



South Umpqua School District

Staff Handbook
2024/2025

District Service Center
558 SW Chadwick Lane
Myrtle Creek, OR 97457
(541)863-3115
www.susd.k12.or.us

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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 regulation, 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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, collective bargaining agreement, or changes in state or federal law. Board policies are available on the district website.

Any information contained in this staff handbook is subject to unilateral revision or elimination 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.

Annual Notice of Nondiscrimination Equal employment opportunity and treatment shall be practiced by the district regardless of an individual's perceived or actual race· color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, pregnancy, childbirth or a related medical condition· age, veterans' status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, or mental or physical disability , or economic status, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. Persons having question about equal opportunity and nondiscrimination should contact the Human Resources at the District Office, 541-541-863-3115.

The following staff 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 (HIPPA);] Section 504 of the Rehabilitation Act of 1973; and may be contacted at the District office for additional information and/or compliance issues:

Human Resources: Tabitha Roberts (541) 863-3115 ext. 56008
Title IX Coordinator: Kate McLaughlin (541) 863-3115 ext. 56001
District 504 Coordinator: Emily Veale (541) 863-3115 ext. 56005
Student Loan Forgiveness: Tabitha Roberts (541) 863-3115 ext. 56008

Complaint Procedure

Any person who feels they have been the victim of discrimination should contact Human Resources at 541-863-3115. The District has a complaint process in place. This process (including procedures, forms, and timelines) can be found in School Board Policy KL and KL-AR which are available on the District website or at the District office, 558 SW Chadwick Lane, Myrtle Creek, OR.

The goal of the process is to provide prompt and equitable resolution of student, employee, or parent allegations of discrimination. The process begins with a written complaint and includes informal and formal conversations, discussion with District employees involved, and an investigation, if necessary, it may be taken to the School Superintendent, the local school board, and ultimately the Superintendent of Public Instruction at the Oregon Department of Education

IMPORTANT NOTICES: Significant changes were made to several board polices over recent years. Please pay special attention to and review the following polices on the District Website:

- ACB Every Student Belongs
- IIBGA and IIBGA-AR, IIBGA-AR2 Electronic Communication System
- GBC and GBC-AR Staff Ethics
- GCAB Personal Communication Devices and Social Media
- GBNA Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying-Staff
- JHFE/GBNAB Abuse of a Child/Mandatory Reporting Responsibilities
- JHFF/GBNAA Suspected Sexual Contact with Students and Reporting Requirement

GENERAL INFORMATION

BOARD MEMBERS:

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

David Stevens, Board Chair
Randy Richardson, Vice Chair
Anadita Tiwari
Quinn Pickering
Vacant
Kellyn Goodwin
Jeff Johnson

BOARD MEETINGS/COMMUNICATIONS:

Regular Board meetings are held on the first Wednesday of every month at the District Service Center. Meetings begin at 6:15 pm. Board meetings may be changed with appropriate notice. Board meeting schedules and agendas are posted on the District's website. All regular and special meetings of the Board are open to the public unless otherwise provided by law. Persons having questions about or requests for special needs and accommodation should contact the Board Secretary at 558 SW Chadwick Lane, Myrtle Creek, OR 97457, 541-863-3115. Contact should be made 48 hours in advance of the event.

ASSOCIATIONS:

The South Umpqua Education Association is the bargaining unit for all licensed staff. Contact the school building office for building representatives.

The Oregon School Employees Association (OSEA) is the bargaining unit for all classified staff. Contact the school building office for building representatives' names.

DISTRICT OFFICE HOURS

The district office is open weekdays, between the hours of 8:00 am and 4:00 pm.

ABSENCES

All personnel are expected to come to work regularly and as scheduled. Staff members unable to report to work for any reason must notify the Absence Management System at 800-942-3767 or <https://app.frontlineeducation.com> and their building principal as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

A doctor's note may be requested for leave that is more than 3 consecutive days. Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy, and federal and state law.

ABUSE OF A CHILD REPORTING

Abuse of a child by district employees, contractors, agents, volunteers, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy, [GBNAB/JHFE](#) – Reporting of Suspected Abuse of a Child, and the accompanying administrative regulation.

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 district employee who has reasonable cause to believe that **another district employee, contractor, agent, volunteer, or student** has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer, or student shall immediately report such to the DHS, its designee, or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.

