



Parkrose High School

2015-2016 Staff Handbook

We believe through high expectations and quality instruction we will prepare all students to think critically, apply their knowledge and be college ready.

This is OUR School

PARKROSE SCHOOL DISTRICT, No. 3

ADMINISTRATION OFFICE

10636 NE Prescott	97220-2699	503-408-2100
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PARKROSE HIGH SCHOOL

12003 NE Shaver	97220-1499	503-408-2600
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PARKROSE MIDDLE SCHOOL

11800 NE Shaver	97220-1498	503-408-2700
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PRESCOTT ELEMENTARY SCHOOL

10410 NE Prescott	97220-3498	503-408-2150
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RUSSELL ELEMENTARY SCHOOL

2700 NE 127th Avenue	97230-1699	503-408-2750
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SACRAMENTO ELEMENTARY SCHOOL

11400 NE Sacramento	97220-1899	503-408-2800
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SHAVER ELEMENTARY SCHOOL

3701 NE 131st Place	97230-2868	503-408-2850
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DISTRICT INFORMATION

PREFACE

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.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

Equal Employment Opportunity

The District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws. In addition, the District complies with applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. (Board Policy GBA, JB)

Non-discrimination Against and Accommodation of Individuals with Disabilities

The District, in compliance with the Americans with Disabilities Act, is committed to maintaining employment practices, services, programs and activities that provide equity to qualified individuals with disabilities. The District will provide reasonable accommodations for the known disabilities of all

applicants and current employees in all employment applications procedures, hiring, advancement or discharge, employee compensation, job training, other terms, conditions and privileges of employment upon request and advance notice. A reasonable accommodation must not present an undue hardship for the District, be unduly costly, extensive or disruptive nor present a direct threat to the health or safety of the individual or others in the workplace.

District services, programs and activities will be accessible and usable by qualified individuals with disabilities, consistent with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accessibility may be achieved through non-structural as well as structural methods.

To achieve equal access, the District will make available appropriate auxiliary aids and services that promote effective communications. Primary consideration will be given to the request of individuals with disabilities in selection of appropriate aids and service. Final determination will be made by the Board. Auxiliary aids and services determinations will be based on availability, effectiveness and financial or administrative burden to the District.
(Board Policy AC, ACA, ACA-AR)

Continuous Nondiscrimination Notice

It is the policy of the Parkrose Board of Education and Parkrose School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Parkrose School District provides equal access to the Boy Scouts and other designated youth groups.

Persons having questions about equal opportunity and nondiscrimination (Title II, Title IX and Section 504) should contact the

Director of Student Services at the Parkrose District Office, 10636 NE Prescott, Portland OR, 97220, Phone 503/408-2118 or by e-mail: Kathy_keimrob@parkrose.k12.or.us

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the *American with Disabilities Act* and Section 504 of the *Rehabilitation Act* of 1973, and may be contacted at the District Office (408-2100) for additional information and/or compliance issues.

Dr. Karen Fischer Gray.....Superintendent
(Compliance Officer / Clerk)

Kathy Keim-Robinson.....Director
of Student Services
(Americans with Disabilities Act, Section 504 Officer, Title VI, Title VII, and Title IX Officer)

DISTRICT MISSION

The Parkrose School Community provides a premiere education that unlocks the potential in each student.

We believe...

- A student's success is the responsibility of all members of the community.
- Respect for the individual and strong relationships are essential.
- In setting high expectations for each student to achieve personal and academic success.
- We must meet students' diverse individual needs, and provide a variety of pathways to success.
- Taking measured risks is an essential part of our growth as a learning community.
- Accountability in all aspects of education is crucial.
- The health of our community, state and nation depends upon the success of each student.

We will be successful when...

- Each student graduates having completed a K-12 education with the knowledge and skills they need to adapt to their future. *"Knowing how to learn."*
- Each student's education is driven by an individual learning plan that assures high achievement and is based on student needs and aspirations.
- Each student is provided with a wide range of learning opportunities, in and out of the classroom--preparing them for college, work, and citizenship.
- Each student's educational experience is integrated with the community and its resources. Parkrose schools, families and community work together for each student's success.

PARKROSE HIGH SCHOOL MISSION

All students, regardless of background, will graduate college and career ready from Parkrose High School having experienced a rigorous academic environment that is engaging and welcoming.

We believe that...

- If the accepted and taught curriculum is aligned to common learning targets and guaranteed for all students, and
- If our instructional practices support the development of reading, writing, and critical thinking skills to achieve high levels of learning, and
- If every lesson provides opportunities for feedback and continuous checks for understanding prior to moving on, and
- If learning environments are supportive and inclusive of all students regardless of background,

Then every student will graduate college and career ready, on time, and without the need for remedial coursework.

SCHOOL BOARD MEMBERS

Ed Grassel Mary Lu Baetky James Trujillo David Carter Erick Flores

ADMINISTRATIVE STAFF

Dr. Karen Fischer Gray	Superintendent	District Office	408-2114
Mary King	Human Resource Manager	District Office	408-2112
Michael Lopes	Director of School Improvement	District Office	408-2124
Kathy Keim-Robinson	Director of Student Services	District Office	408-2107
Sharie Lewis	Director of Business Services	District Office	408-2103
Tom Dufresne	Supervisor of Maintenance and Operations	District Office	408-2131
Salvatore Maranto	Principal	Prescott Elementary	408-2153
Heather Bailey	Principal	Russell Elementary	408-2752
Karen Justice	Principal	Sacramento Elementary	408-2802
Laura Goodman	Principal	Shaver Elementary	408-2852
Annette Sweeney	Principal	Parkrose Middle School	408-2902
Erin Voelker	Assistant Principal	Parkrose Middle School	408-2903
Molly Ouche	Principal	Parkrose High School	408-2687
David Richardson	Assistant Principal/Athletic Director	Parkrose High School	408-2641
Andre Goodlow	Assistant Principal	Parkrose High School	408-2656

GENERAL INFORMATION

ASSOCIATIONS

The Parkrose Faculty Association / East County Bargaining Council is the bargaining unit for all licensed staff. The OSEA, Chapter #44, is the bargaining unit for all classified staff.

BOARD MEETINGS / COMMUNICATIONS

The Board meets on the second Monday of each month at 5:00 pm at the District Office and on the fourth Monday of each month at 7:00 pm at the District Office. All regular and special meetings of the Board are open to the public unless as otherwise provided by law.

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

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

(Board Policy BD, BDA-AR, BDDH, BDDH-AR, BG)

Board Policies

All staff are responsible for carrying out and complying with Board policy. There is a copy of the policy book in each building and on the Parkrose web site – www.parkrose.k12.or.us. Updates, changes or additions to Board policy are reviewed and announced during regular board meetings. All new or amended policies will become effective on the day after adoption by the Board, unless a specific date is included in the motion for adoption.

(Board Policy BFD)

BUILDING HOURS

The schools are accessible to staff during the course of the school year between the hours of 7:00 AM and 5:00 PM, weekdays. Staff members requiring access at other times, including weekends may do so by contacting the building principal for permission and key checkout procedures.

Staff accessing buildings during non-school hours are responsible for maintaining security. All doors should be checked when exiting the building to be certain that they are locked. Do not loan keys to individual who have not been authorized for access.

COMMUNITY USE OF BUILDING

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

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

(Board Policy KG)

CONFERENCE AFFILIATION

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

Conference schools include:

- Hillsboro High School
- La Salle High School
- Liberty High School
- Milwaukie High School
- Parkrose High School
- Rex Putnam High School
- Sandy High School
- St. Helens High School
- Wilsonville High School

The high school participates in the following OSAA recognized activities: football, soccer, volleyball, cross country, wrestling, basketball, track, baseball, softball, tennis, golf, swimming, water polo, rally, dance, band, choir and student council. (Board Policy IGD)

DISTRICT OFFICE HOURS

The district office is open between the hours of 8:00 AM and 5:00 PM during the year, weekdays. The receptionist may be reached at 503-408-2100.

DISTRICT ORGANIZATION

The District is comprised of four elementary schools, one middle school and one four-year high school. In addition, the District has a superintendent, director of business services, director of student services and director of human resources/coordinator of school improvement. All departments, programs, committees, and staff are focused on support of the instructional process in the classroom.

The Parkrose School District utilizes a site-based management model and encourages the participation of staff, students, parents and patrons in the school improvement process. All schools in the District are guided by a school improvement plan, which forms the basis for major decisions in the buildings



Staff Operations

STAFF OPERATIONS

ABSENCES

All licensed staff members unable to report to work for any reason must use the SmartFind System to report their absence and to make arrangements for a substitute, if one is required. SmartFind is accessed via the internet and is available 24 hours per day. Note: Licensed staff members must use the SmartFind System regardless of whether a substitute is required or not. Licensed staff must use their leave time in either four (4) hour or eight (8) hour increments. We pay certified subs either half a day or a whole day. Absences can be reported 24 hours a day and up to 30 days in advance to the SmartFind System and specific instructions can be left. Substitutes are assigned on a daily basis unless a longer duration is specified, and are on a “first come – first serve” basis. Substitutes will be called in order on the “preference list.”

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

At the time of the reported absence, a staff member may request a particular substitute and/or leave specific instructions via the SmartFind System. Requests that a particular substitute not be called may be made in advance through the building principal only. The District will make final decisions regarding substitute use or non-use. Under no circumstances may staff members arrange coverage for their absence through personal arrangements with substitutes. You must go through your building secretary.

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed by notification to the principal’s secretary.

Classified staff must contact the principal’s secretary or the administrator if they are unable to report to work for any reason.

An absence/leave request form must be completed and returned to the school office for all staff absences, regardless of the reason. Forms are available through the school office.

Personal business leave must be pre-approved by the building principal, and must meet the criteria for personal business leave as identified in the contract, Article 19.3.4. At least three days advance notice is required, except in case of emergency.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board Policy and law.

(Board Policy GCEA)

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

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.

LENGTH / PURPOSE OF LEAVE

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

1. Birth of the employee’s child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a family member with a serious health condition; or
4. The staff member’s own serious health condition.

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

Contact the Human Resource Department at 408-2112, for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA and OFLA leave.

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

Intermittent Leave and Alternate Duty

The district may transfer an employee on intermittent OFLA leave or a reduced work schedule into an alternative position with the same or different duties to accommodate the leave provided certain criteria are met. Additionally, the district may transfer an employee recovering from a serious health condition to an alternative position that accommodates the serious health condition provided certain criteria are met.

Calculating the 12-Month Period for Leave

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

(Board Policy GBCBA, GCBDA-AR)

PAID / UNPAID LEAVE

Leave with reduced pay and leave without pay must be pre-approved by the building principal and by the **human resources director**. At least five days advance notice must be given.

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

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that accrued paid leave shall be used

during the leave period. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee’s notice of an unanticipated or emergency leave.

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

APPLICATION

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. See Board Policy GDBDA-AR for a sample application. Staff 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 an 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 oral 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 shall 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 opinions will be paid for by the district.

If the leave is for the purpose of an employee's own serious health condition, he/she must also 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. The district will pay the cost of the medical certification not covered by insurance or other benefit plans.

CONTINUATION OF HEALTH INSURANCE BENEFITS

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

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

RETURN TO WORK

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

(Board Policy GCBDA/GCBDA-AR).

ACADEMIC FREEDOM & STAFF RESPONSIBILITY

A teacher's academic freedom is his/her right and responsibility to study, investigate, present, interpret, and discuss all relevant facts and ideas in the field of his/her professional discipline. As a professional, the teacher strives to maintain a spirit of free inquiry and impartiality in the classroom. The teacher is free to present his/her own opinions or convictions, but these opinions or convictions must be stated as such as well as the premise from which they are derived. The academic freedom tradition, which stresses the free exchange of ideas, is at the heart of classroom teaching and curriculum development. Teachers have special rights in carrying on this tradition, but they also bear special responsibilities to ensure the tradition is not misused.

