



# Employee Handbook

2020-21



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## **EDUCATIONAL BELIEFS & MISSION STATEMENT**

The compelling interest and mission of the Parkrose School District is for each student to reach high levels of reading and thinking and to graduate high school prepared for success in college and/or career. Each student has the potential to achieve this mission. In pursuit of this mission the Parkrose School District Board of Education will value the contribution of all members of our diverse community of students, staff, parents, and community members to our mission and goals. We believe that equity of opportunity and equity of access to our educational programs, services, and resources are critical to the achievement of successful outcomes for all those whom we serve, and for those who serve our school system. The Board recognizes that certain groups in our society are treated inequitably because of individual and systemic biases related to race, religion, culture, ethnicity, gender, sexual orientation, disability and socio economic status. The Board further recognizes that such inequitable treatment leads to educational, social, and career outcomes that do not accurately reflect abilities, experiences and contributions of our students, employees, parents and community partners. This can limit students' future success and prevent them from making a full contribution to society. This inequitable treatment has led to a clear achievement gap between groups of Parkrose students. For the district to meet its compelling interest, the achievement gap must close. Race, gender, sexual orientation, ethnicity, culture and socio economic status should not be the predictor of student achievement and success.

To close this achievement gap, students and teachers must work together to support and grow a student's individual determination to reach these high levels of reading and thinking. We must encourage students to use their time, effort, passion and intellect in pursuit of an education that will fulfill their potential. Further, the Parkrose school district will work to remove any barriers to achievement that prevent students from reaching their fullest potential. The Parkrose School District Board of Education hereby directs the Superintendent to create the Parkrose School District Equity and Data Team to develop Administrative Rules that carry out this policy. In addition, the Board directs the Superintendent to design measures and indicators of successful achievement of this policy and to report to the Board on an annual basis regarding its progress by May of each school year. The newly created "Equity Self-Assessment Tool" (Cradle to Career Initiative, 2013) and district-collected historical and current educational data will form the basis of our baseline data and will be collected by January 2014. The Parkrose School District Equity and Data Team will be composed of a broad base of membership including the following: Superintendent, administration, staff, parents and community partners.

### **DISTRICT MISSION**

"Close the achievement gap by preparing all students for college readiness and success in a global society."  
We believe that it's our responsibility to...

- Provide equal access to all students
- Develop organizational skills
- Instill student success skills
- Inspire belief in academic rigor and success
- Provide a smoother transition and increased articulation from Kindergarten to 12th grade

## **PREFACE**

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules and regulation and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.

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

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

## **EQUAL EMPLOYMENT OPPORTUNITY**

Parkrose School District is an equal opportunity educator and employer.

Equal employment opportunity and treatment shall be practiced by the district regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation<sup>1</sup>, age, marital status, pregnancy, familial status, economic status, veterans' status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

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

Michael Lopes Serrao, Superintendent  
Julie Sams – Director of Student Services  
Mary Bradbury-Jones – Director of Human Resources

## GENERAL INFORMATION

### ADMINISTRATIVE STAFF

Name	Title	Ext.
District Office	Front Desk	2100
Michael Lopes Serrao	Superintendent	2124
Julie Sams	Director of Student Services	2118
Sharie Lewis, CPA	Director of Business & Operations	2103
Mary Bradbury-Jones	Director of Human Resources	2112
Christine Blouke	Director of Technology, Student Information & Assessment	2748
Teresa Hooper	Supervisor of Transportation	2149
Tom Dufresne	Supervisor of Maintenance	2131
Debra Garza	Supervisor of Nutrition Services	2122
Molly Ouche	Parkrose High School Principal	2600
Ryan Gallagher	Parkrose High School Assistant Principal	2697
Andre Goodlow	Parkrose High School Assistant Principal	2656
Trevor Greer	Parkrose High School Assistant Principal	2603
Annette Sweeney	Parkrose Middle School Principal	2700
Antoinette Harrison	Parkrose Middle School Assistant Principal	2903
Nichole Watson	Prescott Elementary School Principal	2150
Samantha Ragaisis	Russell Elementary School Principal	2750
Megan Filiault	Sacramento Elementary School Principal	2800
Laura Goodman	Shaver Elementary School Principal	2850

### BOARD OF EDUCATION

**Joshua Singleton**

Board Member, Position: #1

**Sara Kirby**

Board Chair, Position: #2

**Ashley Brassea**

Board Member, Position: #3

**Sonja McKenzie**

Board Vice Chair, Position: #4

**Elizabeth Durant**

Board Member, Position: #5

Regular Board meetings are held on the fourth Monday of the month at the District Office. Meetings begin at 6:30 pm. 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. This does not restrict protected labor relations communication of bargaining unit members.

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



## ***BOARD POLICIES***

All staff members are responsible for carrying out and complying with Board Policy. Parkrose School District Board Policy is available online at <http://do.parkrose.k12.or.us/School-Board/Policies.php>. Updates, changes or additions to Board Policy are reviewed and announced during regular Board meetings.

## ***ASSOCIATIONS***

The PFA Association represents the bargaining unit for all licensed staff. Association officers and building representatives are as follows:

President – Zach Melzer

Vice President – Jody Folkdahl

Bargaining Chair – Jennifer Handsaker

Grievance Chair – Britt Christiaansen

The OSEA Association Chapter #44 represents the bargaining unit for all classified staff. Association officers and building representatives are as follows:

President – Richard Doyle

Vice President – Michele Straub

## ***BUILDING HOURS***

The District Office building is accessible to staff weekdays, during the course of the school year between the hours of 8:00 a.m. and 5:00 p.m. All holidays are observed and the office is closed.

