



EMPLOYEE HANDBOOK 2022-2023

Rainier School District
28168 Old Rainier Rd
Rainier, OR 97048

PREFACE

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 Material contained herein may therefore be superseded by such Board policy, Administrative Regulation, Collective Bargaining Agreements or changes in state or federal law.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

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 and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, sexual orientation, age, marital status or disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

Dr. Joseph Hattrick, Superintendent, has 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) and Section 504 of the Rehabilitation Act of 1973, and may be contacted at 503-556-3777 for additional information and/or compliance issues.

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DISTRICT OFFICE DIRECTORY

Superintendent: Dr. Joseph Hattrick
Administrative Assistant: Shalana Harrison
Business Manager: Kevin Hansen
Technology Coordinator: Nick Hansen-Sedor
Facilities Director: Boyd Brown
Accounts Payable: Jamie King

District Office Hours of Operation

The district office is located at 28168 Old Rainier Road and is open between the hours of 7:30 a.m. – 4:00 p.m. weekdays, during the school year.

During summer months and other times during the school year when school is not in session, the hours are subject to change.

Please call the District Office at (503) 556-3777 if you need assistance.

School Board Members

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

Director:	Dr. Elaine Placido	Elaine Placido@rsd.k12.or.us
Director:	Eric Schimmel	Eric_Schimmel@rsd.k12.or.us
Director:	Noel Hisey	Noel Hisey@rsd.k12.or.us
Vice Chair:	Christina Hendricks	Christina Hendricks@rsd.k12.or.us
Chairperson:	Rod Harding	Rod Harding@rsd.k12.or.us
Director:	Elizabeth Richardson	Elizabeth Richardson@rsd.k12.or.us
Director:	Christine Usher	Christine Usher@rsd.k12.or.us

Regular Board meetings are held on the second Monday of each month beginning at 6:30 pm, unless preempted by executive session or work session.

All meeting times are posted on the district website at <https://www.rainier.k12.or.us/schoolboard>. All board meetings will be viewable online at <https://www.youtube.com/channel/UCbFVOfhXU51si2QLRy8ZyVA> and unless otherwise noted, in person in the District Office Boardroom. 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.

Building Information/Grade Configuration

School	Administrator(s)	Administrative Assistants	School Counselors
<p>Hudson Park Elementary School (Grades: PreK-6)</p> <p>28176 Old Rainier Rd, Rainier OR, 97048</p> <p>503-556-0196</p>	<p>Megan Keplinger Principal</p> <p>Kenneth Howell Vice Principal</p>	<p>Erin Knox Registrar Secretary</p> <p>Carrie Vawter Secretary</p>	<p>Sara Gray Counselor</p>
<p>Rainier Jr/Sr High School (Grades: 7-12)</p> <p>28170 Old Rainier Rd, Rainier, Or 97048</p> <p>503-556-4215</p>	<p>Jeremy Williams Principal</p> <p>Greg Miller Vice Principal/H.S. Athletic Director</p> <p>Shanda Wagner M.S. Athletic Director</p>	<p>Monica Rea Attendance Secretary</p> <p>Janice Rice Athletic Secretary</p>	<p>Aaron Fugere Guidance Counselor</p>

Building Information

Buildings are accessible to staff during the course of the school year between the hours of 7:30 a.m. and 4:00 p.m., Monday thru Friday. The buildings are closed two weeks after school is out in June until August, three weeks prior to school starting. Staff may contact the district office for entrance if needed.

Refer to the Facilities Director for specific requirements to access buildings outside of the work day. During both Regular In-Person Learning and/or Remote Learning the District is asking staff to leave the buildings or facilities by 4:30 pm so that proper sanitization can take place.

Animals in the School - Refer to Policy: ING

Only service animals serving persons with a disability and animals approved by the principal that are part of an approved district curriculum or co-curricular activity are allowed in district facilities.

Animals, except service animals serving persons with disabilities, may not be transported on a school bus. Approved animals must be adequately housed and cared for in secure cages. Only the teacher or students designated by the teacher are to handle the animals.

If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

Community Use of Buildings - Refer to Policy: KG

The Board supports the community education concept, which encourages the use of district facilities by community members for recreation, education and service activities.