Academic freedom, like the freedom of speech, press and religion, is not absolute. Selection, exclusion or alteration of materials may infringe upon academic freedom. Official lists of supplementary materials approved for classroom use and school library purchases may also restrict academic freedom. Although educators have the primary responsibility for selecting materials and teaching content, the community also has the right to influence the policy decisions affecting what students learn and what they are taught. A balance must be struck between the rights and responsibilities of teachers to select and teach and the rights and responsibilities of the community to educate its youth. This balance is the essence of the democratic system in which we live.

RIGHTS OF TEACHERS TO SELECT MATERIALS AND INSTRUCT CONTENT:

- To participate in the development of curriculum and the selection of teaching materials.
- To select for classroom study controversial issues related to the curriculum and appropriate to the maturity, intellectual and emotional capacities of the students.
- To have access to adequate instructional resources so that all sides of an issue can be presented adequately.
- To call upon teaching colleagues, administrators, and professional organizations for assistance and advice.
- To teach in his/her academic discipline

without regard to race, gender, or ethnic origin.

- To express his/her point of view in the classroom as long as he/she clearly indicates it is his/her own opinion and explains the basis for his/her position.
- To work in a climate conducive to rational free inquiry.

RESPONSIBILITIES OF TEACHERS AND STAFF:

- To adhere to Board Policy GBC in accordance with the Oregon Educators' Code of Ethics.
- To provide supervisors with copies of planned course statements and a course syllabus for each course taught.
- To provide each student with a course syllabus at the beginning of each course or when the student enrolls in a course.
- To follow the process and procedures described in the course syllabus.
- To provide a classroom environment that promotes student-centered learning.
- To provide a classroom environment that promotes the concept of "Respect, Responsibility, and Safety."
- To promote the fair representation of differing points of view.
- To protect the right of every student to identify, express and defend his/her opinions in the classroom without penalty as long as it does not conflict with the classroom activity or infringe upon the rights of students or others involved.
- To ensure that classroom activities do not adversely reflect on any individual or group because of race, creed, gender or ethnic origin.
- To provide a procedure for students whereby they receive full and fair consideration when they take issue with teaching strategies, materials, course requirements or evaluation procedures.
- To ensure films, videos and support software are relevant to the curriculum.
- To recognize and be sensitive that profanity in materials and speech is objectionable to patrons of the district. Profanity used in instructional materials must be closely monitored. Profanity used by staff members is not acceptable.
- To follow policy and procedures in Board Policy for materials contested by students or parents.
- To develop in students the skills of problem

- solving.
- To exemplify objectivity in the search for truth, to demonstrate respect for minority opinion and to recognize the purpose of dissent within the democratic process.

ACCIDENT / INCIDENT REPORTS

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

Reports will cover property damage as well as personal injury.

A completed accident report form must be submitted to the building principal within 24 hours or the next scheduled district workday, as appropriate. The reporting forms are in the building office.

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

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

ADDITION OF NEW COURSES

Process For Creation/Addition Of New Courses:

Proposals should be submitted in time to allow completion of the process by November 30.

- 1) Proposal should first be shared with the department/discipline most affected.

The proposal should consists of:

- a) Course title
- b) Course description
- c) Rationale
- d) Curricular Objectives
- e) Learning Activities
- f) Evaluation Activities
- g) Learning Materials
- h) Prerequisite
- i) Students to be targeted

- j) Disciplines/departments to be affected
- k) Department input, if any

- 2) Proposal must be submitted to the curriculum assistant principal with a copy to the Site Council, in time to allow completion of the process by November 30.
- 3) Proposal will be reviewed and returned with comments and/or suggestions from curriculum assistant principal and Site Council.
- 4) The proposal will be presented to all departments, which will provide immediate feedback as appropriate.
- 5) After department feedback, proposal will be orally presented to the Site Council. Interested staff members are encouraged to attend.
- 6) Proposal may be accepted as an addition to the Program of Studies for the following school year, returned for modification or denied with rationale.

In some cases, needs and/or ideas may develop rather suddenly; and, depending on the specific circumstances, the process may be accelerated.

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

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

ADULT STUDENTS – AGE OF MAJORITY

Students who are 18 and living at home are considered to be their parents' responsibility, and therefore, are bound by the applicable attendance procedures of the school. Students who are 18 and who are not living with parents or guardians are considered legally emancipated from parental control. Upon completion of an emancipation form, these

students become responsible for themselves in school-related matters and can write their own excuses.

ANIMALS

Due to the air quality issues that the district has had, there are to be no personal pets at school during school hours. Animals are permitted in the classroom when approved by the building principal based on educational objectives, but if any child, parent, or staff has air or allergic issues, all animals will be banned.

ART DISPLAYS

At PHS, in assigned classrooms, teachers may determine art displays following prudent practice. Art displays in the remainder of the school will be approved by the principal. All requests will be submitted through the principal's secretary.

ATTENDANCE

Teachers are required to follow and implement the Attendance Policy as stated in the Student Handbook. Teachers are to maintain accurate attendance records, report student absences using specified procedures and report absences to parents when appropriate.

ATTORNEY CONTACTS

All conversations and contacts with attorneys regarding school district issues must be cleared through the principal prior to the contact. Failure to clear such contacts may result in disciplinary action.

BREAKS

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

working eight-hour days are entitled to two 15-minute breaks.

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

(Board Policy GBAA)

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, typewriters and musical instruments are priority items for theft and damage.

Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the building principal or department supervisor.

Certain district-owned equipment including computers may be checked-out by staff. 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 of any district property, a fee will be assessed by the district according to the repair or replacement costs.

(Board Policy ECAB, EDB, EDC/KGF)

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fundraisers 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.

(Board Policy DH, DM, IGDF)

CHECKOUT

WORK DAY CHECKOUT

Teachers may leave the building and district grounds during lunch as necessary. The building principal or assistant principal must approve departures during preparation periods.

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

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

YEAR END CHECKOUT

The building principal or head secretary will collect all staff keys prior to the issuance of final paychecks unless assigned duties require continued access. All staff will complete required checkout procedures available from the school office.

Summer address, phone number and alternate/emergency phone number must be turned in to the office.

CHILD ABUSE REPORTING

What is reporting? As a mandatory reporter, if you have reasonable cause to believe a child with whom you have had contact is being abused or a person has abused a child, you must tell either the Department of Human Services or a law enforcement agency (city or state police, sheriff, or county juvenile department). The building principal is also to be immediately informed. As a mandatory reporter, you must report to DHS or a law enforcement agency. DHS considers it important that the person closest to the original source of information be the reporter

Failure to report is a violation and carries a maximum penalty of \$1,000. Mandatory reports have been successfully sued for damages in civil court for failing to report.

Who is a mandatory reporter?

Oregon law defines mandatory reporters. They are:

- Physician, including any intern or resident.

- Dentist
- **School Employee**
- Licensed practical nurse or register nurse.
- Employee of the Department of Human Services, State Commission on Children and Families, Child Care Division of the Employment Department, the Oregon Youth Authority, a county health department, a community mental health and developmental disabilities program, a county juvenile department, a licensed child-caring agency or an alcohol and drug treatment program.
- Peace Officer.
- Psychologist.
- Clergyman.
- Licensed clinical social worker.
- Optometrist.
- Chiropractor.
- Certified provider of foster care, or an employee thereof.
- Attorney.
- Naturopathic physician.
- Licensed professional counselor.
- Licensed marriage and family therapist.
- Firefighter or emergency medical technician.
- A court appointed special advocate as defined in ORS 419A.004.
- A childcare provider registered or certified under ORS 657A.030 and 657A.250 to 657A.450.

Written documentation of this report must be completed and submitted to the building principal.

Oregon law defines six different categories as abuse:

1. Physical abuse
2. Mental injury.
3. Sexual abuse.
4. Neglect.
5. Threatened harm
6. Buying or selling a child.

Failure to report a suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law

and by district disciplinary action up to and including dismissal.

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

(Board Policy JHFE/JHFE-AR)

CLASSROOM SECURITY

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

All staff 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 the 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.

HBV* / BLOODBORNE PATHOGENS TRAINING AND IMMUNIZATION

Staff members designated as primary first aid providers, or who may otherwise incur

occupational exposure to blood or other potentially infectious materials in conjunction with their assigned duties as determined by the district, will receive appropriate information and training as follows:

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

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

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

(Board Policy JHCCA, JHCCB, JHCCBA, EBBAB, GBEBAA)

INFECTION CONTROL PROCEDURES

The district has established appropriate hygienic and sanitation practices as follows:

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV*, HBV and/or bloodborne pathogens;
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to

- apply their own band-aids. If assistance is required, band aids may be applied after removal of gloves if caregiver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trashcans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
 4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
 5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
 6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible;
 7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant** following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment counters, mats (including those used physical education classes and athletic events), toys or changing tables.
 8. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
 9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
 10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leak proof containers that are appropriately labeled or color-coded;
 11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
 12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably expected 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.

Additional Precautions

The following additional precautions should be applied in all school settings. These procedures will help prevent transmission of many infections in addition to HIV and HBV:

- A sink with soap, hot and cold running water, and disposable towels should be available close to the classroom;
- Sharing of personal toilet articles, such as toothbrushes and razors, should not be permitted;
- Skin lesions that may ooze blood or serum should be kept covered with a dressing;
- Exchange of saliva by kissing on the mouth, by sharing items that have been mouthed, and by putting fingers in others' mouths should be discouraged.

* 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.

(Board Policy EBBA, EBBA-AR, EBBAA/GBEBC/JHCCC, GBEB,)

COMMUNICATIONS

Announcements are prepared at each building and distributed according to procedures established at each site. All staff are to required to communicate to their students the information necessary to keep them informed about District and school activities and to help promote the school's effort to recognize the accomplishments of staff and students.

E-MAIL

E-mail information will be transmitted regularly. We have the expectation that you will read your E-mail daily. Be aware that E-mail is public information. The e-mail archives are open to public inspection. Do not write anything on the e-mail that you would not want read in public or in the newspapers. It is important for all staff to check their e-mail in the morning, at noon and in the afternoon before they go home. E-mail will be a main source of transmitting information. The school e-mail should be for school use only.

Advertising and personal e-mail should be addressed to home computer addresses.

MAILBOXES

Staff mailboxes are located in the production room. Mailboxes are intended for professional use. Staff members may not distribute any information of a political, religious or business nature without consent from the Principal. It is necessary for all staff to check their mailboxes morning, noon and after school for important messages or information. Personal mail should be sent to staff homes, not the school.

WEB SITE

Please check the website for updated information on the District, PHS, Athletics, the community school. www.parkrose.k12.or.us.

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.

(Board Policy KL)

STAFF COMPLAINTS

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

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

(Board Policy GBM)

NONDISCRIMINATION STATEMENT AND COMPLAINTS

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, marital status, age or disability, because of the race, color, religion, sex, sexual orientation, national origin, marital status, age or disability of any other persons with whom the individual associates. In keeping with requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings. The Board encourages staff to improve human relations within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board. The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the district will

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

(Board Policy AC)

Discrimination Complaint/ Grievance Procedure

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

Informal Procedure

Any person who feels that he/she has been discriminated against should discuss the matter with the building principal or supervisor, who shall in turn investigate the complaint and respond to the complainant within five school days. If this response is not acceptable to the complainant, he/she may initiate formal procedures. If the building principal or supervisor is the subject of the complaint, the individual may file a complaint directly with the superintendent. If the superintendent is the subject of the complaint, the complaint may be filed with the Board chairman.

Formal Procedure

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

Step II: If the complainant wishes to appeal the decision of the principal, he/she may submit a written appeal to the superintendent within 5 school days after receipt of the building principal's response to the complaint. The superintendent shall meet with all parties

involved, as necessary; make a decision and respond in writing to the complainant within 10 school days.