Check with your building supervisor on hours at your location Buildings will be open until 4:30 p.m. Staff members requiring access at other times; including weekends may do so by contacting their Supervisor for access procedures.

During summer and other times during the school year when school is not in session, the school buildings are generally not open for staff. See your Supervisor for access.

## ***COMMUNITY USE OF BUILDINGS***

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

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

## ***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 Human Resources, Director of Business Services, Director of Support Services, Director of School Improvement and Director of Student Information, Assessment and Technology. All departments, programs, committees, and staff are focused on support of the instructional process in the classroom. All schools in the District are guided by a school improvement plan, which forms the basis for major decisions in the buildings.

## **STAFF OPERATIONS**

### **ABSENCES**

An absence leave request form must be completed and returned to the building secretary for all staff absences including absences due to school- or district-related activities. Forms are available through the office. All requests for leave without pay must be PRIOR approved by the Human Resources Department.

#### **Non-Licensed Staff**

##### **Educational Assistants:**

Educational Assistants use the sub system which may be accessed via the internet at the link below:  
<https://adminweb.aesonline.com/access>

##### **Food Service, It, Custodial, Maintenance & Bus Drivers:**

Staff members unable to report to work for any reason must notify their designated contact (designated by your Supervisor) as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified. In order to facilitate continuity during absences, staff members unable to return to their duties the following day should notify their designated contact by 2:30 p.m.

Whenever possible, and as appropriate, substitutes will be retained during the course of your absence.

Staff members may, at the time of the reported absence, request a particular substitute. Requests that a particular substitute not be called may be made in advance through the building secretary through a preference list. Final decisions regarding substitute use or non-use will be made by the supervisor and/or district. Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others either for all day or temporary absences from their duties.

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

#### **Licensed Staff**

- All licensed staff members unable to report to work for any reason must use the sub system to report their absence and to make arrangements for a substitute, if one is required.
- Note: Licensed staff members must use the sub system regardless of whether a substitute is required or not.
- The sub system online link is: <https://adminweb.aesonline.com/access>
- At the time of the reported absence, a staff member may request a particular substitute and/or leave specific instructions via the sub system.
- Substitute coverage for absences during work hours due to illness or emergency may be arranged if needed by notification to the principal's secretary.
- An absence/leave request form must be completed and returned to the school office for all staff absences, regardless of the reason.
- Personal business leave must be pre-approved by the building principal, and at least three days advance notice is required, except in case of emergency.
- Leave with no pay must be pre-approved by the building principal and by the human resources department. At least five days advance notice must be given.

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

## **ATTENDANCE**

Reference Board Policy GCDB/GDBD AR

It is fundamental that regular attendance, timeliness and fitness for duty are critical for successful employment.

### **Accepting Employment**

Each employee shall accept employment only if he/she is able to perform all of the essential requirements of the job, as stated on the job description and vacancy announcement, with or without reasonable accommodations. Each employee must report to work for all scheduled workdays at the designated time, fit for duty. This means that the employee shall be mentally and physically fit and ready to perform the job duties assigned.

### **Fitness for Duty**

The District has the right to require an employee to provide information from his/her medical treatment provider and/or to require an independent medical examination if observation and other information available to the supervisor suggest that the employee may not be fit for duty and/or the employee may present a danger to himself or others.

### **Regular Attendance**

1. The importance of regular attendance will be stressed with new employees and a work calendar will be given to new employees. Teachers, Educational Assistants, Food Service and Transportation calendars provide non-contract days and holidays. **It is the expectation of the district that when you accept employment, you are able to work the documented days on your individual work calendar.**
2. Regular attendance will be a factor to be considered as a part of periodic evaluation;
3. Absenteeism will be considered chronic whenever the total number of absences within a school year (exclusive of vacation, bereavement, or contractual personal leave) exceeds an average of one day per month for illness or injury, except in such cases as major surgery, recovery from a serious or life-threatening accident or illness, or as a result of documented mental or physical impairment that constitutes a disability
4. Tardiness and leaving work early shall be considered along with absenteeism in determining whether a pattern of unsatisfactory attendance exists;
5. If chronic absenteeism occurs and cannot be corrected, the District may take disciplinary action.

## **FEDERAL FAMILY & MEDICAL LEAVE ACT (FMLA), OREGON FAMILY LEAVE ACT (OFLA), MILITARY FAMILY LEAVE ACT (MFLA) & OREGON MILITARY FAMILY LEAVE ACT (OMFLA)**

### **Eligibility**

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

### **Length / Purpose of Leave**

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

1. Birth of the employee's child and for bonding with a newborn (eligibility expires 12 months after the birth)'
2. Placement of a child with the employee for adoption or foster care or for bonding with a newly placed child when the child is under 18 years of age (eligibility expires 12 months after placement), or when a child older than 18 if incapable of self-care because of mental or physical disability;
3. Care of a family member with a serious health condition; or
4. The staff member's own serious health condition.

5. Eligible employees may take FMLA leave for qualifying exigency while the employee's spouse, son, daughter or parent is on covered active duty or called to covered active duty status during the deployment with Armed Forces to a foreign country (C.F.R. sections 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917);
6. Injured Service Member Leave, allows an employee leave to care for a covered service member who is the employee's spouse, son, daughter, parent or next of kin who has been injured in the line of duty as a member of the Armed Forces;
7. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments (OFLA only);
8. State law allows employees to take leave for the death of a family member to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member or to grieve the death of a family member (OFLA only);
9. Military Family Leave allows leave for a spouse of domestic partner of military personnel per each deployment of the spouse or domestic partner when the spouse or domestic partner has either been notified of an impending call to active duty, has been ordered to active duty or has been deployed or on leave from deployment (OFLA only).