A Request for Facility Use form must be submitted by the person or group.

Use of school facilities by district employees will be in accordance with Oregon Ethics laws and board policy.

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs. As classrooms may be scheduled outside regular hours, all staff are encouraged to leave their rooms in order and secure personal items. The district is not responsible for personal items left on district property.

Video Surveillance - Refer to Policy: ECAC

Video cameras are used on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record.

STAFF OPERATIONS

Staff Operations

Associations

The Rainier Education Association represents the bargaining unit for all licensed staff. Collective Bargaining Agreement can be viewed online at:

<https://content.schoolinsites.com/api/documents/5e3a25d5e73242929cdafb71d1fdbbc08.pdf>

The Rainier Chapter #89 of the Oregon School Employees Association represents the bargaining unit for all classified staff. Collective Bargaining Agreement can be viewed online at:

<https://content.schoolinsites.com/api/documents/f660d840a23442539ac5334791d50805.pdf>

Absences

It is important that staff attend work as much as possible on designated work days. The District has spent a considerable amount of time working with parents on the importance of attendance. As professionals, District staff need to model the importance of attending work. Consistency with attendance is important for students whether it comes from support staff or teachers. Please attempt to schedule appointments outside the workday.

The District is asking staff to use their professional judgement if they are not feeling well stay home (e.g. scratchy throat, cold) Staff must contact their building administrator or supervisor.

Staff members unable to report to work for any reason must input the absence into the Frontline system as soon as possible. You can do this by calling or go the district webpage under staff and click on Frontline.

If you have any questions regarding Frontline, please call the District Office 503-556-3777 Ext. 402

For substitute coverage for absences during work hours due to an illness or emergency, if possible, it will be your responsibility to make coverage arrangements.

Paid and unpaid leaves are provided in accordance with Collective Bargaining Agreements, established Board policy, and law.

There will not be consequences for staff members who take leave without pay and are eligible for FMLA or OFLA. In addition, administrators and supervisors will take into consideration the frequency of the leave without pay over a lengthy period of time.

Numerous or excessive absences shall be reviewed on a case-by-case basis by the immediate supervisor to determine the impact of the absences on the program services. Counseling, disciplinary action and/or a Plan of Assistance for Improvement may be initiated by the supervisor in response to the absences.

Admission to District Extracurricular Activities - Refer to Policy: DFEA

Once extracurricular activities begin again, District staff will be admitted at no charge, in order to promote employee participation in district extracurricular activities. This does not include subs, play-offs or championship games/matches/meets.

Breaks

Refer to Collective Bargaining Agreements

Care/Use of District Property - Refer to Policy: KGF/EDC, ECAB

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

Certain district-owned equipment, including, but not limited to, computers, cell devices or iPads. District owned equipment may not be used for personal financial gain or avoidance of personal financial loss.

Cash in District Buildings - Refer to Policy: DH, DM

Money collected within school buildings will be taken to the district's designated depository when the sum accumulated in any one day by a class, a teacher or others at any school exceeds \$25. Deposits will be made in no less than 3 to 5 days. Accumulated cash maintained in school buildings overnight may not exceed \$40.

Classroom Security

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

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 damage to, personal property.

Communicable Disease/Bloodborne Pathogens/Infectious Control Procedures

Refer to Policy: EBBA, EBBA, EBBAB, GBEB, GBEBA,

Please refer to the listed policies within this section.

Complaints

Staff Complaints - Refer to CBA and Policy: GBM, GBMA

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

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

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

Student/Parent Complaints - Refer to Policy: KL, KL-AR

The district recognizes that complaints regarding staff performance, discipline, grades, student's 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 principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

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

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

Computer Use - Refer to Policy: IIBGA, IIBGA-AR

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 email access is restricted.

Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Ethics Commission (OGEC) 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. Staff who violate Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

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

Files and other information, including email, sent 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 email system.

Please refer to policy IIBGA and IIBGA-AR for more further explanation of computer usage.

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.

Contracts and Compensation - Refer to Collective Bargaining Agreements

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the District Office in accordance with timelines established by the district and Collective Bargaining Agreements.