Step III: If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five school days of receipt of the superintendent's response to Step II. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative at the next regular or special Board meeting. A copy of the Board's decision shall be sent to the complainant within 10 days of this meeting. If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction.

(Board Policy AC-AR)

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 Standards and Practices Commission (GSPC) guidance (e.g., "occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity). Personal use of district-owned computers including Internet and E-mail access by employees is prohibited during the employee's work hour. Additionally, employee use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the district's policy governing use district equipment and materials. Staff who violates Board policy or administrative regulations including general system use prohibitions shall be subject to discipline up to and including dismissal. Violations of law will be report to law enforcement and violations of applicable

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

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

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

(Board Policy IIBGA, IIBGA-AR)

CONTINUING PROFESSIONAL DEVELOPMENT UNITS (CPD/PDU)

All certified staff members need to earn CPD/PDU for relicensure. See the TSPC website for details. www.tspc.state.or.us. Specific individual information about requirements may also be obtained through TSPC.

CONTRACTS AND COMPENSATION

Contracts for licensed and classified staff members will be initiated for all new employees when approved for hire by the School Board. Contract teachers are employed pursuant to two-year employment contracts. "Contract" teacher means any teacher who has been regularly employed by a school district for a probationary period of three successive school years and who has been retained for the next succeeding school year.

The Board may enter into agreements that provide for a shorter probationary period of not

less than one year for teachers who have satisfied the three-year probationary period in another Oregon school district.

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

If the teacher's contract has not been extended for a new two-year term, the Board, upon recommendation of the superintendent, may elect by written notice to the teacher no later than March 15 of the second year of the teacher's contract not to extend the teacher's contract based on any ground specified in ORS 342.865. A contract teacher whose contract is not extended may appeal the non-extension to the Fair Dismissal Appeals Board. Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of collective bargaining agreements.

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

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

(Board Policy GCBC/GDBC)

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 after-school or pre-school time to meet with students as necessary.

CONFIDENTIALITY

All staff are expected to maintain confidentiality regarding information related to students and their families. Discussing student information outside of the professional context is strictly prohibited. This includes public discussion of a student's "at school" behavior. All staff is admonished that disclosure of information outside of the professional context is considered a serious breach of ethical duty, which could lead to disciplinary action up to and including dismissal. In addition, staff who are subpoenaed to testify in any civil or criminal proceeding regarding their personal conversations with students are required to contact the superintendent or director of human resources. Failure to maintain confidentiality may result in license revocation in accordance with ORS 40.245. Additionally, release of student records without proper authorization or outside of District policy or state law may result in civil penalties.

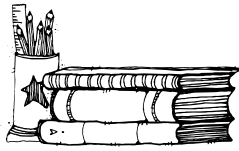
COPYRIGHT

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. "Fair use" guidelines are as follows:



PRINTED MATERIALS

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.
- ❖ All permitted copying must bear an appropriate reference. References should include the author, title, date and any other pertinent information.

PROHIBITED USES:

District employees may not:

1. Copy more than one work or two excerpts from a single author during one class term; Copy more than three works from a collective work or periodical volume during one class term;
 2. Copy more than nine sets of multiple copies for distribution to students in one class term;
 3. Copy to create or replace or substitute for anthologies or collective works;
 4. Copy "consumable" works, such as workbooks, exercises, standardized tests and answer sheets;
 5. Copy the same work from term to term;
 6. 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.
- ❖ All sound recordings, including phonograph records, audio tapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

SHEET AND RECORDED MUSIC

PERMISSIBLE USES

District employees may:

1. Make emergency copies to replace purchased copies, which for any reason are not available, for an imminent performance provided purchased replacement copies will be substituted in due course;
2. Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement or aria, but in no case no more than 10 percent of the whole work;
3. Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the "unit" is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;

4. Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
5. Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
6. Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
7. Make a single copy of a sound recording, such as a tape, disc or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

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.

TELEVISION OFF-THE-AIR TAPING

PERMISSIBLE USES:

District employees may:

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

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

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

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

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

those programs directly through the network (not affiliate).

PROHIBITED USES:

District employees may not:

1. Tape off-air programs in anticipation of an educator's requests;
2. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
3. Use the recording for instruction after 45-consecutive calendar days;
4. Hold the recording for weeks or indefinitely because:
 - a. Units needing the program concepts are not taught within the 45-day use period;
 - b. An interruption or technical problems delayed its use; or
 - c. Another teacher wishes to use it, or any other supposedly "legitimate" educational reason.
5. Record programs off-air without written permission from the author / producer / distributor when a special notice is provided specifically prohibiting reproduction of any kind;
6. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety.
7. Exchange program(s) with other schools in the district or other school districts without the approval of the library/media specialist.

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.

VIDEOTAPES

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.

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.

COMPUTER SOFTWARE

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.

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.

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

REPRODUCTIONS OF WORKS FOR LIBRARIES / MEDIA CENTERS

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.

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.

PERFORMANCES

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.

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.

(Board Policy EGAAA, EGAAA-AR)

COURSE SYLLABUS

A copy of each course syllabus is due to be placed in the course syllabi folder in the Share Drive by the first day of each semester.

Teachers are required to write out course syllabi and give each student a copy at the beginning of each semester. The course syllabus should include 1) general learning activities, 2) major assignments, (3) grading procedures, and 4) classroom attendance and behavior expectations, etc. This document will provide clear expectations in advance and alleviate potential confusions. The grades will be an indicator of the student's competency based upon these standards.

CRIMINAL RECORDS CHECKS / FINGERPRINTING

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

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

Additionally all staff not requiring licensure as a teacher, administrator, personnel specialist or school nurse and newly hired into a position having direct, unsupervised contact with students are required to submit to a nationwide

criminal records check and fingerprinting as required by Board policy and law.

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

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

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

Fees as required by the Oregon Department of Education (ODE) for individuals currently employed by the district and not requiring licensure shall be paid by the individual. Fees for all other individuals subject to such checks and / or fingerprinting, including non-licensed applicants for positions with the district, shall be paid by the individual.

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

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

PROCESSING / REPORTING

The following procedures shall, as part of the application process, complete either a Criminal History Verification of Applicants form or a Fingerprint Based Criminal History as provided by ODE.

1. The individual shall, as part of the application process, complete either a *Criminal History Verification of Applicants* form or a Fingerprint Based Criminal History as

provided by the ODE.

2. Following acceptance of an offer of employment, the Criminal History Verification of Applicants form for those not subject to fingerprinting will be sent to the ODE for processing. A copy will be kept on file by the district in the individual's personnel file.
3. If the individual is subject to fingerprinting, he / she will be required to report within three working days to an authorized fingerprinter for fingerprinting. Fingerprints may be collected by one of the following:
 - a. Employing district staff;
 - b. Contracted agent of employing district;
 - c. Local or state law enforcement agency.

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

4. The individual is responsible for obtaining two fingerprint cards from an Oregon school district, education service district, or an Oregon approved teacher education institution, ODE or TSPC.
5. The individual is responsible for submitting to the authorized fingerprinter two fingerprint cards and an 8½" x 11" or larger envelope with postage affixed and addressed to the district Human Resource Department.
6. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter and require that the individual submit a photo ID (driver's license or other) containing the individual's name and picture in order to verify the identity of the individual intended to be fingerprinted.
7. The authorized fingerprinter will return the fingerprint cards to the district in the envelope provided. The Fingerprint Criminal History Verification form and fingerprint cards will be sent to the ODE. A copy of the form will be kept in the employee's personnel file.

TERMINATION OF EMPLOYMENT

1. Any individual required to submit to criminal records checks and/or fingerprinting in

accordance with law and/or Board policy will be terminated from consideration as a district volunteer and employment or contract status by the superintendent immediately upon the following:

- a. Refusal to consent to a criminal records check and/or fingerprinting; or
- b. Notification by the Superintendent of Public Instruction or his/her designee that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.

APPEALS

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

(Board Policy GCDA/GDDA, GCDA/GDDA-AR)

CRISIS PLAN AND EMERGENCY PROCEDURES

The District has developed a plan for dealing with crises such as fire, earthquake, severe weather, suicide and civil disturbances. A copy of the Emergency Response pamphlet is near most District phones and in all building offices.

(Board Policy EBC/EBCA)

CURRICULUM

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.

CURRICULUM MAPS/INSTRUCTIONAL AGREEMENTS

Every department will develop/update common (essential) curriculum maps for all courses

offered each year. Teachers will follow the common (essential) curriculum map in teaching the course and create a record (individual map) of the actual work done throughout the year.

DISCIPLINE AND DISCHARGE

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

(Board Policy JGDA/JGEA, JG, JGE)

DISCIPLINE OF STUDENTS

Each staff member is required to implement the discipline policy and procedures as stated in the "Student/Parent Handbook." Each teacher is required to have a written set of classroom rules and consequences posted in his/her classroom. All discipline guidelines and interventions are to be implemented under the conceptual framework of Respect, Responsibility and Safety. A copy of each teacher's classroom rules is to be provided to the supervising administrator.

DRUG-FREE WORKPLACE

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

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

Each staff member engaged in work related to a direct federal grant or contract of \$100,000 or

more must notify his / her supervisor of his / her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

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

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

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

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

(Board Policy GBEC)

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.

Staff may check <http://flashalert.net/news.html?id=68> or the following radio and TV stations regularly report delayed openings and school closures:

TV Stations: KATU (2); KOIN (6); KGW (8); KPTV (12); and KEI (56-Spanish)

AM Stations: KXL 750; KEWS 620; and KEX 1190

FM Stations: KKCW (103.3); KKJZ (106.7); KUPL (98.7); and KINK (101.9)

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.

(Board Policy EBCD)

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, 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. (Board Policy EBC/EBCA)

EMPLOYMENT OUTSIDE THE DISTRICT

Outside work is of concern to the District as it may:

1. Prevent the employee from performing her responsibilities in an effective manner;
2. Be prejudicial to her effectiveness in the position; or might compromise or embarrass the District;
3. Raise a question of conflict of interest – for example, where the employee's position in the District gives her access to information or another advantage useful to an outside employer;
4. Prevent the individual from assuming emergency duties required by the regular position.

Employees are prohibited from performing duties related to an outside job during regular work hours. Staff are not to use District materials, equipment, or facilities in performing outside work.

(Board Policy GBC,GCQA/GCQA)

EMPLOYMENT OF RELATIVES

The District permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the District, create actual or perceived conflicts of interest. No administrator or supervisor will exercise supervisory authority over a person who is a member of her immediate family. More than one member of an immediate family may be hired as a regular District employee. In accordance with Oregon law, however, the District may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family. Employees who are members of the same immediate family may not be assigned to work in the same building except as approved by the superintendent. Persons regularly employed by the District prior to the inception of such relationship will not be terminated, but may be transferred to another building or placed under different supervision, if necessary, to eliminate potential conflict.

(Board Policy GBC)

EVALUATION OF STAFF

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

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

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

Licensed probationary staff will be formally evaluated at least annually. Evaluations will be based on at least three observations and other relevant information developed by the district and given in the Teacher Professional Growth and Evaluation Handbook, Revised June, 2010. All other licensed staff will be formally evaluated at least every three years. Licensed staff may develop a professional growth plan with the approval of the supervisor.

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

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

(Board Policy GCN/GDN)

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

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

- What constitutes non-exempt working hours;
- What constitutes normal working hours;
- That employees are not to work before, beyond or outside their normal working

hours or are not to work overtime without prior authorization;

- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement be given to employees not complying with established procedures.
- Failure to accurately record work days or time off may lead to discipline up to and including dismissal.

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

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

(Board Policy GBAA)

FIELD TRIPS

All staff members who schedule students to participate in a field trip are expected to review, understand and apply procedures guiding field trips. All field trip requests are to be approved by the Assistant Principal in charge of curriculum. It is expected that a field trip is an integral part of the course curriculum. There is no funding for field trips, including bus transportation. All field trips must be self-supporting to gain approval.