Bereavement Leave: Employees eligible for OFLA leave under state law are entitled to take up to two (2) work weeks of bereavement leave. The Bargaining agreements allow for the district to pay for the first five (5) days if needed and then the employee may use their Oregon Sick Time or personal business leave **for the remaining five (5) days. Bereavement leave must be taken within 60 days of notification of death.**

Additionally, an employee eligible for OFLA leave is entitled to such leave for the care of a sick or injured child who requires home care but who is not suffering from a serious health condition. An additional 12 work week 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. An employee who takes 12 full work weeks of parental leave is then entitled to 12 additional work weeks of sick child leave under OFLA.

Contact the Department of Human Resources for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA or OFLA leave.

A serious health condition is defined differently under federal and state law. Contact the Department of Human Resources for details.

Contact the Department of Human Resources for additional information regarding the Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA).

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

The district will use the same method for calculating the 12-month period in which the 12 work week FMLA and OFLA leave entitlement occurs for all employees. The district will use a "rolling" 12-month period measured backward from the date the employee uses any family and medical leave. (Board Policies-GBCA, GCBDA-AR)

### **Paid / Unpaid Leave**

Family leave under federal law is generally unpaid. The district requires the employee to use any accrued sick leave, family illness leave, vacation or personal leave days (or other paid time established by Board policy(ies) and/or collective bargaining agreements) 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. In the event the district is aware of an OFLA qualifying exigency, the district shall notify the employee of the intent to designate the leave as such regardless of whether a request has been made by the employee. Such notification will be given to the employee prior

to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.

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

### **Application**

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

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

If advance notice of OFLA leave is not possible due to unanticipated or emergency leave situation, oral or written notice is required within 24 hours. The district realizes that there may be circumstances when it is not possible to provide a 24-hour notice. Therefore, the staff member may designate a family member or friend to notify the district during that period of time. In either case, proper documentation must be submitted within three working days of the employee's return to work.

Failure to provide the required notice for OFLA leave may result in the district deducting up to three weeks from the staff member's leave period.

### **Medical Certification**

If the staff member provides 30 or more days of 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 of notice, he/she is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

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

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

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

The district may require a staff member using OFLA leave to care for a sick child to provide medical certification after the use of more than three days of such leave in a one-year period. 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 & OFLA 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.

### **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 Department of Human Resources for details of this or any other provision of FMLA or OFLA leave. 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. (Board Policies GCBDA, GCBDA-AR)

### **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 District Office Business Office will be informed immediately. They must within 24 hours notify OSHA.

### **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 regular district admission rate, as established by the Board. (Board Policy DFEA)

### **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.

### **BREAKS**

Scheduled breaks are provided to all classified employees to ensure safety, efficiency and to meet the requirements of the law and the bargaining agreement. All classified staff members who work 4 or more consecutive hours are entitled to one - 15 minute break. Those working 8 hour days are entitled to two- 15 minute breaks.

Classified employees are expected to adhere to the break schedule established by the Principal/Supervisor. Deviation from the regularly scheduled break period requires prior Principal/Supervisor approval. (Board Policy GBAA)

## **BUDGET**

**(SEE SECTION ON PURCHASE ORDERS LATER IN THIS DOCUMENT)**

### **General Fund (Fund 100):**

The general fund is a set of accounts used to record all normal or general operations of the Parkrose School District. These accounts usually include all transactions which do not legally or procedurally have to be accounted for in the other funds based on Generally Accepted Accounting Principles (GAAP). With the exception of accounting for prior year's tax receipts, the modified accrual basis of accounting is used with this fund. Revenues are recorded as received in cash except for revenue subject to accrual. All expenditures are recorded at the time the liability has been incurred using the encumbrance or direct recording process.

The District Budget Committee recommends the yearly budget to the Board of Education and it is approved at an open board session. All principals/supervisors are given a copy of their yearly budget.

1. Purchase Orders must be placed for materials through Infinite Visions
2. All purchase orders are to be aligned with district & state funding laws. If not, they will be denied.
3. Before posting for a job position, the expenditure must go to the Business Director and approved.
4. The Business Director will approve and give to HR to post the position.
5. Monthly reports are available to Principals/Supervisors to review their budget balances.
6. Business Office staff will train the Secretary and Principals on how to read and use the budget.

### **Federal Funds (Fund 215):**

All federal and state grant funds are approved by the Board of Education in an open board meeting. After approval, expenditures can be made. The district will create a budget code for each grant and issue to the appropriate principal/supervisor with the beginning balance and budget code.

1. Purchase Orders must be placed for materials through Infinite Visions.
2. All purchase orders are to be aligned with the written budget narrative. If not, they will be denied until appropriate authorization has been approved through their funding authority.
3. **Before posting for a job position, the expenditure must go to the Business Director and approved.**
4. The Business Director will approve and give to HR to post the position.
5. Monthly reports will be given to Principals/Supervisors on budget balances.
6. Business Office staff will train the Secretary and Principals on how to read and use federal grant budgets.

## **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, phones 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 Principal/Supervisor.

Certain district-owned equipment including computers may be checked out by staff. Such equipment may not be used for personal financial gain or avoidance of personal financial loss. 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 Policies ECAB, EDB, EDC/KGF)

## **CASH IN DISTRICT BUILDINGS**

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the office, whenever the sum accumulated in any one day by a class, staff member, coach, student or others exceeds \$25.00. 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 Policies DH, DM, IGDF)

### ***CELL PHONE USE***

Your students require your full attention. Cell phones should be turned OFF during class unless you have the permission of your administrator due to an urgent situation.

