred to the building principal at the grade school, and counselors at the junior and senior high schools. Teachers with questions regarding a student's placement should contact the office.

## **CHAPERONES**

Teachers may allow volunteers to help chaperone school events provided that teachers train and supervise all chaperones. Chaperones are required to adhere to volunteer policies and administrative regulations. Refer to Board Policies JHFA, Supervision; IIBB, Volunteers; and GCDA/GDDA, Criminal Records Checks/Fingerprinting.

## **CLASS INTERRUPTIONS**

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

## **COMMUNICABLE DISEASES**

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in Oregon Revised Statutes and rules of the county health department. A student with certain school restrictable disease is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the district will inform the appropriate staff member to protect against the risk of exposure, as necessary.

## COMPUTERS AND TECHNOLOGY

All Mobile Computing Devices, whether district owned or personally owned, shall be governed by the District Computer Use Policy. This policy applies to staff, guests, student-teachers and students. The following sections are additional rules designed to cover the unique concerns that mobile devices create.

### District Owned

1. When a District-owned device is taken off-campus, keep in mind that the device is district property and must be treated as such. Personal business should not be conducted with the device; personal use is limited to such uses as deemed permissible under the Oregon Government Standards and Practices Commission (GSPC) guidance as noted previously.
2. When finished with the device, return it in a timely manner, and in similar or better condition than it was received.
3. Do NOT install any programs on the laptop. If you need a program installed, ask the Technology Department to install it for you.

### Staff Owned

1. Staff members who choose to bring in their laptops must register the laptop with the Technology Department; however, the Technology staff is not responsible for staff-owned devices and will NOT troubleshoot problems with personal devices.
2. At a minimum, the device should have a brand name anti-virus software package installed and be up-to-date with the latest virus signatures (Norton, Symantec, MacAfee).
3. The device should also have the latest security patches; this applies to all devices including PC's, Mac's and Linux devices.

### Guest and Student-Teacher Owned

1. Guests and student-teachers who choose to bring in their laptops must register the laptop with the Technology Department; however, the Technology staff is not responsible for these devices and will NOT troubleshoot problems with personal devices.
2. At a minimum, the device should have a brand name anti-virus software package installed and be up-to-date with the latest virus signatures (Norton, Symantec, MacAfee).
3. The device should also have the latest security patches; this applies to all devices including PC's, Mac's and Linux devices.

### Student Owned

1. Students utilizing personal Mobile Computing Devices are responsible for registering the device with the Technology Coordinator to ensure that safeguards are in place.
2. All staff members are encouraged to remind students to register with the Technology Coordinator when they see students utilizing such devices.

Students are not to install games or programs on school computers, and may only play instructionally oriented games approved by the teacher. Every student, grades 6-12, must read and sign the district Acceptable Use Policy (AUP) prior to using the Internet. Refer to Board Policy IIBGA, Use of District Electronic Communications Policy and administrative regulation. Students will be assigned user names that will be used on each sign-in. Students may only access their own files, not another student's or a teacher's.

## **CONTESTS FOR STUDENTS**

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

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participant's work. The school may not be used to promote private or commercial interests. Nor may the school be used for the direct sales promotion of individual competitive goods or services.

Materials or activities initiated by private sources are to be referred to the building principal for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste. Refer to Board Policies IGDH, Contests for Students, and KI, Public Solicitation in District Facilities.

## **CORPORAL PUNISHMENT**

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

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**

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

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

Each year the superintendent, in cooperation with building principals, shall provide information including drug, alcohol and tobacco information and an explanation of district drug, alcohol and tobacco policies, procedures and programs. The input of staff in planning and implementing the district's staff development and public information program is encouraged to ensure a drug, alcohol and tobacco program that best meets the needs of district students.

## **EMERGENCY DRILLS**

All teachers are required to provide instruction on fire, earthquake, safety threats and drills in accordance with the requirements of law.

At least one fire drill will be conducted each month for grades K-12. At least one fire drill will be conducted within the first 10 days of school year. At least two drills on earthquakes and two drills for safety threats will be conducted each year. Intruder/lockdown drills will be practiced periodically during the school year.