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

Oregon law recognizes these, and other types of abuse:

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

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

A staff member who, based on reasonable cause, participates in good faith in making of an 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. A substantiated report of abuse by an employee shall be documented in the employee's personnel file. Intentionally making a false report of abuse of a child may be a Class A violation.

ACCIDENT/INCIDENT REPORTS

STAFF:

All incidents occurring on District property or during the course of school-sponsored activities, including field trips and other away events, must be reported to the supervising administrator immediately. Reports will cover property damage as well as personal injury. A completed incident/injury report form must be submitted to the building principal within 24 hours or the next scheduled District workday, as appropriate. If the employee seeks medical treatment for a work-related accident or injury resulting in a hospital admission the Human Resources Department will be contacted within 24 hours or the next scheduled District workday.

ALL injuries/illnesses sustained by the employee while in performance of the duty of the employee will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

STUDENTS:

A Student Incident Report Form must be completed and submitted to the building principal immediately anytime an accident occurs which involves students. Forms are available in the school building offices

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

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

BREAKS

Scheduled breaks are provided to all employees to ensure safety, efficiency and to meet the requirements of law. Licensed (exempt) employees are entitled to a half-hour duty free lunch break.

Rest Periods- All classified (non-exempt) employees shall receive a break during each four (4) hour period of consecutive service, with the break as close as possible, in the immediate supervisor's judgment, to the two (2) hour interval. Such breaks will be for fifteen (15) minutes and controlled by the employee's immediate supervisor.

Lunch Breaks- employees shall receive an uninterrupted lunch period of at least one-half (½) our but not more than one (1) hour. Such time shall be as scheduled by the employee's immediate supervisor and be as near as possible to the halfway point of the tour of duty. Such time shall not be considered time worked.

CARE/USE OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to their supervisor.

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 pre-approved 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 should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

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

CHECK OUT

Leaving during the workday:

Licensed staff: Permission to leave school premises during school hours must be obtained in advance from the building principal. Such permission shall not be arbitrarily denied.

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

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

CLASSROOM SECURITY

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

Staff are asked to refrain from keeping personal items of value in or about their desks. Personal items 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.

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. Reasonable protection from communicable diseases is generally attained through immunization, exclusion or other measures in accordance with Oregon law, by the local health department, or in the *Communicable Disease Guidance* published by the Oregon Department of Education and the Oregon Health Authority. 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. Board policy [GBEB, EBBA](#)

All staff shall comply with all other measures adopted by the district and with all rules set by the Oregon Health Authority, Public Health Division, and the local health department.

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

HBV*/Bloodborne Pathogens Training and Immunization-

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

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

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

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. Board policy [GBM](#).

Disputes and disagreements related to the provisions of any collective bargaining agreement will be resolved as provided in the dispute resolution procedure of the agreement.

Student/Parent Complaints:

The district recognizes that complaints regarding staff performance, discipline, grades, student progress, or 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. Board policy [KL](#).

If the complaint is not informally resolved, staff should advise the complainant that they may submit the matter directly to the principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements. When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

If the complaint is against the superintendent, the complaint will be referred to the Board chair.

COMPUTER USE

Staff shall use the District's system primarily for activities 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 must be limited and consistent with the general use guidelines as noted in District Policy [IIBGA](#).

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 may be reported to law enforcement. Violations of applicable Teacher Standards and Practices Commission (TSPC) and Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

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

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

CONFERENCES

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

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

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

CONFIDENTIALITY

Educators are involved in the lives of our students. It is that involvement that allows us to make a difference in their lives. Occasionally, a student who is experiencing difficulty in class or a student's family who is experiencing difficulty in the community may benefit from the professional consideration an educator can bring to the situation. No one receives benefit, particularly the educator, by breaches of confidentiality or disregard for the right to privacy.

The only appropriate place for discussion of student or family problems is in a meeting called specifically for the purpose of problem solving. It is never appropriate to discuss students or their families in any setting where confidentiality cannot be protected such as the staff room, restaurants, grocery stores, etc.

Thank you for your understanding, cooperation and compliance with this legal and ethical issue

CONTRACTS AND COMPENSATION

Contracts will be issued for all licensed district employees.

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

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

The superintendent may recommend that a teacher’s contract not be renewed for a new two-year term. Following a recommendation, the Board may elect to provide written notice to the teacher prior to March 15 of the first year of the contract.