Notice will be given to staff in compliance with rules of the insurance carrier and current relevant Collective Bargaining Agreement regarding domestic partner benefits.

Reproduction of All Copyrighted Materials - Refer to Policy: EGAAA

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies.

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

Violations may result in criminal or civil suits.

The Board therefore requires that all reproduction of copyrighted material be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

“Fair use” is not a rigidly defined term. “Fair use” is based on the following standards:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount of and the substantiality of the portion used;
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

If an individual has questions about the legality of duplicating materials, he/she should seek permission from the copyright holders.

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.

Criminal Record Check/Fingerprinting - Refer to Policy: GCDA/GDDA, GCDA/GDDA- AR, ICC

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 for a criminal records check within the previous three years. 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.

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 Oregon law.

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

The district’s use of criminal history must be relevant to the specific requirements of the position, services or employment. All district volunteers who have direct, unsupervised contact with students are required to complete background checks.

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

Processing/Reporting:

1. The individual shall complete the appropriate forms or requirements approved by ODE.
2. If the individual is subject to fingerprinting per state law, he/she is responsible for reporting to an authorized fingerprinter within three working days for fingerprinting as required by the district. Fingerprints may be collected by one of the following:
 - a. Employing district staff;
 - b. Contracted agent of employing district; or
 - c. Local or state law enforcement agency.
3. Individuals subject to fingerprinting, shall be subject only after acceptance of an offer of employment or contract.
4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify the ODE with the results. The ODE will notify the district of said results and any subject individual it believes has knowingly made a false statement as to conviction of a crime prohibiting employment or contract.

Termination of Contract/Employment Offer:

1. Any individual required to submit for a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status or withdrawal of offer of employment or contract will be made by the superintendent upon:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification from the Superintendent of Public Instruction or his/her designee that the employee has a conviction of any crime prohibiting employment with the district as specified in law.
2. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with law will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction or his/her designee that the employee has knowingly made a false statement as to the conviction of any crime.
3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.
4. Any volunteer who will have direct, unsupervised contact with students that refuses to submit to a required criminal records check to acquire or maintain a volunteer status in the district in accordance with law and/or Board policy will be denied the ability to volunteer in the district.
5. If the district has completed a required criminal record check and the district has been notified by the Superintendent of Public Instruction that the individual knowingly made a false statement on an ODE form as to conviction of any crime that may otherwise prevent a volunteer status in the district, the individual will be denied the ability to volunteer.
6. Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form will be denied the ability to volunteer in the district.

Appeal

An individual may appeal a determination, that prevents his/her employment or eligibility to contract with the district, to the Superintendent of Public Instruction as a contested case and will be so notified in writing by the ODE.

Curriculum - Refer to Policy: IFE

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure to the education of district students. All courses grades 7-12 will have a syllabi that will be provided to students, families and the Board.

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles. Deviations from established curriculum, textbooks and instructional materials are permitted with principal approval.

Teachers with questions should contact the principal. Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction.

Discipline and Discharge - Refer to Collective Bargaining Agreements

Discipline and dismissal of staff will follow due process, relevant provisions of Collective Bargaining Agreements and applicable law.

Drug-Free Workplace - Refer to Policy: GBEC

No employee shall unlawfully manufacture, distribute, dispense, possess, arrive under the influence of, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, steroid or performance enhancing or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

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

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

**Each employee who is engaged in work related to a direct federal grant or contract of \$25,000 or more, shall 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 5 days after such conviction.

**Each employee who is engaged in work related to a direct federal grant or contract of \$25,000 or more, shall abide by the terms of this school district policy establishing a drug-free workplace.

**An employee who violates the terms of this policy shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such program, employment may be suspended, his/her contract non-renewed or be dismissed, at the discretion of the Board.

Sanctions against employees, including non-renewal, suspension and termination, shall be in accordance with prescribed school district administrative regulations and procedures.

Emergency Closures - Refer to Policy: EBCD

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed, or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate. Alert Now will be used to notify in such instances. Staff should refer to CBA's if there are questions about whether they are required to report to work on closure days.