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

All staff members must respond to drills when sounded. A district "Crisis Management Plan" booklet is to be posted in every classroom and office. Refer to Board Policy EBCB, Emergency Drills.

## **FEATURE FILMS/VIDEOS**

Building principal approval is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated G, PG, PG-13 or Not Rated may be authorized for classroom use. Refer to Board Policy IIABB, Use of Feature Films/Videos.

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

The following information should be included:

1. Title and brief description;
2. Match with course objectives;
3. Proposed date of showing;
4. When and how parents will be notified, or if necessary grant consent;
5. Audience rating (e.g., G, PG, PG-13).

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

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

### **FIELD TRIPS AND SPECIAL EVENTS**

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

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

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

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

### **FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag at least once a week by reciting *The Pledge of Allegiance*. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

Each classroom is required to display a United States flag of an appropriate size.

### **GRADING**

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

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

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

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

## **HOMEWORK**

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

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.

## **HUMAN SEXUALITY, HIV/AIDS, SEXUALLY-TRANSMITTED DISEASES, HEALTH EDUCATION**

Human sexuality, HIV/AIDS and sexually-transmitted disease prevention curriculum has been cooperatively developed and aligned with the Oregon Health Education Standards and Benchmarks, by parents, teachers, administration, local health department staff and others as an integral part of health education and other subjects. All teachers are expected to teach the age-appropriate curriculum annually for students in grades 6-8 and twice in grades 9-12 in accordance with established curriculum.

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

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

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

### **MEDIA ACCESS TO STUDENTS**

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

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

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

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

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

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

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

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

### **NONPRESCRIPTION/PRESCRIPTION MEDICATIONS**

Students may be permitted to take prescription or nonprescription medication at school, at school-sponsored activities, while under the supervision of school personnel and in transit to or from school or school-sponsored activities.

Training will be provided by a qualified trainer to designated staff authorized to administer nonprescription and prescription medication to students within individual school buildings and while participating at school-sponsored activities, while under the supervision of school personnel, or while in transit to or from school or school-sponsored activities.

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

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

1. A parent or guardian permission form and written instructions have been submitted for all prescription and nonprescription medication. In the case of prescription medications, permission from the physician or other licensed health care provider is also required and shall include information that the student has been instructed in the proper use of the prescribed medication. Such permission may be indicated on the prescription label. Principal permission is also required for all self-medication requests;
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated staff. A permission form and written instructions will be required as provided above;
3. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
  - a. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction;
  - b. Nonprescription medication must have the student's name affixed to the original container.
4. The student may have in his/her possession only the amount of medication needed for that school day except for manufactory's packaging that contains multiple dosage, the student may carry one package;
5. Sharing and/or borrowing of any medication with another student is strictly prohibited.

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

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

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine be kept at a reasonable, secured location in the student's classroom. A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises who the personnel believe, in good faith, is

experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

An individualized health care plan will be developed for every student with a known life-threatening allergy and for every student for whom the district has been given proper notice of a diagnoses of adrenal insufficiency.

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

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

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

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

#### **PROGRAM EXEMPTIONS**

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

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

#### **RELEASE TIME FOR RELIGIOUS INSTRUCTION**

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

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

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

## **RESTRAINT AND SECLUSION**

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

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee when the student's behavior poses a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint and seclusion under these circumstances is only allowed so long as the students' behavior poses a threat of imminent, serious physical harm to themselves, or to others. Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in OAR 581-021-0568.

## **RESUSCITATION DECISIONS/LIFE-SUSTAINING EMERGENCY CARE**

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

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

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

## **RETENTION OF STUDENTS**

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

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**

The district recognizes senior trips as an extension of the school experience. District-sponsored senior trips may be authorized.

In-state senior trips require approval by the building principal. Requests for out-of-state or foreign travel shall be submitted to the Board for approval.

Private groups and organizations may be permitted to use district facilities and equipment during noninstructional time to promote senior trips on the same basis as facilities and equipment are provided to others.