### ***CHECKOUT***

#### **Workday 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 is permitted to leave the building and district grounds during their lunch period.

Staff is required to sign in and out with the office when they leave the premises for either lunch or on a preparation period. 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 and access cards prior to the last day of school for all employees. All staff will complete required checkout forms and procedures available from the school office.

### ***CHILDREN IN THE WORKPLACE***

Children are not allowed to spend the day with their parents at their work site in the Parkrose School District. Emergency situations do arise but those must be approved by your Supervisor.

### ***CHILD ABUSE REPORTING***

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

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

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

Oregon law recognizes these types of abuse:

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



Failure to report a suspected abuse of a child or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal. A staff member who, based on reasonable grounds, participates in the good faith making of a abuse of a child report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. Intentionally making a false report of abuse of a child is a Class A violation. (Board Policy JHFE)

### ***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 must be secured at day's end.

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

### ***COMMUNICABLE DISEASE, BLOOD BORNE 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\* / Blood Borne Pathogens Training and Immunization***

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

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

Additionally, HBV vaccination will be made available within 10 days of initial assignment to all staff that has been identified by the district as having occupational exposure. Report any occupational exposure to blood borne 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 glucagon) will annually be provided an opportunity to identify, evaluate, and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate. (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 blood borne 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, or 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 Policies EBBA, EBBA-AR, EBBAA/GBEBC/JHCCC, GBEB,)

## **COMPLAINTS**

### **Student / Parent Complaints**

The district recognizes that complaints regarding staff performance, discipline, grades, and 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**

It is an unlawful employment practice for an employer to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment for the reason that the employee has in good faith reported information in a manner as to disclose employer violations of any federal or state law, rule or regulation, mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health and safety.

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)

### **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). Such use is restricted to the employee's own time. 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 reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited.

To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

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

### **COMMUNICATIONS**

The district communicates through e-mail and expects staff to check their e-mail daily. Mail boxes are set up in each building and it is expected that each staff member will check their mail box daily.

Announcements are prepared at each building and distributed according to procedures established at each site. Staff is to provide time at the beginning of class each day to communicate to their students as 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.

## **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 preschool time to meet with students as necessary.

## **CONTINUING PROFESSIONAL DEVELOPMENT UNITS (PDU)**

All certified staff members need to earn PDU's for re-licensure. See the TSPC website for details. [www.tspc.state.or.us](http://www.tspc.state.or.us). Specific individual information about requirements may also be obtained through TSPC.

## **CONTRACTS AND COMPENSATION**

Contracts will be issued for all licensed district employees.

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

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 Department of Human Resources 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 current relevant collective bargaining agreement regarding domestic partner benefits. (Board Policies GCBC/GDBC)

## **CONFIDENTIALITY**

Confidentiality of school-related issues is not only a standard, it is a law. Staff is 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, employees 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.

(OAR 581-21-420)

### ***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 materials 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.

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 Policies EGAAA, EGAAA-AR)

### ***CRIMINAL RECORDS CHECKS / FINGERPRINTING***

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

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

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

Fees for individuals subject to the checks including fingerprinting, including non-licensed applicants, shall be paid by the individual.

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

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

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment. Volunteers in the Athletic Department are required to have the full ODE Fingerprint clearance. Volunteers in the classroom monitored by a teacher may be cleared through the ODE volunteer clearance process.



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

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status or withdrawal of offer of employment or contract will be made by the superintendent immediately upon the following:
  - a. Refusal to consent to a criminal records check and/or fingerprinting; or
  - b. Notification by the Superintendent of Public Instruction or his/her designee or the State Board of Education 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.
2. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

## **Appeals**

All appeals regarding a determination which prevents his/her employment or eligibility to contract with the district will be directed to the Oregon Superintendent of Public Instruction. Those eligible to appeal as a contested case will be so notified in writing by ODE. (Board Policies 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 Policies EBC/EBCA)

## **DISCIPLINE AND DISCHARGE**

Discipline and dismissal of staff will follow due process, relevant provisions of collective bargaining agreements and applicable law. (Board Policies JGDA/JGEA, JG, JGE)

## **DRUG-FREE WORKPLACE**

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

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

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

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

Each staff member must abide by the terms of the district's drug-free workplace policy.

The district, upon determining that a staff member has engaged in the manufacture, distribution, dispensation, possession or use, on or in the workplace, of a controlled substance or alcohol or upon having reasonable suspicion of a



staff member's use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take action with regard to the employee determined to be appropriate. Such action may include transfer, granting of leave with or without pay, suspension with or without pay or dismissal.

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

1. Take action with regard to the employee determined to be appropriate which may include discipline up to and including dismissal and/or;
2. Require satisfactory participation by the employee in a drug abuse assistance or rehabilitation program approved for such purposes 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.

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, staff may check <http://flashalert.net/news.html?id=68> or our district Facebook page.

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

### ***EMPLOYEE ASSISTANCE PROGRAM (EAP)***

Our Employee Assistance Program (EAP) provides services to help staff privately resolve problems that may interfere with work, family and other areas of life. EAP services include counseling, work-life balance, and wellness resources. As an OEBC member, there is no cost to you or your family members for using EAP services. Contact Department of Human Services for more information or you may contact:

My Road to Better Health  
[www.MyRBH.com](http://www.MyRBH.com) – Access code is: OEBC  
1-866-750-1327

### ***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 Policies 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 his/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)

### ***EQUITY POLICY***

#### **Racial Equity Policy: A Roadmap for Closing the Gap**

The vision of the Parkrose School District is for each student to reach high levels of reading and critical thinking, graduating college and career ready and become contributing members of society. Our vision is that our students' successful future is not determined by their race. We believe that every student has the potential to achieve, and it is our responsibility to give each student the access, support and opportunity to meet their highest potential. We believe that equity of opportunity and equity of access to all of our educational programs, services, and resources are critical to the achievement of successful outcomes for all of the children whom we serve which will lead to positive, lasting change.