Emergency Procedures and Disaster Plans - Refer to Policy: EBC/EBCA, EBC/EBCA- AR, EBCB

All staff will be provided with a copy of the district's Emergency Procedures Plan detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, safety threats, illness or injury of a student or staff member and the authorized use of force on school property. Teachers please make the Emergency Procedure Plan available to substitute teachers.

Copies of the Emergency Procedures Plan will be available in each school office and other strategic locations throughout the building.

Evaluation of Staff - Refer to Policy: GCN/GDN

An effective evaluation program is essential to a quality educational program. It is an important tool to determine the current level of a teacher's performance of the teaching responsibilities. It is also an important assessment of classified employees and current performance of their job assignments. Under Board policy, administrators are

charged with the responsibility of evaluating the staff. An evaluation program provides a tool for supervisors who are responsible for making decisions about promotion, demotion, contract extension, contract non-extension, contract renewal or nonrenewal, dismissal and discipline.

Fair Labor and Standards Act - Refer to Policy: GBAA and Collective Bargaining Agreements

Regular working hours for all classified staff will be set by the principal. Nonexempt staff are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the principal or supervisor.

All employees 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.

Overtime is defined as time worked over 40 hours in one week. A "week" is defined as seven consecutive days covering Sunday - Saturday. All overtime must be pre-approved by the Superintendent.

Fundraising - Refer to Policy: IGDF, DM, GBI

Fundraising 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 superintendent or designee prior to the activity being initiated.

Fundraising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fundraising request forms are available in each building office.

Fundraising must not interfere with or disrupt school.

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.

Refer to policy GBI-AR - All district or school internet-sourced crowdfunding or other similar types of monetary solicitation shall be in compliance with all district fundraising policies, requiring pre-approval from the superintendent or designee.

Gifts and Solicitations - Refer to Policy: GBI, KJ, KI/KJ

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. "Material value" is defined by law as \$50 or more from a single source in a single year.

No staff member may solicit funds in the name of the school or district through the use of, but not limited to, internet-based or crowdfunding types of fundraising, without the approval of the superintendent. 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 principal approval.

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

Grievances - Refer to Collective Bargaining Agreements

Guest Speakers - Refer to Policy: IICB, INCA

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. 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.

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

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

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

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

Hazing/Harassment/Intimidation/Cyberbullying/Menacing - Refer to Policy: GBNA, JFCF

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

An employee who has knowledge of conduct in violation of Board policy JFCF –

Hazing/Harassment/Intimidation/Bullying/Cyberbullying – Student', shall immediately report his/her concerns to the designated district official.

Health Insurance Portability and Accountability Act (HIPPA) - Refer to Policy: EHA

Identification Badges - Refer to Policy: ECAAA

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.

All employees will be issued a District photo ID badge. Under no circumstances should photo ID badges be loaned to others. Photo ID found in the possession of others will be confiscated.

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;

Injury/Illness Reports - Refer to Policy: EBBB

All injuries/illnesses occurring on district property or during the course of school-sponsored activities are to be reported to the main office and building principal immediately.

Reports will cover property damage as well as personal injury.

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

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

Job Sharing

The district may consider a request for job sharing for certified positions. "Job sharing" is defined as the sharing and occupation of a single staff position by two individuals. Teachers should refer to the collective bargaining agreement for more information.

Keys/Key Cards

Keys or Key Cards are issued to staff by the building principal. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands," "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the principal or supervisor within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property.
6. All keys are to be checked in at the end of the school year/season. Staff with summer duties necessitating building access may make arrangements with the principal to keep their keys, as appropriate.

Lesson Plans

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

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

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

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

License Requirements - Refer to Policy: GCA

Teachers offered employment in the district must provide their valid teaching license to the District Office before the Board will consider approving their employment.

Applicants unable to provide their license must have made proper arrangements with the superintendent prior to the beginning of school or before their first day of employment is to begin.

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

Licensed Staff - Refer to Collective Bargaining Agreements

Evaluation of licensed staff shall be conducted to conform with applicable Oregon Revised Statutes and any applicable collective bargaining provisions.

Teachers' evaluations shall be customized based on collaborative efforts and include the core teaching standards adopted by the State Board of Education.

Materials Distribution - Refer to Policy: KJA

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the 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. Please note all materials distributed must be both in English and Spanish.