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

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

COPYRIGHT

Employees are expected to follow copyright law in accordance with federal law and Board Policy [EGAAA -](#) Reproduction of All Copyrighted Materials and accompanying administrative regulation.

CRIMINAL RECORDS CHECKS and FINGERPRINTING

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees not requiring licensure under Oregon Revised Statute (ORS) 342.223 to submit to a criminal records check and/or fingerprinting as required by law. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting as established by Board policy and as required by law.

Licensed or registered educators, including a person in student teaching, practicum or an internship regulated by Teacher Standards and Practices Commission (TSPC), are required to comply with criminal records check and fingerprinting rules established by TSPC. Other specialists must comply with criminal records check and fingerprinting rules established by regulating agencies and the district. Those applying for reinstatement of a license or registration that has expired for more than three years are required to submit to criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

Individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students are required to submit to a criminal records check or fingerprint-based criminal records check. A volunteer allowed by the district into a position that has direct, unsupervised contact with students will undergo an in-state criminal records check.

The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students in the following positions:

1. Head coaches;
2. Assistant coaches;

The district shall begin the employment of a subject individual on a probationary basis pending the return and disposition of the required criminal records check and/or fingerprinting.

Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district shall be paid by the individual.

A staff member not requiring licensure or registration may request that the required fees be withheld from their paycheck.

Processing/Reporting:

The following procedures will be used for all employees subject to criminal records checks and/or fingerprinting:

1. Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and/or fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.
2. Fingerprints may be collected by one of the following:
 - a. Employing district staff;
 - b. Contracted agent of employing district; or
 - c. Local or state law enforcement agency.
3. To ensure the integrity of the fingerprinter collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.
4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify the ODE with the results. The ODE will review and notify the district of said results as well as the identity of any subject individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment, contract, or volunteering.
5. A copy of the form will be kept by the district.

Termination of Employment or Withdrawal of Employment/Contract Offer:

1. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the district upon:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification from the Superintendent of Public Instruction that the employee or candidate has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction, or in Oregon under a different statutory name or number.
2. A subject individual may be terminated from employment or contract status upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.
3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals, and the provisions of Accountability for Schools for the 21st Century Law.

Appeals:

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

DISCIPLINE AND DISCHARGE

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

DISTRIBUTION OF MATERIALS

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be submitted to the school administration. Materials and the proposed method of distribution shall be subject to review. Board policy [KJA](#).

DRUG-FREE WORKPLACE

No staff member, engaged in work for the district, 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. § 812) and as further defined by regulation at 21 C.F.R. §§ 1308.11 through 1308.15. Board policy [GBEC](#).

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

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

Each staff member must notify their supervisor of a 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 appropriate action with regard to the employee. 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 appropriate action with regard to the employee, which may include discipline up to and including dismissal; and/or
2. Require satisfactory participation by the employee in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

EMERGENCY CLOSURES

In case of fog, snow, ice or other hazardous or emergency conditions, the superintendent may alter district and bus schedules appropriate to the particular emergency. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

Staff will be notified of delayed openings or school closures via School Messenger.

Additionally, school closure information is announced on local radio and television stations and posted on the District Web Page.

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.

EMPLOYEE ASSISTANCE PROGRAM

Employee Assistance Program is available through OEBC and is free to employees and their dependents. This is a confidential counseling/referral service that assists in resolving a variety of personal or family concerns. The program is designed to provide immediate professional assistance in dealing with and resolving problems. Some of these problems may or may not be covered by our basic health and medical insurance programs. More information can be obtained by contacting the District Service Center.

EMPLOYEE CONDUCT

District employees should conduct themselves in a courteous, respectful, and efficient manner that builds the confidence of staff, students, and the public and enhances learning. Employees must maintain work relationships that

are characterized by mutual support, cooperation, and respect, and that contribute to a collaborative school culture focused on student learning.

District employees must exercise honesty and ethical behavior, including but not limited to: in communication and relationships with staff, students, and the public; use of time and district property; and representation of absence from duty leave. Employees should be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

Employees will appear at work in a professional manner in which they are fit to perform all duties. District employees must maintain the integrity of confidential information relating to student, family, colleague, or district patron. Relay of personal information only while performing assigned responsibilities and in the best interest of the individuals involved.

EVALUATION OF STAFF

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

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

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

Licensed staff evaluations shall be based on the core teaching standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with teachers and any exclusive representative of the licensed staff.