Field trip procedures are found in Board Policy IGDF. Policy requires all students in a given class or activity shall be permitted to accompany their class on a field trip. All field trips must be prearranged in order that students can inform their teachers and obtain make-up work from their classes. Field trip forms are available in the main office. Please avoid scheduling field trips the first week and the last two weeks of a semester and on Tuesdays because of elementary in service day. **Do not place students in jeopardy of not meeting dead lines in other classes because of participation in a field trip.**

Guidelines for planning a field trip:

- A parent signature is required before a student may participate in any field trip.
- A student should be considered "in-school"

if the student is attending an approved field trip. A student should not be penalized for attending an approved field trip. A student is expected to make-up any missing school work which resulted from attending a field trip.

- When a field trip extends beyond the class period, the student must take a “Pre-Arranged Absence Form” to each teacher well in advance so students may obtain make-up work from their other teachers.
- The Pre-Arranged Absence forms are to be returned to the supervising teacher a week in advance of the field trip. The supervising teacher will review the forms and follow up on any concerns indicated prior to allowing students of concern to participate on the trip.
- Supervising teachers provide the Attendance Office and other teachers with a list of students attending the field trip a week in advance of the field trip.
- Students are informed before the field trip on how to conduct themselves during the trip. All school rules and consequences are in effect during a school field trip.
- There will be a minimum of one certified teacher, coach or Board approved advisor on every bus. Additional supervisors may be on Board with the consent of the advisor and the Principal. The Principal may make exceptions.
- **Roll Call** must be taken before leaving the school and again before leaving the field trip site. Buses are not to leave a field trip site without a student without prior approval from an administrator.
- Students who are not going on the field trip must be assigned to another teacher who is aware that the students are his/her responsibility for the duration of the field trip.
- If there is a conflict with two trips affecting the same student, the two field trip teachers must attempt to resolve the problem. If a resolution does not occur, it should be referred to administration whose decision is final and not open to appeal.
- If the field trip teacher assigns work or provides a test covering the field trip, those not attending a field trip must be provided an alternate assignment or test.
- If a student scheduled to attend a field trip misses, it must be reported to the Attendance Office as an unexcused absence unless otherwise excused.

EXTENDED OVERNIGHT TRIPS

Teachers planning overnight field trips must obtain prior approval from the Principal. Extended field trips such as, band or choir trips, must follow procedures outlined in Board Policy IICA. A proposal including purpose and rationale, goals and objectives, activities on the trip, destination, travel and accommodation plans fundraising plans and supervision plans must be submitted in writing to the Principal and the Board of Education for approval. Proposals should be submitted from **four to six months** in advance of the planned trip. Field trips that are not properly planned, including a financing plan, will not be approved.

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.

All money raised must be receipted and deposited with the district.

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

GIFTS AND SOLICITATIONS

Students and their parents shall be discouraged from giving gifts to district employees. The board welcomes as appropriate the writing of letters by students to staff members expressing gratitude and appreciation.

Individual employees will refrain from giving gifts to staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them. Collecting money for group gifts is discouraged except in special circumstances such as bereavement, serious illness, or for retirement gifts. Staff-initiated “sunshine funds” are exempt from this policy.

Individual employees need to be accountable for maintaining integrity and avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

All employees are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined as \$100 from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may any distribute flyers or other materials related to fund drives through the schools without the superintendent’s approval. Staff members may not be made responsible or assume responsibility for collecting money or distributing any fund-drive literature within the schools without the superintendent’s approval or principal approved school fundraisers.

The soliciting of staff by sales people, other staff, or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the building principal or supervisor. Advertising is not allowed in the building without the superintendent’s approval.

(Board Policy GBI, KI, KJ)

GRADEBOOK PROGRAM

Synergy Gradebook is the only grade book provided to teachers, and it is the expectation that all teachers enter their grades in Synergy. Our grade reports are generated from this program. Training for this program will be available throughout the year as needed.

GRANT PROCEDURE FOR STAFF

We encourage our staff to seek out extra funding through grants. Prior to doing so, all staff must notify the building principal and district curriculum director for approval.

The following is the general procedure for

Parkrose School District staff interested in applying for grants.

Steps:

1. Upon seeking to apply for a local, state or federal grant to benefit school district students, the first step is to confer with the building principal for approval.
2. Upon receipt of approval, the principal will check with the Director of School Improvement regarding the specific grant to make certain that others in the district are not applying for the same grant at the same time.
3. The Director of School Improvement will then pass the grant onto the Business Manager to check the grant for matching funds, reporting guidelines, etc. Upon approval, the Business Manager will return the grant application to the Director of School Improvement so that they may communicate back to the principal.
4. The principal will communicate back to staff. If staff should proceed with the grant, then staff will fill out the grant application and ask the principal to review and sign the application before grant submission. Watch the due dates!
5. If grant funds are awarded, then the principal will send award information (usually a letter) to the Director of School Improvement and the Business Manager for Board Resolution and acceptance at the next Board Business meeting.
6. The principal will check with the Business Manager following the Board Business meeting about grant fund acceptance by the Board.
7. Standard operating procedures regarding purchasing of services and materials using accepted grant funds will be followed.

GRIEVANCES

Grievance procedures may be found in the applicable collective bargaining agreements.

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.

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

No overall standard can be established which will automatically exclude, as a resource, the person whose views or manner of presenting them may obstruct the educational process or endanger the health and safety of students or staff. The Board establishes the following guidelines, however, in an effort to uphold students' freedom to learn while also recognizing obligations which the exercise of freedom entails.

1. The teacher/sponsor and school building administrator are expected to exercise judgment and to investigate fully those proposed resource persons about whom questions may arise;
2. Teacher/Sponsors should encourage the use of resource persons representing various approaches or points of view on a given topic to afford students a more comprehensive understanding of it;
3. An appropriate record will be made of each resource person used and of that person's presentation;
4. The ideas presented and the resource person invited to present them will have a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved.
5. The teacher/sponsor responsible for inviting the resource person, or any member of the school administration, has the right and duty to interrupt or suspend any proceedings if the conduct of the resource person is judged to be in poor taste or endangering the health and safety of students and staff.

Guest speakers should represent various approaches or points of view on a given topic in

order to afford students a more comprehensive understanding of the issue.

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

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

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

(Board Policy IICB, INC)

HALL PASSES

Staff are required to account for the whereabouts of our students at all times. If a student is injured or involved in an infraction while scheduled in a class, we are all held accountable for liability in case of injury or loss of property. It is impossible for security personnel to manage large numbers of students in the hallways and the student center.

Staff members are required to write a student a school authorized Hall Pass if the student leaves an assigned classroom area during class time. Students found in the hallway during class time without a hall pass will be returned to their class or sent to in-school suspension. Teachers or staff allowing students to leave their classes without a Hall Pass could face disciplinary action.

Teachers are expected to keep their students in the assigned classroom area during the entire class period. Please do not release your class early. This is a safety and liability issue. Teachers releasing their classes early will face disciplinary action.

HARASSMENT

Hazing, harassment, intimidation or menacing by students, staff or third parties in any form or manner including electronically is strictly prohibited and shall not be tolerated by the

district. "District" includes district facilities, district premises and non-district property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business. 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).

Harassment includes, but is not limited to, racial, religious, national origin, age, parental or marital status, disability and sexual harassment.

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

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

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment.

All complaints and reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented or reported incident.

Step I

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

Step II

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

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

Step III

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

Step IV

If a complaint is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within ten (10) working days

after receipt of the Step III decision. The Board shall, within twenty (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 ten (10) working days following completion of the hearing.

Step V

If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

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.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal, Director of Student Services, or Director of Human Resources immediately.

(Board Policy GBN/JBA, GBN/JBA-AR, JFCF)

BULLYING/HARRASSMENT

Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence – Student (Board Policy JFCF)

The Board, in its commitment to providing a positive and productive learning environment may consult with parents/guardians, employees, volunteers, students, administrators and community representatives in developing this policy in compliance with applicable Oregon Revised Statutes. Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff and

third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials. The principal and the superintendent are responsible for ensuring that this policy is implemented

Definitions

“District” includes district facilities, district premises and nondistrict property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from

social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well being of the student and may be based on, but not limited to, the protected class of the person.

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

“Teen dating violence” means:

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

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district equipment to violate this policy.

“Retaliation” means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation

or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.

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

Reporting

Administrators will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the Administrator who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the Administrator. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing or an act of cyberbullying to the Administrator may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report. Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy shall immediately report his/her concerns to the Administrator who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the Administrator who has overall responsibility for all investigations. This report may be made

anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with district complaint procedures. The district shall incorporate into existing training programs for students information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying. The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grade 7 through 12. The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying.

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school and district's website, and school and district office and the development of administrative regulations, including reporting and investigative procedures. Complaint procedures, as established by the district, shall be followed.

Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence Complaint Procedures– Student (Board Policy JFCF-AR)

Administrator(s) have responsibility for investigations concerning hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. All complaints will be investigated in accordance with the following procedures:

Step 1 Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to

the Administrator. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If the 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's appeal within 10 working days.

Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with 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 complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S.

Department of Education, Office for Civil Rights. Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office for up to two years.

INDEPENDENT STUDY

Independent Study should only be arranged for extenuating circumstances. Students who need to take a course via Independent Study should meet with the counselor and obtain an Independent Study contract. The contract must be completed and approved by the curriculum assistant principal before the student begins the course. The course should be completed within the semester that it was approved. Grades should be submitted according to the grading timeline.

INJURY/ILLNESS REPORTS

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

Reports will cover property damage as well as personal injury.

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

In the event of a work related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the district safety officer will inform the Oregon Occupational Safety and Health Division (OR OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a pre-existing 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 health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

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

(Board Policy EBBB)

INSTRUCTIONAL ASSISTANTS

Instructional assistants play a vital role in assisting certified staff in meeting the educational needs of students. The role of the teacher is to design instruction, provide initial delivery of instructional material and concepts and to assess student performance. An instructional assistant must work under the direction of a certified staff member, and under no circumstances be "in charge of" a student's program. The role of the assistant is to work with certified staff in a supportive capacity. Assistant duties may include:

1. Instructional support by reviewing and supplementing students' basic instruction by offering them the opportunity to practice and apply what they have learned.
2. Clerical support by performing such tasks as preparing materials, duplicating and operating audiovisual equipment.
3. Student control by supervising lunchroom and playgrounds, as well as assisting with fire drills, monitoring hallways, etc.

(Oregon Administrative Rules 584-36-011 and 581-37-006 through 030)

INVENTORY

The District, in order to fulfill its fiduciary

responsibility, must maintain an accurate and current inventory of all fixed assets and other valuable property. It is the responsibility of every District employee to see that the inventory in her assigned area is maintained. Changes in equipment condition or location should be recorded on the appropriate work location inventory sheet and reported to the principal or supervisor.

(Board Policy DID)

JOB DESCRIPTIONS

The purpose of job descriptions is to provide a general set of definitions, characteristics, examples of duties and qualifications from which the following occur:

1. Job applicants will be able to determine if their skills and qualifications are appropriate to the position.
2. Employees know the general scope of their duties and responsibilities.
3. Performance expectations and evaluation will relate to a base of commonly understood requirements.

The job description forms a framework of common characteristics. Within this framework, the specific duties and responsibilities of individual employees may vary based on their particular assignment. The job description is a general statement of common characteristics for the position and is not to be confused with a "duty roster." Other more specific details may be established for individual assignments as the position may warrant and as the supervisor may require.

Job descriptions are reviewed annually. Concerns and requests for consideration may be expressed to supervisors so that staff input may be utilized in revisions.