Meetings - Refer to Collective Bargaining Agreement

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

All staff are expected to attend staff meeting unless prior arrangements have been made with the 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.

Mother Friendly Workplace - Refer to Policy: GBDA

The district shall provide the employee a 30-minute rest period to breastfeed or 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. Please refer to policy GBDA for specific areas designated in each facility for breastfeeding or expressing milk.

Parental Rights/Surveys - Refer to Policy: KAB, KAB-AR

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

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

A student's personal information (e.g., name, address, phone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification.

A student's parents or a student 18 years of age or older will be given an opportunity to inspect any instrument used to collect such information and will be released only with permission.

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

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

Participation in Political Activities - Refer to Policy: GBG

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

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

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

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

Personal Communication Devices and Social Media - Refer to Policy: GCAB

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 electronic device” is a device not issued by the district and 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.

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 may not post images of district facilities, staff, students, volunteers, or parents without authority to grant such a release. Staff members 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. Rainier School District employees may not make discriminatory, defamatory, libelous, or slanderous comments when discussing school district staff and students. Staff may not use a media site as a vehicle for personal attacks.

Communication with students using electronic communication devices will be appropriate, professional and related to school assignments or activities. 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 discouraged. Texting students while off duty is strongly discouraged.

The school district understands that some employees may maintain Web logs (or “blogs”), may contribute posts to the blogs of other persons, and may maintain and participate in social media sites, such as Facebook, MySpace and LinkedIn. These sites have nearly unlimited duration and retention, and unless the creator restricts access, they may be accessed by anyone around the world with access to the Internet. To protect Rainier School District interests, we expect that employees who maintain or contribute to blogs and social networking sites abide by the following guidelines:

1. Rainier School District time and equipment, including computers and other electronic systems, are not to be used for personal business.
2. You may not disclose confidential information about Rainier School District, its customers, or its employees that you learn in the course of your employment.
3. You may not use any materials belonging to Rainier School District, including its promotional and marketing materials, without the written permission of the superintendent.
4. You may not use Rainier School District logo or letterhead unless you have the written permission of the superintendent.

Exceptions to the prohibitions set forth in this policy 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 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 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 learning environment. The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly call texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

Licensed staff are subject at all times to the Standards of Competent and Ethical Performance for Teachers. (See Board policy GCAA)

Personnel Records - Refer to Policy: GBL

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

All records containing medical condition information such as workers' compensation reports and release/permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records. All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the district office to inspect the contents of his/her personnel file on any day the district office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the district office staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees with written a request form provided by the district office;
8. Attorneys for the district or the district's designated representative on matters of district business;
9. The disciplinary records of a district employee convicted of a crime listed in ORS 342.143 are not exempt from the disclosure under ORS 192.345 or 192.355 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.

Prep Periods/Instructional Staff Planning Time

Refer to Collective Bargaining Agreements

Purchase Orders - Refer to Policy: DJ, JDC IGDG

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

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

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

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

All other purchases are subject to the Board's policy governing bidding requirements, administrative regulation specifying exemptions from competitive bidding and such other requirements as may be specified by law. No orders are to be placed without an approved purchase order. Staff members with questions should contact the Business Manager for details.

Releases of General Staff Information - Refer to Policy: GBLA, KBA, KBA-AR

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

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

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

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

Suspected Abuse of A Child Reporting Requirements - Refer to Policy: JHFE

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

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect, as defined in state law, by any adult or by a student with whom the employee is in contact has abused a child, will immediately notify the Oregon Department of Human Services or the local law enforcement agency. See policy JHFE.

Oregon law recognizes these types of abuse:

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

Any district employee participating in good faith in the making of a report, pursuant to this policy and Oregon law and who has reasonable grounds for the making thereof, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of any such report.

Research/Copyrights and Patents - Refer to Policy: GCQB, GCQBA

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 principal.

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

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

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

Resignation of Staff - Refer to Policy: GCPB/GDPB

A licensed staff member who wishes to resign from his/her position with the district must give written notice at least 60 days prior to the date he/she wishes to leave district employment.