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

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

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the supervising administrator. Nonexempt staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the supervising administrator. All time sheets must be a true reflection of all time worked.

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

FIELD TRIPS AND SPECIAL EVENTS

Field trips and other student activities involving travel may be authorized by the building principal, superintendent, or school administrator when such trips or activities contribute to the achievement of desirable educational goals. Board Policy [ICA- AR](#).

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.

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 principal or supervisor prior to the activity being initiated. Board Policy [IGDF](#).

Fundraising requests must include an explanation or justification for the proposal consistent with building and/or District goals. Fund-raising must not interfere with or disrupt school. All money raised must be receipted and deposited to the school office.

GIFTS AND SOLICITATIONS

Staff members are discouraged from accepting anything of value offered by another for the purpose of influencing their professional judgment. Staff members are prohibited from accepting items of material value from anyone who has a financial interest in a decision that the staff member will be making. "Material value" is defined as \$50 or more from a single source in a single year. Board policy [GBI](#).

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

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 co-curricular 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. Please refer to Board Policy [INB](#).

Teachers are expected to inform the principal of the date, time, and nature of the presentation whenever such use is planned. Prior principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

Prior to participation, guest speakers are to be given in writing the following regulations:

1. Profanity, vulgarity, and lewd comments are prohibited;
2. Use of a tobacco product or inhalant delivery system or another similar device is prohibited;
3. Sexist, racial remarks, or derogation of any group or individual is prohibited.

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

Guest Speakers will show photo ID while checking in at the office.

HARASSMENT, WORKPLACE

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between the district and a district employee off district premises. Elected school board members, volunteers, and interns are subject to Board policy, [GBEA](#) – Workplace Harassment.

"Workplace harassment" means conduct that constitutes discrimination prohibited by ORS 659A.030 (i.e., discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin,

marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault¹ or that constitutes conduct prohibited by ORS 659A.082 (i.e., discrimination against person in uniformed service) or 659A.112 (i.e., discrimination in employment based on disability).

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure] and may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

The district will make Board policy, GBEA – Workplace Harassment, available to all district employees and it shall be made a part of district orientation materials provided to new district employees at the time of hire.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING or CYBERBULLYING

Hazing, harassment, intimidation, bullying, menacing, and cyberbullying of or 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 Board policy, GBNA – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff, will be subject to discipline up to and including dismissal. Staff may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC).

An employee who has knowledge of conduct in violation of Board policy [JFCF](#) – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student shall immediately report 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.

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

IDENTIFICATION BADGES

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

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends an identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;

JURY DUTY

Employees drawn for jury duty or required to appear pursuant to court orders shall receive on a pro-rate basis compensation from the District equal to the difference between any fee received from a court and his/her salary. It shall be the responsibility of the employee to report fees received to the business office.

¹ “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

KEYS/KEY CARDS

Replacement key cards are issued to staff by the 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. Request to change key card access needs to be approved by the principal or supervisor.
5. Lost or stolen keys must be reported to the principal or supervisor within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property.
6. Upon completion of a lost or stolen key report and or presentation of any broken or damaged key(s), replacement keys will be issued within 72 hours.
7. Keys may be required to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the principal to keep their keys, as appropriate.
- 8.

LESSON PLANS

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with District curriculum and appropriate to the individual needs of students. Lesson plans are to be kept by teachers in a place known and accessible to the principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the principal. Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the District-approved course of study.

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs should be included in all lesson plan books. General plans which cover the length of the course of study should also be prepared and readily available for principal and/or student and parent review

LICENSE REQUIREMENTS

For all positions that require licensing, the district must be able to verify the current license before the Board will consider approving their employment. It is the responsibility of each licensed staff member to keep their license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

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.

District mailing and postage may be used for district business only. Staff are not allowed to use interschool mail for the delivery of personal letters, notes, and materials to other employees.

Recognized collective bargaining units may use the service in accordance with the terms of their collective bargaining agreements and Board policy on the use of school facilities and current postal regulations.

All staff are to check their mailboxes regularly and remove mail daily.

MEETINGS

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

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

MOTHER FRIENDLY WORKPLACE

The district recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast feeding or expressing milk in the workplace. The Board directs the superintendent or designee to take measures and develop procedures to ensure that all district employees shall be provided with an adequate location for the expression of milk or breast feeding.

If you have questions, please refer to Board Policy [GBDA](#). Also, feel free to contact your principal or the Human Resources Office.