## **STUDENT ACTIVITY FUNDS**

All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the school office. All student activity fund expenditures must be approved by the building principal and person in charge of the student activities program, in accordance with district policies and procedures. All activity accounts will be audited annually.

Funds derived from the student body, authorized clubs, and organizations shall be expended to benefit the specific group, to the extent possible.

## **STUDENT CONDUCT**

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

In addition to adopted Board policies governing student conduct, administrative regulations, and school rules specifying student conduct expectations have been established. These regulations and 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.

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

## **STUDENT DETENTION**

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.

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

## **STUDENT DISCIPLINE**

Student discipline, whether in the classroom, building, district grounds or at district-sponsored

activities regardless of location, is the responsibility of all staff. Student conduct infractions have been divided into two categories, severe violations and minor violations. These are listed in the *Student/Parent Handbook*. Student discipline will offer corrective counseling and sanctions that are age appropriate, and to the extent possible, are shown through research to be effective.

Each student who is being provided educational services through an Individualized Education Program (IEP) is subject to district discipline regulations unless, as provided by law, specific behavioral concerns are addressed as part of the student's IEP. Teachers are expected to work cooperatively with special education staff to resolve any concerns regarding the conduct and discipline of a student with disabilities.

### **STUDENT DISMISSAL PRECAUTIONS**

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

### **STUDENT/PARENT HANDBOOK**

A student/parent handbook is posted on the District website, and if requested, a hard copy will be provided to 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.

### **STUDENT PERFORMANCES**

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

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

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

### **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

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 if the following conditions have been met prior to the activity.

1. The school administrator has approved the activity;

2. A permission slip signed by the 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;
3. The parent, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the District.
4. The vehicle contains an adequate number of seat restraints and the adult driver requires their proper use.

Seatbelt/Child Restraint Laws – The following are general descriptions of Oregon's safety belt and child restraint laws. Specific wording of statutory requirements can be found at ORS 811.210 – 811.225.

**Adult Belt Law:** Oregon law requires that all motor vehicle operators and passengers be properly secured with a safety belt or safety harness, unless all safety-belt equipped seating positions are occupied by other persons. This applies to passenger cars, pick up trucks, motor homes, and fee-based people transport carrying fifteen or fewer persons. Limited exemptions are allowed under ORS 811.215. Vehicle owners are required to maintain belt systems in working order.

**Child Restraint Law:** Child passengers must be restrained in approved child safety seats until they weigh forty pounds. Infants must ride rear-facing until they reach both one year of age AND twenty pounds.

**Booster Seat Law:** Children over forty pounds must use boosters to 4'9" tall regardless of age.

Parents/Guardian(s) may give permission for their student(s) to be transported in a private vehicle from an event with another adult (licensed driver 21 years or older) under the following conditions:

1. The parent/guardian must sign a permission slip/liability waiver and submit it to the school office allowing reasonable time to process the request prior to the event.
2. The school office will verify the request with the parent/guardian, and the school administrator will notify the coach or advisor that approval has been granted.
3. The adult transporting the student(s) must sign out the student with the coach/advisor when taking the student from the event.
4. This exception cannot supersede a coach/advisor's transportation requirement for participants.
5. Under this waiver provision, the District will not investigate the driving record or proof of insurance for individuals transporting students. The parents are requesting this waiver of liability at their own risk.

Permission slip and liability waiver forms are available in all school offices.

Refer to Board Policy EEAE, Student Transportation in Private Vehicles.

## **STUDENT WITHDRAWAL FROM SCHOOL**

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

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

known. Submit the list to the office. In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid.

Additionally, the district may notify the Oregon Department of Transportation of the withdrawal of a student who is at least 15 years of age and under 18 years of age. In certain circumstances, driving privileges may be denied or revoked.

## **TRAVEL SERVICES**

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services may be permitted with approval of the superintendent on school property.

Any district-approved seller of travel must meet the district's criteria for such vendors. Refer to Board Policy KI/KJ, Commercial Advertising/Merchandise Sales.