JOB POSTINGS

The District has established a job-posting procedure to give all employees an opportunity to apply for positions for which they are qualified. Notices of vacancies will be sent to each building and the Association president and posted in accordance with collective bargaining agreements.

To be eligible to apply for a posted position, an employee must meet the minimum hiring specifications for the position, be capable of performing the essential functions of the job, with or without reasonable accommodation, and be an employee in good standing in terms of their overall work record. The employee must submit a written letter of interest in the position being advertised to the supervisor of the position and send a copy to the director of human resources. Employees are not required to notify their current supervisor when applying for a posted position, however, if they are a finalist, the current supervisor will be notified prior to the completion of the application process for, among other things, a recommendation.

In filling a vacancy or open position, the District shall endeavor to employ or promote the most qualified person based upon experience and training.

(Board Policy GBC)

JOB SHARING

The district endorses the concept of job sharing. Job sharing is defined as the sharing and occupation of a single staff position by two individuals with each assignment being half time.

The district's overall cost of a job share may not exceed that of one full-time equivalency. The amount of fringe benefits as may be afforded in the current collective bargaining agreements and normally assigned to one staff employee position is shared in a manner agreeable to both job-sharing employees, providing the total dollar amount does not exceed the amount designated for one staff employee in a non-job sharing position.

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

JURY DUTY

Staff is encouraged to participate in jury duty. Jury duty is civic responsibility as well as an excellent hands-on learning experience. If a staff member receives a subpoena for jury duty at a time that is instructionally inconvenient,

submit the subpoena to the Principal who will write a letter requesting a rescheduling of the time.

If the staff member is to be paid by Parkrose School District for the jury duty, the jury duty payment and a copy of the subpoena must be submitted to the Payroll Office. It is the staff member's responsibility to arrange for substitutes and to notify the Principal's Secretary about the pending absence due to jury duty.

KEYS

Keys are issued to staff by the building principal or head secretary. 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 or supervisor 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. 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.

All staff will be issued photo and name identification annually to help ensure the protection of staff and students and reduce the possibilities of theft, vandalism and loss of district property. All staff are required to

display this ID prominently on their person when at work or at district functions. Visitors will be issued badges, without a photograph. Staff issued identification badges will be subject to the following requirements:

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. An identification card lost, stolen or damaged due to circumstances beyond the employee's control will be replaced by the district at no cost to the employee. Other replacement costs will be charged to the employee;
5. Identification badge requests must be made directly to the building principal or supervisor;
6. The appropriate administrator will be responsible for collecting staff identification badges at the end of the assigned work shift in the event of employee resignation, non-renewal, non-extension or termination.

(Board Policy ECAAA, ECAAA-AR)

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

Teachers offered employment in the district must present their original teaching license to the Director of Human Resources before the Board will consider approving their employment.

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

Licensed staff are required to submit original of all license endorsements to the Human Resources Department. It is the responsibility of each licensed staff member to keep his / her license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

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

(Board Policy GCA and ORS 342.173 (9))

MAGAZINE SUBSCRIPTIONS

All magazine subscriptions for curriculum use are to be ordered from the library. Proposals for magazines to be used for curriculum use must be presented to the Department Facilitator of the course discipline.

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, 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 educational concerns and interests of the district.

MEDICAL EXAMINATION AND DRUG TESTING

As part of the District's employment procedures, an applicant may be required to undergo a post offer, pre-employment screen for illegal drugs that is conducted by a lab designated by the District. The employee may also be required to undergo a medical examination. Some offers of employment that an applicant receives from the District is contingent upon, among other things, satisfactory completion of this screening and a determination by the District that the applicant is capable of performing the essential functions of the position that has been offered, with or without a reasonable accommodation.

In accordance with the Omnibus Act and applicable Federal Motor Carrier Safety Regulations, transportation personnel shall further be subject to periodic drug and alcohol testing in accordance with Board Policy GBEDA and as outlined in GBEDA-AR.

Candidates who refuse to submit to such screening shall immediately be terminated from employment consideration. Current employees who test positive will be subject to immediate disciplinary action up to and including dismissal in accordance with Board policy. Current employees who refuse to comply with testing requirements will be regarded as testing positive.

Additionally, the superintendent may require a medical examination for any employee whose health or mental condition appears to interfere with the discharge to the employee's responsibility or to be a hazard to other staff or students.

The district may require medical examinations after an employment offer has been made to a job applicant and before the applicant begins his/her employment duties. Any such requirement will ensure that all entering employees in the same job category will complete a medical examination regardless of disability.

All offers of employment may be made contingent on medical examination results.

Medical examinations will be conducted by a medical doctor selected by the district. District required medical examination expenses will be paid by the district. The successful applicant must be qualified and must be able to perform the essential functions of a position with or without reasonable accommodations. The district may withdraw an offer of employment should the medical examination reveal that the individual does not satisfy certain employment criteria under the following conditions:

1. The exclusionary criteria are job related and consistent with business necessity;
2. There is no reasonable accommodation that will enable the individual with a disability to perform the essential functions of the job.
3. The medical condition poses a direct threat to the health or safety of others in the workplace and cannot be eliminated or reduced to an acceptable level by a reasonable modification of policies, practices, procedures, or by the provision of auxiliary aids or services;
4. The requested or necessary accommodation would impose an undue hardship on the district, unless funding is available through other sources. Individuals with a disability may be offered an

opportunity of paying for a portion of the costs that constitutes an undue hardship or of personally providing the accommodation.

Information the district receives regarding medical examinations 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. (Board Policy GBE, GBED, GBEDA)

MEETINGS

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

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

Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee. Any cost associated with attending a labor organization meeting will be borne by the individual employee or the labor organization subject to statutory and collective bargaining agreement provisions. (Board Policy GCKB)

MILITARY LEAVE OF ABSENCE

The district will grant military leave to employees on duty with a uniformed service in accordance with applicable state and federal law.

See Board Policy GCBDE/GDBDE for details.

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 regulations to ensure that all district employees shall be provided with

an adequate location for the expression of milk or breast-feeding.

The plan shall include an accessible, private room with a lock that would allow a mother:

- a. To breast-feed a child brought in during a lunch or other break period;
- b. To pump breast milk to be stored for later use.

The room shall include:

- a. Electrical outlets for electric pumps;
- b. Sanitation facilities including a sink close by, for hand washing and the rinsing of containers;
- c. A sign-up sheet and a sign posting the room as "private during use."

The High School's mother friendly space is located in the L-Region between L15 and the L-restrooms. A sign will be hung to identify it.

See Board Policy GBDA for details.

PARKING/TRAFFIC CONTROLS

Each site has established parking and traffic controls to accommodate student pickup, buses and faculty needs. Staff are expected to comply with the guidelines established at each site.

At PHS the North parking lot has been designated for staff parking. Staff must register their vehicles with the Business Office. Staff will be given a parking permit to hang on the back of the rear view mirror. **STAFF IS NOT TO PARK IN THE COMMUNITY CENTER LOT OR THE GRAVELED AREA EAST OF THE BUILDING.**

(Board Policy ECD)

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 view points as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties, except in open discussion during

classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and their assigned duties.

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

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

(Board Policy GBG)

PAYDAY

Payday is on the twenty-sixth of each month. If the twenty-sixth falls on a weekend or holiday, payday will be the last workday proceeding the weekend or holiday. Time sheets must be submitted by the payroll cut-off date listed annually on the payroll schedule that is distributed to each building. Time sheets received after the payroll cut-off date will be paid the following month.

PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA - STAFF

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

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

other digital audio and video devices such as, but not limited to, iPods, radios and TV.

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

Staff members, while on duty and off duty, will utilize social network sites (e.g., Facebook, MySpace and Twitter), public websites and blogs, judiciously by not posting confidential information about students, staff or district business. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting in order to prevent substantial disruption in school. Communication with students using personal communication devices will be appropriate and professional. Communication with students using personal communication devices regarding 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 e-mail 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 in this policy may be made for health, safety or emergency reasons with superintendent or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is illegal or violates the terms of this policy. 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 or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

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

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

Board Policy GCAB

PERSONNEL RECORDS

An official personnel file is established for each person employed by the District. (Board Policy GBL) A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints and written disciplinary actions. All records containing medical condition information such as workers' compensation reports and release/permission to return to work forms will be kept confidential, in a separate file from personnel records.

If an employee wishes, he/she may submit a written response to evaluations, complaints or written disciplinary actions, to be attached to a file copy.

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

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

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.

(Board Policy GBL)

PETTY CASH

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 office.

(Board Policy DJB)

PLANNING & PREPARATION PERIODS

Each teacher has been provided a planning and preparation period each day within the instructional day. Planning and preparation periods can be used both for personal preparation for assigned classes and for team planning. This time can also be set aside for monitoring the ISS room, IEP meetings and 504 planning. Planning time is also available before 7:55 a.m. and after 2:45 p.m. Teachers are encouraged to volunteer in working with students during this time.

PRINTING

It is our goal to create a curriculum that enhances students' critical thinking and higher order problem solving abilities. Therefore, the extensive use of photo copying work sheets is discouraged. Budget cuts have resulted in significant reduction of available paper supply. Copying materials must be kept to a minimum. Please adhere to copyright laws.

PHS has a copy/mail room. Each teacher has been assigned a personal code. Codes are not to be shared among staff members.

PROGRESS REPORTS

Teachers are expected to report their students' progress to the students and their parents. Progress reports are issued at the mid-way point of the grading periods indicating academic and citizenship progress to-date. Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.

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.

PURCHASE ORDERS

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

No purchase, including purchases from student body funds, will be authorized unless covered by an approved purchase order. Forms are available in the office.

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

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

Additionally, at least three competitive quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services less than \$2,500.

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

(Board Policy DJB, DJB-AR, DJC, DJC-AR, IGDG)

RELEASE OF GENERAL STAFF INFORMATION

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

Authorized district personnel may also disclose information about a former employee's job

performance to a prospective employer under the following conditions:

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

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

(Board Policy GBLA, KBA, KBA-AR)

RESEARCH / COPYRIGHTS AND PATENTS

Staff members engaged in a research project during the work day or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the 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. Research which is conducted by or for a non-district employee must be approved by the superintendent or designee.

(Board Policy GCQB)

RESIGNATION OF STAFF

A resigning staff member is required to deliver a written and signed notice of resignation to the

Office of the Superintendent. If the superintendent decides to accept the resignation, acceptance shall be by letter from the superintendent to the employee. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the superintendent's acceptance letter.

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

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to suspend the teacher's license for the remainder of the school year. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

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

RETIREMENT

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 an ongoing effort to help ensure the safety and health of students, staff and others while on district property.

The building safety committee meets monthly and conducts workplace safety inspections monthly 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 the principal's office. (Board Policy EBAC)

SECURITY SYSTEM

Each of the school facilities is equipped with a security system. Please see the school or office administrator for specific details regarding access to buildings and rooms.

Budget cuts have necessitated closing the elementary buildings by 6:00 pm daily. Please notify the security provider ahead of time if the building is going to be occupied later than 6:00 pm. If the alarm is not set by 8:00 pm, the security provider will make an emergency contact which will necessitate an additional cost.

SITE COUNCIL

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

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

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

Meeting times and location will be announced through the office and will follow the notice, meeting and record keeping requirements of the *Public Meetings Law*.

Membership on the Site Council includes: 6 certified staff, 1 classified staff, 2 students, 2 parents and/or community members and 1 administrator. Certified and classified members of the council are elected by their colleagues for two-year commitments. The Principal is the

administrative member. Other members are selected through an application process. The meetings are open to all staff members for participation. Only elected and selected members can vote on council items.

SPECIAL INTEREST MATERIALS

Supplementary materials from non-school sources require building principal approval prior to their use in school. This includes educational films and all video/DVD 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.