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. Board policy [GBG](#).

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 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 employee will use district facilities, equipment or supplies in connection with his/her campaigning, nor will he/she use any time during the working day for campaign purposes.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Staff possession or use of personal electronic devices on district property, in district facilities during the work day, while staff is on duty, including duty in attendance at district-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 or designee. 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. Board policy [GCAB](#).

A "personal electronic device" is a device not issued by the district and capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Personal electronic devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignments. Devices which have the capability to take photographs or record video or audio, 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 for a use directly related to and consistent with the employee's assigned duties. Computers, tablets, iPads, or similar devices brought to school will be restricted to academic activities during on duty time.

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 websites, public websites, and blogs judiciously by not posting confidential information about students, staff, or district business. Staff members may not post images of district facilities, staff, students, volunteers, or parents without written authorization from persons with authority to grant such a release. 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 non-school-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 and/or other internet messaging to a group of students rather

than individual students. Texting a student during work hours is discouraged. Texting a student 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 Board policy GCAB – Personal Electronic Devices and Social Media – Staff. Staff actions on social network sites, public websites, blogs, and other social media, while on or off duty, that disrupt the school environment are subject to disciplinary action up to and including dismissal. A “disruption,” for purposes of this handbook 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.

PERSONAL PROPERTY

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

PERSONNEL RECORDS

An official personnel file will be established for each person employed by the district. Personnel files will be maintained in a central location. Board policy [GBL](#).

All records containing employee 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. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

Employees will be given a copy of evaluations, complaints and written disciplinary actions to be placed in their personnel file. 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.

PETTY CASH

In order to expedite the purchase of minor school supplies, postage, freight, and other emergency items, a petty cash account has been established. Staff members may purchase items costing less than \$50 with prior approval from the 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 business manager.

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

To comply with state law, the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on all district property and in district-owned buildings and vehicles, on school grounds including parking lots, 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 products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

“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 products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

Violation of the policy by staff may result in discipline up to and including dismissal. Board policy [GBK/JFCG/KGC](#).

PURCHASE ORDERS

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

No purchase including purchases from student body funds will be authorized unless covered by an approved purchase order.

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

1. Date;
2. Vendor;
3. Delivery address;
4. Item quantity;
5. Item description;
6. Unit value;
7. Total amount;
8. Budget code;
9. Name of requestor;
10. Signature of individual authorized to sign purchase orders.

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

RELEASE OF GENERAL STAFF INFORMATION

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

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

RESIGNATION OF STAFF

A licensed staff member who wishes to resign from their position with the district must give written notice at least 60 days upon or at the time of resignation. The superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that they 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 to their supervising administrator or Human Resources at least two weeks prior to the date they wish to leave district employment.

RETIREMENT

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

SAFETY COMMITTEE

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

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

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

SEXUAL HARASSMENT

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures. When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures.

When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (see JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures

OREGON DEFINITION AND PROCEDURES:

Oregon Definition Sexual harassment of students, staff members or third parties shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that: a. Interferes with a student's educational activity or program; b. Interferes with a school or district staff member's ability to perform their job; or c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit *or implied threats*.

General Procedures:

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures.

When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{ 2}.

Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)

See administrative regulation GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

Federal Law (Title IX) Sexual Harassment Complaint Procedure

See administrative regulation GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

SPECIAL INTEREST MATERIALS

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

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

STAFF DEVELOPMENT

The Board recognizes the importance of continued educational experiences and other professional development activities as a means to improve job performance. Professional development activities may include, but are not limited to, college courses, workshops, curriculum planning, research, travel, supervision of teacher trainees and other activities approved by the supervisor.

All requests for district payment of college course tuition require prior administrative approval. Requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals, and job assignment. Requests require prior principal approval.

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

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. [Board Policy GBCA](#).

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

STAFF ETHICS

District employees are prohibited from engaging in, or having a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regard to their duties and responsibilities as district employees. This also applies to any personal financial benefit for the district employee's relative³ or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated. Board Policy [GBC](#).

This means that:

1. Employees will not use their position to obtain financial gain or avoidance of financial detriment from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be district property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;

³ "Relative," for Oregon Ethics Law purposes, means the spouse (includes domestic partner), parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also include any individual for whom the employee has a legal support obligation, whose employment provides benefits to the employee, or who receives any benefit from the employee's public employment.