## **VISITORS**

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

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

# ***SPECIAL PROGRAMS***

## **ALTERNATIVE EDUCATION PROGRAMS**

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

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

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

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

The district provides individual notification to students and parents regarding the availability of alternative programs as policy dictates. Refer to Board Policies IGBHA, Alternative Education Programs; IGBHB, Establishment of Alternative Education Programs; IGBHC, Alternative Education Notification; and administrative regulations.

## **ASSESSMENT PROGRAMS**

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

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

The district's assessment program consists of the following:

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

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

A student may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student.

## **BILINGUAL EDUCATION/ENGLISH LANGUAGE LEARNERS**

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

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

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

## **COUNSELING AND GUIDANCE PROGRAM**

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

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

Counselors are also available to assist students with academic, social and personal problems and 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 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.

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.

## **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 may include early childhood special education, state and federal Head Start programs, Healthy Start and child development.

## **HEALTH-SERVICES PROGRAMS**

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

1. Pertinent health information on students, as required by Oregon statutes and rules;
2. Health-appraisal services, including screening for possible vision or hearing problems [and also scoliosis];
3. Health counseling for students and parents, when appropriate;
4. Health care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body;

5. Control and prevention of communicable diseases as required by the Oregon Department of Human Services, Health Services, and the county health department;
6. Assistance for students in taking medication according to established district policies and procedures;
7. Services for students who are medically fragile or have special health care needs;
8. Integration of school health services with school health education programs.

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

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

Nonemergency invasive physical examinations and screenings not otherwise required or permitted by state law may take place under the Every Student Succeed Act of 2015 only with prior parental notification and the option for parents to excuse their student from the activity.

Oregon Revised Statute (ORS) 329.025 requires:

- (1) One registered nurse or school nurse for every 125 medically fragile students; or
- (2) One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; or
- (3) One registered nurse or school nurse for every 225 medically complex students.

The district may use the most cost effective means available to meet the above requirements.

## **HOMEBOUND INSTRUCTION**

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

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

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

## **LIBRARY/MEDIA SUPPORT SERVICES**

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

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

A professional collection of books and current periodicals is also available for staff use in the

library/media center. 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.

## **LOCAL WELLNESS PROGRAM**

### Nutrition Education

Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, kindergarten through grade 12, and coordinated with the district's nutrition and food services operation.

### Physical Activity

In order to insure students are afforded the opportunity to engage in physical activity in the school setting, the following guidelines apply:

1. Physical activity will be integrated across curricula and throughout the school day;
2. Physical education will be a course of study that focuses on students' development of motor skills, movement forms, and health-related fitness;
3. Physical education course will be the environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge.

Refer to Board Policy EFA-AR Local Wellness Program.

## **MEAL PROGRAMS**

The district participates in the National School Lunch, School Breakfast, Special Milk, Summer Food Service (SFSP), and Commodity Programs. The District has been approved to participate in the Community Eligibility Provision (CEP) program which allows us to offer free school breakfast and lunch to all students at no cost. Participation in this benefit does not require an application.

## **MIGRANT EDUCATION**

Migrant Education is a national program that annually provides supplemental educational and supportive services to eligible migrant children to help them overcome educational disruptions and disadvantages.

During the school year, migrant education operates in support of, and in coordination with the regular school program. During the summer, educational programs may be set up exclusively for migrant children.

## **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**

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.

## **SPECIAL EDUCATION SERVICES**

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

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

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

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

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

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

### **PSYCHOLOGICAL TESTING SERVICES**

Psychological tests, excluding intelligence tests, may be administered to students only by licensed psychologists/psychometrists employed for this purpose or by interns under their supervision. Psychological evaluations may be made only with the informed and written consent of parents. Psychological records of students are confidential. Written parental consent is required prior to the release of any such data.

### **SPEECH AND LANGUAGE PROGRAM**

A speech and language program are provided via the IEP process.

### **STUDENT/WORK STUDY PROGRAM**

The district Career Pathways Program has been approved by the Board and supplies guidance to the various options available.

### **TALENTED AND GIFTED PROGRAM (TAG)**

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

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

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

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

### **TITLE I PROGRAMS**

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

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

Teachers with questions or concerns regarding student placement or scheduling in this program should contact the Special Programs Director.