The Board of Education acknowledges that some groups in the Parkrose community are treated inequitably because of individual and systemic biases based on race, gender expression, gender identity, sexual orientation, socioeconomic status, ethnicity, culture, linguistic difference, religion, immigration status or disability. The Board further recognizes that such inequitable treatment leads to educational, social, and career outcomes that do not accurately reflect abilities, experiences and contributions of our students. This inequitable treatment, based on consistent educational data, has led to a persistent, pervasive, institutional and systemic achievement gap between white students and Asian students when compared to other students of color in our school district.\* The responsibility for these disparities rests with us, the adults, and not the students.

For the district to meet its vision, we must close the opportunity and achievement gap. Race, gender, socio-economic status, sexual orientation, ethnicity, culture, linguistic difference, religion, immigration status or disability cannot continue to be the predictor of student academic success in our district. In order to close this persistent gap, students, teachers, staff and families need to work together to grow and support each student's individual determination to reach high levels of academic, social emotional & extra-curricular achievement. Furthermore, the Parkrose School District will work actively to remove any barriers to achievement that prevent students from reaching their fullest potential, specifically, barriers of institutional racism.

The Board of Education will reach out to engage, welcomes and empowers all of our families, in particular underrepresented families, as essential partners in their students' education, school planning and district decision making.

We believe that families, communities, teachers and community-based organizations have unique and important solutions to improving outcomes for all of our students. Our work will only be successful if we are able to truly partner

with the community, engage with respect, authentically listen and have the courage to share decision making, control and resources.

The Board of Education of the Parkrose School District directs the superintendent to convene, on a monthly basis, a Racial Equity and Data Team composed of a broad variety of membership. The superintendent will, in conjunction with the Equity Team, create Administrative Regulations corresponding to this policy that provide actionable steps to reaching the Board's vision of closing the achievement gap. The superintendent will present measurable indicators of success in this endeavor to the school board three times per year. Finally, the superintendent is directed to continue to provide staff training on culturally appropriate responsive educational practices such as restorative justice, culturally responsive teaching practice, and AVID (Advancement via Individual Determination). This policy will be reviewed annually by the District's Equity Team, revised as needed and presented to the Board for approval each May. (Board Policy AA) Legal References: ORS 329.025

### ***EVALUATION OF STAFF***

The purpose of the district's evaluation program is to aid the employee in making continuing professional growth and to determine the employee's performance of the job responsibilities.

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

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

The district's evaluation procedures are provided to all staff in their collective bargaining agreements. 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 shall not work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the building principal or supervisor.

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

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

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 Sunday through Saturday. (Board Policy GBAA)

### ***FERPA***

Staff is 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)

Staff is 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.

### ***FRAUD***

During your employment with the District, you may be faced with seeing someone deliberately falsifying information or using district money or property in an inappropriate way. If you do see anyone use district resources to further their personal assets or income or you notice anything that makes you feel uncomfortable, it should be reported to your supervisor. If you witness or suspect fraud or conflict of interest, please contact your supervisor or the Human Resource Designee. Your information will be kept confidential.

### ***FUND RAISING***

#### **SEE CASH IN BUILDINGS SECTION ABOVE**

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 or designee prior to the activity being initiated. See the building secretary for the fundraising form.

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. Fund-raising request forms are available in the office.

All money raised must be receipted and deposited with the district immediately. Anything over \$25 must be deposited – it may not be taken home or left in a building.

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. (Board Policies IGDF, DM)

Raffles are not a legally approved fund-raising activity. Please contact the District Business Director for further clarification.

### ***GIFTCARDS***

In general, Gift cards should not be purchased with District funds, including Student Body Funds.

#### **For Employees**

The IRS considers gift cards a cash equivalent, which must be reported on the employee's W-2 as wages. Gift cards may not be purchased with District or Student Body funds and given to employees (e.g. Starbucks gift card to teachers, gift card to coaches).

#### **For Students**

It is NOT recommended that gift cards be given to students.

Rewards and awards for students should be the item itself, rather than a gift card or certificate to purchase the item.

The item would preferably be related to the educational objectives of the student activity for which the award was earned.

Gift cards may be purchased with District funds and given to students only if the amount does not exceed \$5 for Elementary School students and \$15 for Middle and High School students.

#### **Exception for gift cards to students:**

If a specific donation is received to purchase gift cards to be given out to the parents or guardians of "hardship" or needy students for clothing, etc. There must be documentation to support the donor's wishes and the donations to parents and guardians.

#### **For Parents and Volunteers**

Gift cards may be purchased with District funds to show appreciation to parents and others who volunteer for us. They should be used judiciously with a value of \$25.00 or less per volunteer.

Employees in a volunteer role are still considered employees, for which gift cards may not be given.

### ***GIFTS AND SOLICITATIONS***

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. The Board welcomes as appropriate the writing of letters by students and parents to staff members expressing their gratitude and appreciation.

Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district.

Material value is defined by law as \$50 or more from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without 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 solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited without [principal] approval. 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 Policies GBI, KI, KJ)

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.

### ***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. The guest(s) will sign-in at the main office as all visitors are required to do.