(Board Policy IIAD)

STAFF CONDUCT

Good public relations are an essential part of the service every employee provides to the District. No matter what the position, the community will judge the school system by the conduct and attitude of its employees. Confidence and goodwill are generated when employees are considerate, helpful, friendly and understanding.

All staff are expected to conduct themselves in a manner that conforms with Board policy and administrative regulations. As representatives of the school system, all personnel are expected to conduct themselves in a manner which reflects credit upon themselves and the District. 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

(Board Policy GBC)

STAFF DEVELOPMENT

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

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

All requests for district payment of college course work tuition require prior administrative approval. Professional growth application forms are available in the school office.

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

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

(Board Policy GCL)

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. Clothing, hair, jewelry, etc. must be consistent with the safety requirements of the job to be performed and not present a hazard.

Teaching, as a professional, demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world. Clothing which advertises illegal or immoral activity and/or tobacco, alcohol, or other drugs, will not be worn while on duty.

STAFF ETHICS

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

This means that:

1. Staff members shall not solicit for financial remuneration from students, parents or other staff;
2. Any device, publication or any other item developed during the staff member's paid

time shall be district property;

3. Staff members shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way.

All staff are expected to maintain appropriate confidentiality. Staff learns many things about school business or records which shall be regarded as confidential and therefore, not shared with others. Though the majority of information regarding school operations is open to examination by the public, it is the role of administrative staff to present and interpret this information. Employees shall refer inquiries to the principal or their supervisor. Release of identifiable student information carries both civil and criminal penalties. Do not discuss identifiable student information on a cell phone or cordless phone because transmissions can be picked up by anyone. (ORS 40.245 and OAR 581-21-240)

All staff are to regard information regarding students, with the exception of specifically identified directory information, as strictly confidential. **Student records and behavior at school is never to be discussed in public or in areas of the school where such conversations might be overheard by students or staff who do not have a legitimate interest in the matter. Failure to maintain confidentiality regarding student records and performance may result in disciplinary action, up to and including dismissal.**

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.

(Board Policy EDC, GBC, IGD, KGF)

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.

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory.);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools

or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load;

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

immediately or suitable means or methods shall be used to control the hazardous condition;

13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

(Board Policy EBBA/GBEBC/JHCCC, JHCCBA/EBBAB/GBEBA)

STAFF INVOLVEMENT IN COMMUNITY

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

STAFF INVOLVEMENT IN DECISION MAKING

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved on the school's 21st Century Schools Council and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning.

Contact the building principal for additional information regarding possible building and district level committee work that may be available.

(Board Policy GBB)

STAFF / PARENT RELATIONS

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

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

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be

released to the non-custodial parent without the written permission of the parent having sole custody.

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

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

(Board Policy GBH)

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.

Staff are discouraged from discussing confidential information, especially involving students, in the staff room. Except as directed by the building administrator, students are not permitted in the staff room.

SUPERVISION OF STUDENTS

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

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

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

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

All building staff who are not on a scheduled break or preparation period are expected to provide supervision of students during assemblies. Duty schedules for supervision of students at other times of day, such as before and after school, noon, recess and breaks between classes, shall be established by the principal. Staff are expected to be in their assigned supervision areas.

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

Staff supervising students during extra-curricular activities, especially on over night excursions, must assure that students in their charge are supervised at an appropriate level. **Even when not directly responsible for students, or when supervision of students has been temporarily assumed by another chaperone, the consumption of alcohol or other illegal substances by a staff member acting as a chaperone or advisor is strictly prohibited.**

(Board Policy JHFA)

SURVEYS

All surveys must be approved by the principal before being presented to students or staff. Surveys submitted under the auspices of a university or college must follow the survey protocols formulated by the institution.

TEACHING ABOUT RELIGION

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

However, 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.

(Board Policy IGAC)

TEACHING ASSISTANTS

In general student Teaching Assistants will be assigned to the office areas. Only those Teaching Assistants who have been trained by the Main Office staff will be able to use the Copy machines. Teaching Assistants are absolutely not to be assigned activities where they have access to other students' confidential information or data. As an example, it is not permissible for a TA to record student's grades in a teacher's grade book. TA's found "wandering" hallways not in assigned areas will lose their privilege to be a TA and will be assigned to a study hall.

TELEPHONES

Telephones are available throughout the building for staff convenience. Long distance calls for district business may be placed from any phone, but requires the four-digit extension of the staff member placing the call. Personal long distance calls should be limited to emergencies and require a personal phone credit card number for the staff member placing the call. Staff members are responsible for all costs related to long distance calls made for personal use.

District-owned cellular telephones may be assigned or made available on a temporary basis by the superintendent or business services director when it is determined that:

1. The assignment of a cell phone is a prudent use of district resources;
2. The employee's job responsibilities require the ability to communicate frequently and access to a district or public phone is not readily available;
3. The employee's job responsibilities involve situations where immediate communication is necessary to ensure the security of district property or safety of students, staff or others while on district property or engaged in district-sponsored activities.

Cellular Telephone Use

1. Cellular telephones are provided specifically to carry out official district business when other means of communications are not readily available. Cellular telephones may not be used for routine communications.

2. Cellular telephones are not to be used when a less costly alternative is readily available, unless as otherwise necessary for safety or emergency circumstances.
3. Personal use of cellular telephones is limited to making or receiving calls for family emergency purposes, including contacting a family member or childcare provider to advise that the employee is going to be late arriving home or picking up children for a reason directly related to his/her official district duties, i.e., a meeting which runs later than expected or a last minute schedule change. Whenever possible, such calls should be made or received on district or other public telephones.
4. Cellular telephones are not to be used for conversations involving district information of a confidential nature.
5. Cellular telephones are not to be loaned to others.
6. Employees issued a cellular telephone are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the business manager who will in turn notify the service provider.
7. Cellular telephones issued for employee use are to be returned to the business manager at the conclusion of the school year, activity or as otherwise specified.

Privately Owned Cellular Telephones

1. District employees may be reimbursed for use of privately-owned cellular telephones to conduct district business in accordance with Board policy and this regulation, with prior approval of the superintendent or business manager.
2. Personal use of privately owned cellular telephones by employees authorized to use such equipment for district business is restricted to lunch, breaks or other such times when the employee is not on duty.

Reimbursement

1. On a monthly basis, all personal calls are to be highlighted on the billing statement by the user. A notation for each highlighted entry indicating the

- nature of the call is required.
2. The cost of all personal calls made/received by the employee are to be totaled and a check written for that amount to the district.
 3. The check, along with the highlighted copies of the monthly billing statement is to be submitted to the employee's immediate supervisor for review and recommendation for approval.
 4. The check and billing statement are to be forwarded to the business manager for final approval and the check credited to the district account.
 5. Requests for reimbursement for authorized use of employee-owned cellular telephones are to be submitted on district provided forms, available through the office and accompanied by a copy of the billing statement with the district business related calls highlighted. A notation for each highlighted entry, indicating the nature of the call is required.
 6. All requests for reimbursement, including the highlighted billing statement must be submitted within 30 days of the end of the time period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed may be denied.
 7. District reimbursement for authorized use of employee-owned cellular telephones will be made in conformance with district payment procedures.

(Board Policy EGACA-AR)

TEST MONITORING PROTOCOL

Assessing student progress is a major responsibility for our school system. All staff members are required to proctor or assist in monitoring students during the delivery of Oregon State Assessment tests (CIM) and other district approved assessment programs. It is the teacher's responsibility to attend the training offered by the testing coordinator. Your license is at stake if you do not follow protocol.

TOBACCO-FREE ENVIRONMENT

In order to protect the health of students, staff and the general public, provide a healthy working environment; tobacco use is prohibited in all district buildings and district-owned vehicles.

For the purposes of this policy, tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew snuff, in any form, nicotine or nicotine delivering devices, chemicals or devices that product the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarette) or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

See Board Policy GBK/JFCG/KGC for further details.

TRAVEL

Expenses for travel will be reimbursed when the travel has the advance authorization of the traveler's supervisor. Travel beyond 200 miles of the District requires the specific approval of the Board, if any District funds are used for reimbursement, unless fully funded from workshop allocations or contractual requirements. The District form "Request for Extended Travel" will be completed by **all** out of area (more than 200 miles) travelers and authorized at the appropriate level. Board Policy DLC-AR-1 and DLC-AR-2 specify the rules for reimbursement when traveling.

TUTORING

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

1. Private lessons, such as music lessons and other enrichment activities that are clearly beyond the scope of the regular curriculum may be given for remuneration outside of school time and away from school property;
2. Teachers may tutor for remuneration, outside of normal school hours, students eligible for homebound services according to district procedures;

3. District authorized and / or sponsored programs.

(Board Policy GCQBA)

USE OF VEHICLES FOR DISTRICT

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff member may use a private vehicle for district business without permission from the superintendent/designee.

At least two staff members must accompany a student being transported in a private vehicle, properly insured.

All claims for mileage reimbursement must be made within a reasonable time (not to exceed six months). All claims for mileage must be pre-approved by your principal or supervisor.

All drivers operating district-owned vehicles shall use seat belts. Failure to do so is ground for dismissal. EEBA has more details.

(Board Policy EEAE, EEBB)

VACANCIES / TRANSFERS

Announced vacancies for licensed and classified positions are posted in the schools and offices at least five working days prior to closing the application period. Copies of the posting are also sent to association representatives and individual staff upon written request to the Director of Human Resources.

During summer break, such notices are mailed to the association presidents, posted on the district website at www.parkrose.k12.or.us, and on the phone job hot line at 503-408-2139. If an employee wishes to give the Human Resources Dept. his/her personal email address, the HR Dept. will send posting to that address.

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.

VISITORS

Staff are encouraged to bring in guest speakers. Please see guest speaker guidelines. Staff may bring their children to school on the designated "Bring your child to work day." Any other visits by your children must be pre-approved by the principal. Please be aware of the potential hazards to your child in this environment (crowded halls, stairs, equipment, computers, and possible physical confrontations by students).

VOLUNTEERS

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

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

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

Before allowing a volunteer to work in your classroom, ensure that they have gone to the main office for approval. All volunteers must be screened via a background check through ODE. Forms must be filled out in the main office prior to utilizing the services of a volunteer.

WEAPONS

Employees, district contractors and/or their employees and district volunteers shall not possess a dangerous or deadly weapon or firearm on district property or at school-sponsored events. This includes those who may otherwise be permitted by law to carry such weapons. Weapons under the control of law enforcement personnel are permitted. Employees in violation of this policy will be subject to discipline up to and including dismissal. A referral to law enforcement may be made.

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 weapon 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 weapon policy to an administrator. (Board Policy GBJ, JFCJ)

WORKING HOURS

Unless approved by the principal, full-time teacher work hours are 7:30 to 3:30.



Student Operational Procedures

STUDENT OPERATIONAL PROCEDURES

AIDS, HIV, HBV AND HCV HEALTH EDUCATION

An AIDS, HIV, HBV and HCV* curriculum has been developed cooperatively by parents, teachers, administration, local health department staff and others.

All teachers are expected to teach the age-appropriate curriculum annually in grades K-12 in accordance with established curriculum.

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

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

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

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

(Board Policy IGAEA)

ASSEMBLIES

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

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

The staff member may remove students from an assembly as deemed necessary. Generally, all

students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

(Board Policy INE)

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 counselors or building administrator.

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

Any student with the proper add slip or who has otherwise been added to a particular class by the counseling office/office, is to be admitted to class. Teachers with questions regarding a student's placement should contact the counseling office. At no time should a student who has been assigned to a class be made to feel unwelcome, regardless of the current student class load at the time he/she arrives. Questions regarding students' schedules and/or staff overloads should be dealt with privately in the counselor or principal's office, not in the presence of students.

(Board Policy JECD)

CHAPERONES

Anyone serving as a chaperone for school-sponsored activities on or off district property are required to follow all rules, regulations, policies and the law.

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.