The superintendent is authorized to accept the resignation effective the day it is received and either release the teacher immediately from further teaching or administrative obligations 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 discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

The superintendent is authorized to accept resignations of classified employees effective the day they are received.

Retirement - Refer to Policy: GCPC

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

See Collective Bargaining Agreements for further details.

Safety Committee - Refer to Policy: EBAC

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

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

Sexual Conduct (Reporting Requirements) - Refer to Policy: JHFF

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

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

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

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

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

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

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon 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.

Sexual Harassment - Refer to Policy: GBN/JBA

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board Members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events. "District" includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature or based on sex or sex-based stereotypes when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to:
 - a. Was the conduct or communication unwelcome or offensive?
 - b. Would a reasonable person in the same position as the student or employee view the conduct or communication as unwelcome or offensive?
 - c. The nature of the conduct;
 - d. How often the conduct occurred and how long it continued;
 - e. The age and sex of the complainant;
 - f. Whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment;
 - g. Number of individuals involved;
 - h. The age of the alleged harasser;
 - i. Where the harassment occurred; and
 - j. 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 sexual nature, displaying or distribution 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 others or spreading rumors about or rating other students or others as to sexual appearance, sexual activity or sexual performance.

The District will promptly investigate all complaints of sexual harassment and all incidents of sexual harassment of which it has knowledge. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, compliance officer or superintendent, who have overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the Teachers Standards and Practices Commission.

The superintendent shall ensure appropriate periodic sexual harassment training awareness or information is provided to all supervisors, staff and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. The District will make this policy as well as the complaint procedure available to all students, parents of students and staff in student/parent and staff handbooks, and on the District's website. The district's policy shall be posted in all grades 6 through 12 schools. Such posting shall be by a sign of at least 8.5 by 11 inches.

The superintendent will establish a procedure for receiving complaints and allegations of sexual harassment.

Sick Time - Refer to Policy: GCBDD, GDBDD

Refer to Collective Bargaining Agreement

Staff Conduct

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

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

https://www.oregon.gov/tspc/Documents/Ethical_Educator_Brochure.pdf

Staff Code of Conduct

- Staff shall never leave a child unsupervised
- Staff and volunteers will conduct and supervise private activities (diapering, putting on bathing suits, showering) in pairs. When this is not feasible, staff should be positioned so that they are visible by others.
- Staff and volunteers will use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism.
- Staff and volunteers will not have private interactions through social media, computer or handheld devices with any students/athletes in the district.

- Staff and volunteers will respond to children with respect and consideration and treat all children equally regardless of gender, race, religion, sexual identity, or culture.
- Staff are not to transport children in their own vehicles without prior approval.
- Under no circumstance should staff release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian (written parent authorization on file with the District).
- Staff and volunteers are required to report any suspicion of child abuse to the proper authorities and are required to read and follow all policies relating to identifying, documenting and reporting child abuse and undergo prevention training.

Staff Development - Refer to Policy: GCL/GDL

The Board recognizes the need to establish a continuing professional development (CPD) program for all licensed staff in order to enhance professional performance, promote achievement of high standards for all students and assist employees in meeting the licensure requirements of the Teacher Standards and Practices Commission (TSPC). To this end, a qualified district CPD program shall be developed in writing, reviewed and approved by the Superintendent.

Refer to Collective Bargaining Agreements.

Staff Dress and Grooming

All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Employees are allowed to wear religious attire while maintaining religious neutrality and refraining from endorsing religion in the educational environment.

Education 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.

Please contact your building administrator or supervisor for additional information/guidance.

Staff Ethics - Refer to Policy: GBC

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

1. Staff members shall not solicit for financial remuneration from students, parents or other staff;
2. Any device, publication or any other item developed during the staff member’s paid time shall be district property;
3. Staff members shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way.

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position’s responsibilities. District facilities, equipment or materials may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

Staff Health, Safety and Wellness- Refer to Policy: EBBA, EBBA, GBE, BEBEAA, JHCCBA, EBBAB, HBV, GBEBC, JHCCC, EBBA

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

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. Employees shall not operate any machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. Employees shall stop any machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. Employees shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory.);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body or a dump truck, etc.) until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practice observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;

12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

Staff/Parent Relationships - Refer to Policy: GBH

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

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

It is the responsibility of the parent with sole custody to provide any court order or parental plan that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued.