4. No district employee may serve as a Board or budget committee member in the district;
5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any district facilities, equipment or materials in performing outside work;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized

STAFF HEALTH AND SAFETY

In order to assure the safety of staff and students, information and/or training are provided as necessary 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. Employees shall not operate any machine unless guard or method of guarding is in good condition, working order, in place, and operative;
 - b. Employees shall stop any 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. Employees shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair, or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig, or other accessory.);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body, or a dump truck, etc.) until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade; or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practice observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;

11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

STAFF/PARENT RELATIONS

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

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

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. Such information will be maintained on file in the office and provided to staff, as appropriate.

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

STAFF MANDATORY TRAININGS

As part of the District's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the District and annually thereafter. The courses are available through the SafeSchools online training system.

To begin, employees will need to complete the on-line trainings by the designated date, or within 30 days of hire. All employees will receive an email notice regarding the training. For convenience, the email will contain an Internet link to start training. Associated Board Policies are noted and include a link to the policy.

SUSPECTED SEXUAL CONDUCT

Sexual conduct by district employees, contractors, agents of the district, and volunteers is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers of the district are subject to Board policy, [GBNAA/JHFF](#) –Suspected Sexual Conduct with Students and Reporting Requirements.

“Sexual conduct” means verbal or physical conduct; or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involves a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent, or volunteer; and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

Any district employee, contractor, agent, or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer; or that another district employee, contractor, agent, or volunteer has engaged in sexual conduct with a student shall immediately report such suspected

sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the Director of Student Achievement who shall report the suspected sexual conduct to the Board chair. If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy [GBNAB/JHFE](#) – Suspected Abuse of a Child Reporting Requirements.

When a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district’s administrative regulation [JHFF/GBNAA-AR](#) - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student’s safety.

An “investigation” means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses, and the person who is the subject of the report; and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken 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” means a report of sexual conduct that TSPC or ODE determines is founded.

If the district employee decides not to appeal the employment action or if the determination of an appeal is sustained, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records of the school employee maintained by the district. This information may be disclosed to a potential employer.

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 person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a Board member, district employee, contractor, agent of the district, or volunteer in good faith, the student will not be disciplined by the Board or any district employee, contractor, volunteer, or agent of the district.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences, if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

A district employee shall access, each school year, information and training made available by the district on prevention and identification of sexual conduct, the obligations of employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct, and appropriate electronic communications with students.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

SUICIDE AWARENESS AND PREVENTION

The school board has adopted a suicide prevention policy, JHH, which will help to protect all students through suicide awareness, prevention, intervention, and postvention.

More comprehensive information on the district's Suicide Prevention Plan can be found on the District website or at the District Service Center. Please contact your administrator if you have any questions about this information.

SUPERVISION OF STUDENTS

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

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 their assigned group unsupervised except if 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

Teachers shall be permitted to teach or present to students information concerning religions and religious beliefs, but teachers shall not promote or inhibit, openly or covertly or by subtlety, a particular religion, religious belief, or nonreligious belief.

Students and staff members may be excused from participating in programs or activities which are contrary to their religious beliefs without penalty.

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, and schedule activities or other transportation far enough in advance to avoid any use of private vehicles. No staff member may use a private vehicle for district business without permission from the principal.

VACANCIES/TRANSFERS

Announced vacancies for licensed and classified positions are posted on the District Web Page. Voluntary and involuntary transfer of staff members may be authorized by the superintendent or designee based on District personnel needs and in accordance with District procedures and collective bargaining agreements.

VOLUNTEERS

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

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

Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students shall submit to an in-state criminal records check.

The use of volunteers requires prior principal approval.

Any electronic communications with students by a volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a volunteer for the district is strongly discouraged.

WEAPONS

In accordance with Oregon law, any district employee who has reasonable cause to believe a student or other person, while in a school, is or within the previous 120 days has been in possession of a firearm or destructive device, as defined by this policy, shall immediately report such violation to an administrator or designee or law enforcement. Any district employee who has reasonable cause to believe that a person, while in a school, is or has been in possession of a firearm or destructive device more than 120 days previously, may report to law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator. Board Policy [JFCJ](#).

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 for firearms or destructive devices 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.

A person making a report as described above who has reasonable grounds for making the report is immune from liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the report in accordance with ORS 339.315(1)(b). The identity of a person participating in a good faith report as described above may not be disclosed except when allowed by law.

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