(Board Policy INH)

COACHES

Coaches who are traveling with a team are responsible for students at all times during the trip.

COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in *Oregon Revised Statutes* and rules of the county health department. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting.

In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the district will inform the appropriate staff member to protect against the risk of exposure, as necessary.

Parents of a student six years or older, who is infected with HIV or HBV and not a special risk student as defined by the Oregon Department of Human Services, Health Services, are not required by law to report their condition to the district. These students also, as provided by law, have a right to continue school. "Special risk students" means those students infected with HBV or HIV whose health care provider has reasonable grounds to believe present a special risk to other students or adults in an educational setting. Such special risks include but are not limited to student's ongoing history of biting other, spitting or scratching, lack of control of body secretions or uncoverable, oozing lesions.

Parents of an HIV student five years of age or younger, a special risk HIV student (as defined above), or of any students with AIDS, are required to notify the superintendent of the student's infection in order for the student to be

granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. If the district is informed of the student's infection and written parental permission is obtained, a planning team is convened to address the nature, duration and severity of risk as well as any modification of activities needed.

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

(Board Policy JHCC, JHCCA, JHCCB)

CONTESTS FOR STUDENTS

The district will cooperate with individuals, community organizations and agencies desiring to sponsor contests when such activities are in keeping with the purposes and educational aims of the school. In addition such activities should be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added workload on the staff. The principal must approve participation by students in contests.

The activity sponsor will be responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging, or evaluation of the participants' work.

The following will be used as a guide in determining participation in contests:

1. The primary educational aims of the school and the needs and interests of students must be the primary interest and consideration at all times;
2. The school must not be used promote private or commercial interests;
3. The school must not be used for direct sales promotion of individual competitive goods or services;
4. All materials or activities initiated by private sources must be judged on grounds of their direct contribution to educational values, factual accuracy, and good taste.

(Board Policy IGDH)

CORPORAL PUNISHMENT

The district strictly prohibits the use of corporal punishment in any form. (Board Policy JGA)

Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of physical pain. (ORS 339.250 (12) (a) and (b))

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.

(As stated in OAR 581-21-061 (3) corporal punishment does not include physical pain or discomfort resulting from or caused by:

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;
3. Physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;
4. Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individual education program which has been signed by the parents and is carried out according to district procedures.

Assigning a student to run laps, do push-ups, etc., as a form of discipline, is not allowed.

DISMISSAL OF CLASSES

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

DRUG/ ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION

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

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

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

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

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

(Board Policy IGAEB)

EMERGENCY DRILLS

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

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

At least two drills on earthquakes will be conducted each year for grades K-12.

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

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

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way;
2. Close windows, turn off lights and lock door;
3. Take roll book;
4. Escort class to at least 300 feet from the building and take roll. Report any unaccounted students to the building principal;
5. Upon "all clear" signal, escort students directly back to class. Check roll.

The warning signal for an earthquake alarm/drill is an alarm. In the event of an earthquake, teachers are required to:

1. Immediately direct all students to "duck, cover and hold". Students should drop to a crouched position with head bent to knees, hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. Wait until shaking stops;
3. Evacuate building following established evacuation procedures;
4. Take roll and report any unaccounted

students to the administration;

5. Upon "all clear" signal, escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Crouch low to the ground and protect head and neck.

(Board Policy EBCB)

FEATURE FILMS / VIDEOS

Educational films and all video rentals secured from or through commercial sources will be approved by the principal prior to their use in the schools. Videos used in school during regular school times will have a direct relationship to the instructional goals of the school. Video ratings will be adhered to. No "R" or PG 13 rated videos will be shown without specific parent notification and permission. "Video" is intended to include DVD or other similar devices.

All copyright laws regulating the use of such material will be strictly followed.

Procedure for approval requests:

Requests are to be submitted to the curriculum assistant principal at least five days prior to the proposed showing.

The following information should be included:

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

(Board Policy IIAD)

FIELD TRIPS AND SPECIAL EVENTS

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

Requests should be submitted to the 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.

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

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

The Board must approve any out-of-state travel.
(Board Policy IICA)

FINAL EXAMINATIONS

It is required for all teachers to give final examination for each of their courses at the end of each semester. A final exam is an assessment tool that test students on the aggregate learning that occurred during the semester. All students should take the final exam as a way of assessing their mastery of the information and skills taught. The following are guidelines to be implemented to ensure the success of final exams.

- Final exams are to given the last week of each semester.
- Final exams are mandatory in all classes.
- Copies of final exams must be provided to the department chair of the course and to the curriculum assistant principal.
- Teachers are to inform students of the procedures and guidelines for the final exams.
- Final exams are to be 90 minutes in length. Teachers are expected to keep their students in their classes the entire 90-minute block period.
- The final exam can count no more than 25% of a student's total grade.
- Students who are pre-excused on the date of a final examination must make arrangements with the Principal **prior** to exam time.
- Students who miss the final examination must contact the teacher and make arrangements to make-up the exam. The

make-up exam may not be the same in content or format as the originally scheduled exam.

- All students will be allowed to take a final exam, however, a teacher may deduct a portion of the grade of the exam if the student had an unexcused absence on the day the exam was scheduled.

Procedures for early finals approval

- a. Student brings a note from his/her parent stating the reason for needing to take finals early to the attendance secretary.
- b. The attendance secretary reviews the note and determines if the reason falls within the parameter for taking finals early. If so, she would give the student a pre-arranged absence form. If not, she would refer the student to the appropriate administrator (Parameter – family taking a trip out of town and family emergency).
- c. Student sees his/her teacher for input regarding the request.
- d. Student brings the form with input from all of his/her teachers back to the administrator for final approval.
- e. If granted, the administrator will notify staff of the approval and forward the form to the attendance secretary for data entry and file.

FLAG SALUTE

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

(Board Policy INDB)

GRADING

The grading system shall clearly enable the student and parents to know how well the student is achieving course requirements. (ORS 329.485 (3))

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

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

Teachers are to utilize the district approved grading software in entering grades. Grades must be updated at least once every two weeks and will be checked on the 2nd and 4th Wednesday of the month.

Grade reduction or credit denial based on a student's attendance may be permissible only when the student's attendance is not used as sole criteria for the grade reduction or credit denial. (ORS 339.280) Prior to a grade reduction or credit denial, teachers are required to provide notice to the student, parents or guardian that includes the following information:

GRADING GUIDELINES

GRADE DEFINITIONS

- A Excellent
- B Above Average
- C Average
- D Below Average
- F Failed
- I Incomplete –Course is 75% completed. (A major test or a few assignments are not completed.)
- N No Basis For A Grade – This is granted by administrative approval only.
- P Pass
- NP No Pass

The purpose of letter grades is to communicate, to the student and the student's family, a level of performance attained by the student in a given class. Although each teacher sets the

Identification of how the attendance and class participation is related to the instructional goals of the subject or course.

Parents and students will be informed.

Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons.

Reasons for non-attendance are considered and the grade is not reduced or credit denied based upon absences due to: religious reasons, a student's disability, or and excused absence, as determined by the District's policy.

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

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

(Board Policy IKAD)

criteria for his/her grading system, it is essential to have consistency within the grading systems. An "A" is awarded for superior work, a "B" is awarded for above average work, a "C" is awarded for average work, a "D" is awarded for below average work and an "F" is awarded for failing work. An "I" is awarded for incomplete performance where a student has a few assignments or a test that needs to be completed. Teachers will need to change "I" grades to a letter grade within two weeks of a term ending. An "N" or No Grade should only be given on rare occasions with administrative approval. "P" and "NP" should only be given for Teacher Assistants, IEP or ELL students after consultation with case manager. An "F" grade is given if a student withdraws from a class after ten calendar days into a semester. Partial credit is not to be given students for a class except in PACE, as part of an IEP agreement, as part of a 504 agreement or with administration approval. With the mentioned exceptions, no less than

.25 credit hours will be awarded for a given course. The following are guidelines to be used by teachers to determine grades for their students:

- Teachers will provide administrators with a course syllabus for each class taught. The course syllabus will include goals and objectives of a course, grading policy, behavior expectations, textbook and materials and assignment structure.
- Teachers will provide each student a course syllabus for each course and an explanation on how grades are earned for each class.
- The grading process explained to the students at the beginning of a semester will remain in effect for the duration of a semester.
- Grades will focus on the students' academic achievement and progress in class. Grades are not to be used as tools for classroom management.
- Major tests, projects and assignments will be closely aligned to the specific written course objectives so that grades reflect how well the student has mastered the course objectives.
- Extra credit may be offered at the discretion of the classroom teacher. Extra credit will not be used to replace CORE curriculum. Extra credit work should not heavily impact a student's final grade.

Each teacher will include in course requirements that all textbooks are returned and all fees are paid.

GRADE CHALLENGE PROCEDURE

If a student or parent has a concern about a final term grade, the following procedure will be implemented:

- The student or parent discusses the issues with the teacher to understand the basis for the grade.
- If the issue is not resolved satisfactorily, the student or parents discuss the issue with the counselor. The counselor attempts to gain resolution to the concern.
- If the concern remains unresolved, the student or parent submits a written complaint to the Principal or his/her designee.
- The Principal or designee reviews the complaint and listens to both the students and parent's issues and the teacher's issues. The principal will assess the criteria the

teacher used to assign the grade, whether or not a course syllabus was presented to the student, the clarity in which the criteria were presented and whether or not the criteria were followed. The principal will not change a teacher's grade unless there is a mistake in grade calculation or a failure to follow stated procedures.

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.

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

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

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

MAKE-UP WORK

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

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

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up schoolwork upon his/her return from the suspension.

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.

(Board Policy JOD)

MEDICATION / MEDICINES ADMINISTRATION

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

1. A parent/guardian permission form and written instructions have been submitted as required above for all. Building principal permission is also required for all self-medication requests.
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided above;
3. All nonprescription medication must be kept in its appropriately labeled, original container, as follows:

Nonprescription medication must have the student's name affixed to the original container.

4. The student may have in his/her possession

only the amount of medication needed for that school day;

5. Sharing and/or borrowing of medication with another student is strictly prohibited.
6. Any medications required for use longer than ten school days will be permitted only upon the written request of the parent.

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

All other students will be administered medication only by designated school staff after receipt of required parent permission forms and written instructions. (Board Policy JHCD-AR)

MOVING CLASS

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 administrator approval is required for all such activities.

MULTNOMAH COUNTY HEALTH CLINIC

The Multnomah County Health Clinic is located on the North side of the Parkrose High School/Community Center. The clinic serves high school students and staff and residents of the community. Teachers should refer ill students to the School Nurse rather than the Health Clinic except in cases of emergencies or after 1:30 p.m. Teachers should not send students on self-referrals to the Health Clinic without a Hall Pass signed by Health Clinic staff.

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

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

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

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

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

(Board Policy IGDK)

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.

(Board Policy IGBHA)

RELEASE TIME FOR RELIGIOUS INSTRUCTION

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

Any student unable to attend classes on a particular day due to religious beliefs is to be

excused from attendance requirements for that day.

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

RESUSCITATION

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.

(Board Policy EBBC)

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.

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

(Board Policy IKE)

SCHOOL NURSE/HEALTH ASSISTANT

A health assistant, who works under the

direction of a school nurse, is assigned to Parkrose High School. Teachers are to send ill or injured students to the health assistant/nurse. If the health assistant/nurse is not available, students will be assisted by the Health Clinic. It is the health assistant's/nurse's responsibility to determine the seriousness of the complaint and the appropriate disposition. Teachers must not diagnose or recommend treatment for any illness or injury. Diagnosis is the domain of the school nurse, who will refer the student for further services as appropriate.

SENIOR TRIPS

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

STUDENT ACTIVITY FUNDS

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

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

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

(Board Policy IGDG)

STUDENT CONDUCT

All students are to comply with district policy, written building and classroom rules, pursue the

prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities.