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. Use of a tobacco product or inhalant delivery system or other similar device is prohibited;
3. Sexist, racial remarks or derogation of any group or individual is prohibited.
4. Any curriculum guidelines which address controversial subject matter (e.g. religion, sexuality education, evolution).

Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff. (Board Policies IICB, INC, KGC/GBK/JFCG)

### ***HAZING/ HARASSMENT/INTIMIDATION/BULLING/MENACING***

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

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

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

Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties 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 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).

Refer to the following Board Policy JFCF – also - (Board Policies GBNA, GBN\_JBA, JFCF, GBNA-AR, GBNA\_JBA-AR, JFCF-AR)

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

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

“Protected health information” means individually identifiable health information that is:

1. Transmitted by electronic media;
2. Maintained in electronic media;
3. Transmitted or maintained in any other form or medium.

The electronic exchange of financial and administrative transactions related to an individual’s protected health information will meet the requirements of HIPAA, including national standards for transactions designed to ensure the security of health information created or received by the district. Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with HIPAA, should contact the Department of Human Resources. (Board Policy EHA)

### ***IDENTIFICATION BADGES***

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

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property; (Board Policy ECAAA)
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. Replacement cost is \$15.00
5. An identification card 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.

### ***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.

If the employee is injured on the job but does not require medical attention off-site, a District incident report must be completed. Any time an employee seeks medical treatment for an on-the-job injury, an 801 form must be completed, in addition to the incident report. This should be done within 24 hours of the incident. Building Secretaries and the Business Office have all required forms. After seeking treatment, a doctor's "Release to return to Work" must be submitted to the Business Office.

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 in the Business Office 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)

### ***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. No inventory items are to be disposed of without Board approval. Contact the Business office for direction.(Board Policy DID)

### ***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.

### ***KEYS***

Keys and access cards 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 and access cards are not to be left unattended. Avoid leaving them on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys and access cards may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide them to students to "run errands", "unlock/lock" doors, etc.;
4. Lost or stolen keys and access cards 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 recoveries before any charges are assessed;
5. Upon completion of a lost or stolen 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 and access cards 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 Policies ECAAA, ECAAAAR)

### ***LICENSE REQUIREMENTS***

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

It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Licensed staff is cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

In the event the district is required to forfeit any State School Fund moneys as a result of a teacher failure to meet license requirements as set forth by the Teacher Standards and Practices Commission (TSPC), the district is entitled to recover one-half of the amounts of the forfeiture from the teacher whose unlicensed status caused the forfeiture.

Recovery may not exceed one-half of the amounts forfeited that is attributable to the particular licensed person. (Board Policy GCA and ORS 342.173 (9))

## ***MAIL AND DELIVERY SERVICES***

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

Staff is not allowed to use interschool mail for the delivery of personal letters, notes and materials to other employees. Recognized collective bargaining units may use the service in accordance with the terms of their collective bargaining agreements and Board policy on the use of school facilities and current postal regulations.

All staff are to check their mailboxes before school 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 by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials are to be referred to the Superintendent. There is a distribution request form to submit for authorization. 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.

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

Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee. 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 expressing milk in the workplace. The employee shall provide reasonable notice to the District that the employee intends to express milk upon returning to work. A reasonable effort will be made to provide a room or other location in close proximity to an employee's work area, other than a restroom, where an employee can express milk in privacy.

Unless otherwise agreed to by the District and the employee, a 30 minute, unpaid rest period to express milk during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district. Each building will notify staff of their designated area in their staff handbooks. (Board Policy GBDA)

### ***NON-DISCRIMINATION 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. Persons having questions about equal opportunity and non-discrimination (Title II, Title IX and Section 504) should contact the Director of Student Services at the Parkrose

School District office at 10636 NE Prescott, Portland OR 9722 – 503-408-2118 or by e-mail to michelle\_markle@parkrose.k12.or.us (Board Policy AC)

### ***PARENTAL RIGHTS/SURVEYS***

Any surveys conducted with students or parents must be approved by the Superintendent. If a survey is approved for use with students, parents must be given the opportunity to inspect the survey.

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

### ***PARKING/TRAFFIC CONTROLS***

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

### ***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, and documents relative to compensation, payroll deductions, evaluations, complaints and written disciplinary actions. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

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

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.
9. The disciplinary records of a district employee convicted of a crime listed in ORS 342.143 are not exempt from the disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is the subject of the disciplinary record;
10. Upon request from a law enforcement agency, the Department of Human Services or the Teacher Standards and Practices Commission, a district shall provide the records of investigations of suspected abuse of a child by a district employee.

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

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

### ***PERSONAL ELECTRONICS AND SOCIAL MEDIA***

Staff possession or use of personal electronic 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 electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students. A "personal communication electronic device" is a device, not issued by the district, is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Personal electronic devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a staff member is on duty in district -sponsored activities, unless as expressly authorized by the principal or designee for a use directly related to and consistent with the employee's assigned duties. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during on duty time. The district will not be liable for loss or damage to personal electronic devices brought to district property and district -sponsored activities.

Staff members, while on duty and off duty, will utilize social media websites, 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 on social media websites, etc., in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school –related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school -related matters, staff should use district e-mail using mailing lists to a group of students rather than individual students. Texting students during work hours is allowed as long as it relates directly to school activities. 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 electronic device in any manner that is illegal or violates the terms of this policy. Staff actions on social media websites, public websites, and blogs, 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. Nothing in this policy is intended in any form to limit the right of employees to engage in protected labor activities via the use of social media.

Licensed staff are subject at all times to the Standards of Competent and Ethical Performance for Teachers.