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court.

The District will use reasonable methods to identify and authenticate the identity of both parents.

Supervision of Students - Refer to Policy: JHFA

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

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

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.

RESPONSIBILITY FOR STUDENT CONDUCT DURING FIELD/ATHLETIC TRIPS

- a. These trips shall have a teacher/coach accompanying and in charge of the group being transported.
- b. On these trips the teacher/coach or other person accompanying the bus is responsible for the conduct of the students as covered under Rainier School District policy.
- c. All rules for students and their conduct as indicated in this booklet and school district policy apply and shall be enforced by the accompanying teacher or coach.

- d. Drivers shall coordinate with the accompanying teacher or coach so that a mutual understanding of this policy is fully understood between each. The driver will also obtain any information pertaining to expected or planned meal/refreshment or rest stops.
- e. Family members riding with activity groups must have an official function with that group in order to ride with the group or team.

Teaching About Religion - Refer to Policy: IGAC, IGACA

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

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

Telephones - Refer to Policy: GCAB

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 and/or designee. 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.

Tobacco-Free Environment - Refer to Policy: KGC/GBK/JFCG

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

Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew, 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 FDA approved nicotine replacement therapy products used for the purpose of cessation.

Staff violations of this policy will lead to disciplinary action up to and including dismissal. When considering disciplinary action for a child with disabilities, the district must follow the requirements of Board policy JGDA/JGEA - Discipline of Students with Disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination, and an interim alternative educational setting. Violations by others will result in appropriate sanctions as determined and imposed by the superintendent or Board.

Tutoring - Refer to Policy: GCQAB

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

students may operate a UAS as part of a course requirement, as long as that student does not receive compensation directly or incidentally from such operation. District staff teaching a class that allows use of a UAS may assist provide limited assistance to a student operate UAS, provided student maintains operational control of the model aircraft such that staff member's manipulation of the model aircraft's controls is incidental and secondary to the student's. The staff member's de minimis participation must be limited to the student's operation of the UAS as part of the course.

Vacancies/Transfers - Refer to Policy: GCCA, GCI/GCIA, GDI/GDIA

Announced vacancies for licensed and classified positions are posted on the District website at: <https://www.rainier.k12.or.us/employment> per Collective Bargaining Agreement timelines. For in-house postings staff will need to sign in on the website and click on "internal". All staff will receive an email notification when the district posts an opening on the website. Staff members interested in posted vacancies are required to complete the application process like any other candidate.

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.

Volunteer - Refer to Policy: ICC, GCDA, GDDA

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

All volunteers authorized by the district for volunteer service shall undergo an in-state criminal records check.

Any volunteer allowed to have direct, unsupervised contact with students, in a position identified by the district in Board policy as requiring fingerprinting, shall undergo a state and national criminal records check based on fingerprints.

Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form will be denied the ability to volunteer in the district.

Weapons - Refer to Policy: JFCJ

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

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

Whistleblower - Refer to Policy: GBMA, KL-AR (2)

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

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.

4. Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:
 - a. Any member of the Legislative assembly;
 - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
 - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

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

Workday Checkout

Staff may leave the building and district grounds during lunch, as necessary after notifying your supervisor. Teacher departures during preparation periods must be approved by the building principal or assistant principal.

Year-end Checkout

The building principal or designee will collect all staff keys. If you have assigned duties that require continued access, you will need your principal/supervisor approval.

Daily Bulletin/Announcements

A daily junior/senior high bulletin is prepared by office staff and read over the intercom at the start of first period. Staff are responsible to make sure students are quiet during the reading of the bulletin and to post the bulletin in the classroom in a place that is known to students. This bulletin is to help keep students informed about district and school activities and to help promote the school's effort to recognize the accomplishments of staff and students.

Staff may place an announcement in the daily bulletin by completing the appropriate form and returning it to the Main office no later than 3:00 P.M., one day in advance of the announcement. Announcements generally are not run more than three days unless as otherwise authorized.