In addition to adopted Board policies governing student conduct, 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.

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

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

[Classroom rules and consequences are to be submitted to the building principal for review and approval.]

(Board Policy JFC, JFCB, JFCF, GBNA, JFCF/GBNA-AR, JHFCA)

STUDENT DETENTION

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

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

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

STUDENT DISCIPLINE

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

The following behavior referral process has been established to assist staff in dealing with student misconduct:

MINOR VIOLATIONS

1. With the first offense, the staff member describes the inappropriate behavior, provides an opportunity for the student to be heard, describes appropriate behavior if necessary and informs student that subsequent violations will result in a parent contact by the teacher. Complete Step I of the *Behavior Management* form, including student signature and document student response.
2. With a second offense, the staff member describes the inappropriate behavior, provides the student with an opportunity to be heard, describes appropriate behavior if necessary and informs the student that he / she is now on Step II. Contact parents with details and inform parents and student that further violations of the same rule will result in a referral to the office for disciplinary action. Complete Step II of the *Behavior Management* form, including student signature and document student response.
3. With a third offense, the staff member confronts the student, describes the inappropriate behavior, provides the student with an opportunity to be heard and, if necessary, completes Step III of the Behavior Management form. Submit form to office for administrative action.

SEVERE VIOLATIONS

All students with severe violations are to be referred to the office immediately. A complete student incident referral form must be submitted

at the time the student is sent to the office. If a student refuses to report to the office as directed or the teacher deems it necessary for the student to be accompanied to the office, the office should be contacted for administrative assistance.

Each student who is being provided educational services through an Individual 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.

(Board Policy JG, JG-AR)

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 issued to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.

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

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

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.

Performances that are scheduled outside school hours are preferred. Performances during school hours should be limited to the class period during which the activity is usually taught to that particular student or students.

Student groups may participate in district activities and with groups in the community upon the approval of the principal. Proceeds given students for participating or performing will be placed in student accounts.

(Board Policy IGDD)

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. A copy of the rules governing student conduct on District transportation is included in the student/parent handbook.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior building principal approval and a signed permission slip. The parent, employee or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must contain an adequate number of seat restraints, including when applicable, a child safety system for a child four or five years of age or who weighs between 40 and 60 pounds regardless of age, and the driver must require their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. Training in the property installation and use of child safety systems may be required.

No student will be allowed without written permission to perform district business with his/her own vehicle, a staff member's vehicle or a district-owned vehicle, nor may students

conduct personal business on behalf of a teacher.

(Board Policy EEAE, EEBB)

STUDENT WITHDRAWAL FROM SCHOOL

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

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

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

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 the approval of the superintendent and/or principal on school property.

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

(Board Policy KI)

VIDEO PRESENTATIONS

When showing videos to students, teachers must follow all copy write laws pertaining to the specific video. Most videos obtained from the library or MESD can be shown as part of a class presentation. Any video shown should be part of a course curriculum. The showing of "R" rated or higher videos must be cleared with the principal or assistant principal. Procedures for presenting controversial materials are outlined in the "Student/ Parent Handbook" must be followed.

VISITORS & GUESTS

All visitors must check in at the PHS main Office and obtain a Visitor's Pass. Visitors are required to wear the pass so it is clearly visible to security staff. If staff members invite guests, please notify the main office so we can greet them knowledgeably when they arrive.

Guest speakers should be cleared with the assistant principal in charge of curriculum or the principal prior to their coming to the school. It is the responsibility of teachers to ensure a speaker is an integral part of the curriculum. Administration must be provided an outline of a speaker's presentation prior to their coming to school. Procedures for students' contesting controversial topics and materials must be followed.

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

Staff must pre-approve bringing their children to school with the principal. The exception is on the "Bring Your Child to Work Day."

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

(Board Policy KK)

VOLUNTEERS

Volunteers are an important part of our school. We want to do everything to facilitate the success of our volunteer program. Please have your volunteer report to the Main Office to obtain a pass and sign-in. For insurance purposes, we are required to track all volunteer hours. Oregon Law and District Policy require volunteers receive security checks, including fingerprinting.



Student Programs and Services

STUDENT PROGRAMS AND SERVICES

ALTERNATIVE EDUCATION PROGRAMS

Alternative educational programs have been developed and identified to meet the individual needs of students. These programs are made available to students who are unable to succeed in regular district programs because of erratic attendance or behavior 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 assist the student in achieving district and state academic standards or when a public or private alternative program is not otherwise readily available or accessible. The involvement of staff, parents and the community in recommending alternative programs for Board approval is encouraged.

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

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

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

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

1. When two or more severe disciplinary problems occur within a three-year period. Severe disciplinary problems are defined in the student/parent handbook;
2. When attendance is so erratic the student is not benefiting from the educational program. Erratic attendance is defined on a case-by-case basis;
3. When an expulsion is being considered;

4. When a student is expelled;
5. When a student's parent or an emancipated student applies for exemption from attendance on a semi-annual basis, at age 16 or 17 as provided by law.

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

(Board Policy IGBHA, IGBH-AR1, IGBH-AR2, IGBHB, IGBHC, JGEA)

ASSESSMENT PROGRAMS

The district's assessment program has been developed to meet state requirements and local district needs. Assessment results are used to identify individual student's learning strengths and weaknesses and as a basis for planning learning activities.

Results are used as a factor in determining the educational progress of students and the success of school programs for program improvement planning purposes.

The district's assessment program consists of the following:

1. Performance-based assessments with results are reported to the Board and parents;
2. Annual statewide benchmark testing in grades 3, 5, 8 and 11. Results are reported annually to the Board, parents and community;
3. Criterion referenced assessment in selected areas/programs;
4. Content-based assessments;
5. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
6. Individual teacher assessments;
7. District approved optional assessments;
8. Juried Assessments (Board Policy ILBB)

Juried assessments are an exception to the state CIM tests and include a body of student work

that demonstrates the student's mastery of the content and performance standards; two individual teacher evaluations of the student work that confirm that the work demonstrates mastery; and a letter from the superintendent or designee to the ODE requesting an impartial review panel to consider the request.

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

(Board Policy IL)

BREAKFAST / LUNCH PROGRAMS

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

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

(Board Policy EFAA)

CLASS FEES

Teachers need to assist in the collection of class fees. If the class you are teaching requires class fees, work with the Business Office to set up a system, including record keeping to collect class fees. We will not be able to collect all these fees without your assistance.

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 educational programs, progress towards meeting local and state graduation requirements, scholarship and college entrance requirements and identification of district, community and state-wide resources for students with academic, personal / social or other needs.

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

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

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

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

Confidentiality is not to be abridged except:

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

(Board Policy IJ)

CRISIS PREVENTION/RESPONSE PROGRAM

Copies of the emergency procedures plan are available in the office and other strategic locations throughout the building, usually by each phone. Every staff member needs to read these procedures and become familiar with them.

EARLY CHILDHOOD EDUCATION

The district recognizes the necessity to ensure that all children have access to early education opportunities to better develop the skills, attitudes and habits expected of kindergarten and first grade students. To this end, the district has coordinated and/or collaborated with a variety of programs for children birth through age 5. These programs include early childhood

special education, state and federal Head Start programs and child development.

Additionally, early education opportunities are provided to students between kindergarten and grade 3. These include targeted services for “at-risk” children; ongoing curriculum and educational practices review and improvements that encourage parent participation and promote consistency with research findings about how children learn and sensitivity to individual differences; interagency agreements among the district and health care and social service providers; ongoing review of program goals; and planned transition from pre-kindergarten to kindergarten through grade 3.

ENGLISH LANGUAGE LEARNER PROGRAM

Students whose primary languages are languages other than English are provided appropriate assistance through the district's English Language Learner Program (ELL) 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.

(Board Policy IGBI)

EXTRA CURRICULAR ACTIVITIES

All students, regardless of their ability levels are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer. Interested students should contact the Activity and Athletic Directors for additional information.

All Parkrose High School rules of conduct apply at school dances, athletic events or any other school-sponsored event. Students who commit acts of violence or vandalism during games,

dances or special events are subject to the appropriate consequences for those behaviors.

Students are responsible for returning their uniforms. They will be charged for unreturned uniforms at replacement cost.

- In order to participate in an activity/sport practice or game, Parkrose High School students must be in school on the day of the activity, competition or practice for a minimum of two blocks.
- In addition, Parkrose High School students must maintain a 2.0 average each semester to be eligible to compete in athletics and activities. If a student falls below a 2.0 he or she will be required to participate in a program designed to help the student. A student must be participating in this program to be eligible.

OSAA ELIGIBILITY REQUIREMENTS FOR ACTIVITIES & ATHLETICS:

The following OSAA policy applies to all Parkrose High School students who participate in any activity/athletic event outside the regular school day or preempts time regularly scheduled for the school day including trips, contests, workshops, performances, exhibitions, and adjudications where the student is sponsored by or represents Parkrose High School and Parkrose School District. An eligible student is one who is enrolled in school, attending regularly, and passing in subjects equivalent to at least (5) credits of course work per semester (2.50 credits of block classes.) Each student must have been during the immediately preceding semester enrolled in school, attended regularly, and passed subjects equivalent to at least (5) credits of course work (2.50 credits of block classes).

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 regulations;
2. Health appraisal services, including

screening for possible vision or hearing problems and also scoliosis;

3. Health counseling for students and parents when appropriate;
4. Health care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by the State Health Division and the county health department;
6. Assistance for students in taking medication according to established district procedures;
7. Services for students who are medically fragile or have special health care needs.
8. Integration of school health services with school health education programs.

The 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.

(Board Policy JHC)

HOMEBOUND INSTRUCTION

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

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

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

HOME-SCHOOLED STUDENTS

Students may, upon parent request, be allowed to participate in district programs such as physical education programs, instrumental and vocal music programs, or other selected options if space and materials are available. Such students must then adhere to regular

attendance procedures as established by the school and must avoid disruption of said programs. Parents are responsible for transportation for students attending selected school offerings.

See Board Policy IBDJA for the criteria for participation.

HOME TUTORING SERVICES

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

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

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

LIBRARY / MEDIA SUPPORT SERVICES

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

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

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

(Board Policy IIBD)

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.

(Board Policy JFE)

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.

SERVICE LEARNING

The superintendent may develop and implement service learning with the input of staff, students,

parents, community, and high education, as appropriate.

As used in Board Policy IGCG, "service learning" means a teaching/learning strategy requiring students to develop and apply knowledge and skills through challenging projects that meet real community needs. Citizenship, academic subjects, and skills are taught through learning activities tied to academic content standards and/or local performance standards. Service learning may also assist students in meeting certificate of initial mastery (CIM), certificate of advanced mastery (CAM), and career-related learning standards requirements.

(Board Policy IGCG)

SPECIAL EDUCATION SERVICES

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

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

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

Placements are made by the building's multidisciplinary 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.

(Board Policy IGBA, IGBAE, IGBAE-AR, IGBAF, IGBAF-AR, IGBAG, IGBAG-AR, IGBAH, IGBAH-AR.)

SPEECH AND LANGUAGE PROGRAM

The district provides instruction for students identified as needing speech and language services. These services are provided in accordance with the student's individualized educational plan as detailed in the section above.

STUDENT ASSISTANCE PROGRAM

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

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

Referral forms and procedures are available through the counseling office.

TALENTED AND GIFTED PROGRAMS

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

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

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

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

(Board Policy IGBB/IGBBA)

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-10 and who live in targeted low-income areas.

Students identified in need of Title I services are provided instruction on a weekly schedule as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction. Students eligible for special education services are not eligible for the Title I program.

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

(Board Policy IGBC)

TRAFFIC SAFETY EDUCATION

The traffic safety program is available to all eligible resident students. Tuition will be charged but no resident student will be denied based solely on the ability to pay it.

(Board Policy IG)