### ***PETTY CASH***

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

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

Requests for reimbursement for approved purchases may be authorized only upon submission of appropriate receipts to the business office. (Board Policy DJB)

Petty cash is NOT TO BE USED TO CASH STAFF MEMBER’S PERSONAL CHECKS.

### ***PHONES***

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

(See Board Policy IIGBA)

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

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

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew, snuff in any form, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g. e-cigarettes). This does not include US FDA approved nicotine replacement therapy products used for the purpose of cessation].

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. (Board Policy GBK)

### ***PURCHASE ORDERS***

**ALL PURCHASES MUST BE PRE-APPROVED.** 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 prior to placing the order. Forms are available in the office.

Additionally, at least three competitive quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services more than \$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 Policies DJB, DJB-AR, DJC, DJC-AR, IGDG)

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

A staff member's or volunteer's address, electronic mail address, date of birth, social security number and personal phone number contained in personnel records maintained by the district are exempt from public disclosure. Such information will be released by the district only upon written permission of the staff member or volunteer, unless otherwise accepted 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 Policies 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 licensed staff member who wishes to resign from his/her position with the district must give written notice or send a classified email 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 resigning non-licensed staff member is required to either deliver a written and signed notice of resignation to the Office of the Superintendent and the Department of Human Resources or give notice via classified email. If the Superintendent decides to accept the resignation, acceptance shall be by letter from the Human Resource Department 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 acceptance letter.

A classified employee is expected to either submit a written and signed notice of resignation or send a classified email to the human resources director at least two weeks prior to the date he/she wishes to leave district employment. (Board Policy GCPB/GDPC)

## ***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.

The Superintendent will develop administrative regulations as may be necessary for district employees who retire; then begin receiving benefits from the Public Employees Retirement System and request continued district employment. Practices will be in accordance with current contracts and state law. (Board Policy GCPC)

## ***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 student, staff and others while on district property.

The building safety committee meets monthly and conducts workplace safety inspections 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. Minutes of the safety minutes are posted in the buildings. All potential hazards are to be reported immediately to a safety committee member or to the office. (Board Policy EBAC)

## ***SEXUAL MISCONDUCT***

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

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



Any district/school employee who has reasonable cause to believe that another district/school employee or volunteer has engaged in sexual conduct with a student must immediately notify the person identified by the district to receive such reports.

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

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

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

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

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

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

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.370 for all district employees. (Board Policy JHFF)

## ***SEXUAL HARASSMENT***

Sexual harassment of or by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district. "District" includes district facilities, district premises and 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. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

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

- The conduct or communication has the purpose or effect of soliciting sexual favors in exchange for benefits;

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

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of other or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

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

### **Step 1**

Any sexual harassment information (complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent.

All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

### **Step 2**

The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing.

The district official(s) conducting the investigation shall notify the complainant [in writing] when the investigation is concluded.

The parties will have an opportunity to submit evidence and a list of witnesses.

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

### **Step 3**

If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee.

Such appeal must be filed within [10] working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within [10] working days.

#### **Step 4**

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

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

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

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. (Board Policies GBN/JBA)

#### ***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. Staff are invited to attend 21st Century Schools Council meetings.

Membership selection information may be obtained by contacting an association representative or the building principal. (Board Policy IFCA)

#### ***SNACKS IN BUILDINGS***

All snacks are to be store bought even for after school events.

The Board recognizes that childhood obesity has become an epidemic in Oregon as well as throughout the nation. Research indicates that obesity and many diseases associated with obesity are largely preventable through diet and regular physical activity. Additional research indicated that healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being.

Here are some suggestions for healthy snacks: Fruit – Vegetables – Yogurt – Nuts (check with teachers/parents for allergies) – Crackers and Cheese – Hummus – Pretzels – Dark Chocolate – All things in moderation. (Board Policy EFA)

#### ***SOCIAL MEDIA***

Staff possession or use of personal communication devices on district property, in district facilities during the work day, while staff is on duty, including duty in attendance at school-sponsored activities may be permitted subject to the limitations set forth in Board policy and consistent with any additional school rules as may be established by the superintendent.

At no time, will a personal communication device be used in a manner that interferes with staff duties and responsibilities 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, cell phones, 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 TVs.

Personal cell phones/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 assignments.

Cell phones which have the capability to take photographs or video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee.

Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal 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 or photos of 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 email using mailing lists to a group of students rather than individual students. Texting students during work hours is discouraged and texting students while off duty is strongly discouraged.

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

Staff is 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 policy. Staff actions on social network sites, public websites, blogs and other social media, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A “disruption” for purposes of this policy includes, but is not limited to; one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened or actual negative impact on the learning environment. The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing of obscene,

pornographic, lewd or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

The Superintendent shall ensure that this policy is available to all employees. (Board Policy GCAB)

### ***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.

Printed materials from non-school sources should not be displayed or distributed in the schools or on the school grounds without direct approval of the Superintendent. Students may not be used as agents for distributing non-school materials to the homes without the Superintendent's 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 to applicable job descriptions, 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 shall adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules OAR 584-020-0035.

### ***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.

The Superintendent requests that staff refrain from wearing shorts and flip flops.

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

### ***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.

Staff is expected to maintain appropriate confidentiality. Staff may learn 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)

Staff is 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.

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

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

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

- g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous 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 Policies EBBA/GBEBC/JHCCC, JHCCBA/EBBAB/GBEBA)

### ***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.

Noncustodial parents will not be granted visitation or telephone access to their student during the school day unless a signed agreement has been submitted to the school by the parent having sole custody of the child/children. 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.

Students are not allowed in the staff room unless authorized by the building administrator.