**Dayton School District #8**  
**Changes to Employee Policy Handbook 2017-2018**  
**Approved: August 8, 2017**

Majority of changes are due to recommendations from the Oregon School Boards Association to coordinate with Board policies and/or updates due to recent legislation.

**Preface and General Information**

1. Update Superintendent and Compliance Officer, Board information and “housekeeping” items.
2. Parental Definition: language update due to Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR).

**Staff Operations**

3. Animals in District Facilities: update language to coordinate with Board policy ING – Animals in District Facilities and administrative regulation and district protocols.
4. Staff Complaints: language revision to coordinate with Board Policy GM – Staff Complaints.
5. Petty Cash/Expense Reimbursements: addition of language stating that a petty cash account may be established by the District Office.
6. Purchase Orders: building purchase order detailed information added.
7. Sick Time: revisions made to coordinate with Board policy GCBDD/GDBDD – Sick Time.
8. Staff Development: language revision to coordinate with Board Policy GCL/GDL - Staff Development.
9. Staff Involvement in Community Activities: section deleted.
10. Staff/Parent Relations: language revision to coordinate with Board Policy JECAC/GBH – Staff/Student Parent Relations.
11. Staff Room: addition of wording stating that the District is not liable for loss or damage to personal items brought to district property and district-sponsored activities.
12. Telephones: updated language due to District internet phone system.
13. Unmanned Aircraft System (UAS) a.k.a. Drone: new section.
14. Use of Private Vehicles for District Business: Addition of wording stating that staff shall use seat belts when using any vehicle while on district business. Failure to do so is grounds for dismissal.
15. Whistleblower: new section required by ORS 659A.199 to-224.

**Student Operational Procedures**

16. Feature Films/Videos: Request form detailed information added.
17. Human Sexuality, HIV/AIDS, Sexually-transmitted Diseases, Health Education: last sentence listing titles of diseases updated per OSBA recommendation.
18. Nonprescription/Prescription Medications: previously titled “Administering Noninjectable Medicines to Students”. Last paragraph added as required by ORS 433.800 to-433.830.
19. Student Conduct: deletion of two sentences to coordinate with Board Policy JFC – Student Conduct.

**Special Programs**

20. Assessment Programs: language addition to include Assessment of Essential Skills.
21. Health-Services Programs: language addition including requirements of ORS 329.025.
22. Meal Programs: previously titled “Breakfast/Lunch Meal Programs”. Addition of participation in Summer Food Service (SFSP).
23. Talented and Gifted Program (TAG): minor language change to coordinate with Board Policies IGBB, IGABA, and IGABC.

**PAY SCHEDULE FOR 2017-2018**  
**Dayton School District #8**

<b>Pay Period Begins</b>	<b>Pay Period Ends</b>	<b>Pay Date</b>
July 3, 2017	July 14	Friday, July 21
July 17	August 11	Friday, August 25
August 14	September 8	Friday, September 22
September 11	October 13	Wednesday, October 25
October 16	November 10	Friday, November 17*
November 13	December 8	Friday, December 15*
December 11	January 12, 2018	Friday, January 19*
January 15	February 9	Friday, February 23
February 12	March 9	Friday, March 23
March 12	April 13	Wednesday, April 25
April 16	May 11	Friday, May 25
May 14	June 15	Friday, June 22*

## Notes:

1. All payroll information, including extra duty, must be submitted to the building offices no later than the final day of the pay period.
2. Balance of Contract (BOC – June, July, & August checks) for teachers will be released by June 15.
3. All classified employees will have their wages prorated over a twelve month period. Ten month classified employees will receive two BOC checks by June 15 and will receive the final check no later than June 22.
4. Eleven and twelve month employees will receive instructions from the District Office regarding the recording of hours for the June pay period. Eleven month employees will be prorated from August – July, and twelve month employees will be prorated from July – June.
5. For prorated employees, the pay period end date is the last day of the month; for substitutes, the pay period end date is the date specified in the middle column above.