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.

### ***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.

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

All building staff that is not on a scheduled break or preparation period is 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 is expected to be in their assigned supervision areas.

Staff supervising students during extra-curricular activities, especially on overnight 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)

### ***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)

### ***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" found in the Appendix 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 DLCAR-2 specify the rules for reimbursement when traveling and are in the Appendix.

### ***TUTORING***

No private tutoring for which a staff member receives a fee is permitted in district schools 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 nonemergency 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, EEBA)

### ***VACANCIES / TRANSFERS***

Announced vacancies for licensed and classified positions are posted on our website employment page, in the school staff rooms and at least five working days prior to closing the application period. Copies of the posting are also sent to association representatives.

During summer break, notices are posted on the district website employment page at [www.parkrose.k12.or.us](http://www.parkrose.k12.or.us) and copies e-mailed to the association presidents.

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.

### ***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. The use of a volunteer requires prior approval by the principal via the volunteer application forms available in the office.

All volunteers will have a criminal background check done every two (2) years through the District at a cost to the volunteer. (Board Policy IICC)

### ***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.

**DANGEROUS OBJECTS:** The Parkrose School District strictly forbids weapons or replicas of weapons on school property or at school sponsored events. Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items, which, is used, attempted to be used or threatened to be used, are readily capable of causing death or physical injury.

Employees shall promptly report all other conduct prohibited by the district's weapon policy to an administrator. (Board Policies GBJ, JFCJ)

### ***WORKPLACE EXPECTATIONS***

Parkrose School District has general workplace expectations for all employees. Failure to comply with these requirements will be cause for disciplinary action up to and including termination.

- **ATTENDANCE & PUNCTUALITY:** The employee maintains regular attendance at work and work activities. The employee is punctual in meeting deadlines, attending meetings and following schedules.
- **PERSONAL APPEARANCE:** The employee is dressed and groomed in a neat, clean and appropriate professional manner for the assignment and work setting. The Superintendent requests no shorts or flip flops be worn to work.

- **CONFIDENTIALITY:** The employee maintains the integrity of confidential information relating to a student, family, colleague or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
- **FOLLOWING POLICIES AND DIRECTIVES:** The employee follows all district or administrator/evaluator policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions and reasonable request by proper authority.

## **Student Operational Procedures**

### ***ADMINISTERING MEDICINES TO STUDENTS***

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

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

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

Materials as recommended and/or approved by the Oregon Department of Education will be used.

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

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

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

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

A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on the school premises, who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for the epinephrine.

See the Appendix for Board Policy JHCD-AR with the specifics.

### ***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 Director of Support Services 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 will be 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 is required to follow all volunteer 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)

## **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 a school restricted disease is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the district will inform the appropriate staff member to protect against the risk of exposure, as necessary.

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 oozing lesions unable to be covered.

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 to 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))

No teacher, administrator, other personnel or volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent/guardian, person in parental relationship or school official.

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.

### ***CYBER BULLYING***

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 cyber bullying 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. Please see Board Policy for complaint form (Board Policy IFCF, IFCF-AR)

### ***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 & TOBACCO PREVENTION, HEALTH EDUCATION***

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

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

Each year, a planned staff development and public information program that addresses the needs and responsibilities for the entire staff is developed by the School Improvement Department. 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, which includes routes and methods of exiting the school building, will be conducted each month for grades K-12. At least one fire drill will be conducted within the first 10 days of school year.

At least two drills on earthquakes 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. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation and other actions to take when there is a threat to safety.

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 50 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)

### ***EQUITY AND RESTORATIVE JUSTICE***

The Parkrose School District is a richly diverse school district in Portland, Oregon. We strive to meet the educational needs of all students. We also know that our data has consistently and clearly demonstrated that our students in poverty and students of color attend school less time, fail more classes and are excluded from school for discipline more often than their counterparts who are not students of color. For this reason, the Parkrose School District has developed and implemented Equity Policies that include policies regarding the use of our Equity Lens, hiring policies and eliminating racial disparities in discipline and exclusion for students of color. A well-researched effective framework for this work is Restorative Justice. Restorative Justice seeks to bring offended parties together in a spirit of conflict resolution and peace. State laws regarding student conduct still apply and consequences given when appropriate but the number one practice we will be employing is Restorative in nature and not punishing.

Punishment produces angry, frustrated people and that is not an effective tool for our students. Logical consequences can be effective when delivered mindfully.

Our school district is in the process of implementing district wide professional development and training for all staff in Restorative Justice practices that include classroom talking circles and phone calls home to parents so that the community and the school district can work together as a team for the sake of our children and their continued education in the Parkrose School District.

### ***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)

### ***FLAG SALUTE***

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

Each classroom is required to display a United States flag of an appropriate size. (Board Policy INDB)

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

### ***MEDIA ACCESS TO STUDENTS***

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

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

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

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

### ***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.

### ***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.

### ***RESTRAINT AND SECLUSION***

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

Except in the case of an emergency, only staff current in the required training in accordance with the district designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an

emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee [or volunteer] as when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the students' behavior poses a threat of imminent, serious physical harm to themselves, or to others. Any student being restrained or secluded within the district, whether an emergency or as part of a plan, shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in OAR 581-021-0568. (Board Policy JGAB)

### ***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)

### ***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, JHFCFA)

### ***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.

### ***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.

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.

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 Business Director approval and a signed permission slip. Two adults must ride in the vehicle. 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. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

No student 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. Students may not 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)

### ***VISITORS***

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

Staff members are expected to stop and inquire who strangers are in the building and report any unauthorized person on school property to the building principal. (Board Policy KK)