A weekly bulletin is prepared at the elementary school level and is provided to staff on Fridays on a regular basis.

Mail and Deliveries

All staff are to check their mailboxes and remove mail daily. Students should not pick up mail from staff mailboxes, as it may contain confidential information.

Use of private vehicles for District business

The use of district vehicles for district business, including the transportation of students, is encouraged. 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.

Staff Rooms

A staff room are provided for staff use during break, lunch and preparation periods, as may be appropriate. All staff are expected to “pitch in,” as needed, to help keep this gathering area clean and orderly. Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. Students are not permitted in the staff room.

Timesheet Procedures

Certified staff members are required to enter absences into Frontline and fill out time cards for extra hours only monthly. These are submitted to the building principal on or about the first of every month. Classified staff are required to fill out time sheets daily for actual hours worked and turn in to their building office/supervisor by the first of every month.

BUREAU OF LABOR AND INDUSTRIES



Oregon

Brad Avakian, Commissioner



FAMILY LEAVE ACT

NOTICE TO EMPLOYERS AND EMPLOYEES

The Oregon Family Leave Act (OFLA) requires employers of 25 or more employees to provide eligible workers with protected leave to care for themselves or family members in cases of death, illness, injury, childbirth, adoption and foster placement. ORS 659A.150-659A.186

When can an Employee take Family Leave?

Employees can take family leave for the following reasons:

- **Parental Leave** during the year following the birth of a child or adoption or foster placement of a child under 18, or a child 18 or older if incapable of self-care because of a mental or physical disability. Parental leave includes leave to effectuate the legal process required for foster placement or adoption.
- **Serious health condition leave** for the employee's own serious health condition, or to care for a spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent, parent in law, parent of same-gender domestic partner, grandparent, grandchild, a person whom the employee is or was a relationship of in loco parentis, biological, adopted, foster or step child of an employee or the child of an employee's same-gender domestic partner.
- **Pregnancy disability leave** (a form of serious health condition leave) taken by a female employee for an incapacity related to pregnancy or childbirth, occurring before or after the birth of the child, or for prenatal care.
- **Sick child leave** taken to care for an employee's child with an illness or injury that requires home care but is not a serious health condition.
- **Bereavement leave** to deal with the death of a family member.
- **Oregon Military Family Leave** is taken by the spouse or same gender domestic partner of a service member who has been called to active duty or notified of an impending call to active duty or is on leave from active duty during a period of military conflict.

Who is Eligible?

To be eligible for leave, workers must be employed for the 180 day calendar period immediately preceding the leave and have worked at least an average of 25 hours per week during the 180-day period.

Exception 1: For parental leave, workers are eligible after being employed for 180 calendar days, without regard to the number of hours worked.

Exception 2: For Oregon Military Family Leave, workers are eligible if they have worked at least an average of 20 hours per week, without regard to the duration of employment.

Exception 3: For compensable Workers Compensation injuries, for certain Workers Compensation injuries involving denied and then accepted claims and for certain accepted claims involving more than one employer.

Exception 4: When an employee is caring for a family member with a serious health condition and the same family member dies, the employee need not requalify with the 25 hour per week average to be eligible for bereavement leave.

How much Leave can an Employee take?

- Employees are generally entitled to a maximum of 12 weeks of family leave within the employer's 12-month leave year.
- A woman using pregnancy disability leave is entitled to 12 additional weeks of leave in the same leave year for any qualifying OFLA purpose.
- A man or woman using a full 12 weeks of parental leave is entitled to take up to 12 additional weeks for the purpose of sick child leave.
- Employees are entitled to 2 weeks of bereavement leave to be taken within 60 days of the notice of the death of a covered family member.
- A spouse or same gender domestic partner of a service member is entitled to a total of 14 days of leave per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment and when the military spouse is on leave from deployment.

What Notice is Required?

Employees may be required to give 30 days notice in advance of leave, unless the leave is taken for an emergency. Employers may require that notice is given in writing. In an emergency, employees must give verbal notice within 24 hours of starting a leave.

Is Family Leave paid or unpaid? Benefits?

- Although Family Leave is unpaid, employees are entitled to use any accrued paid vacation, sick or other paid leave.
- Employees are entitled to group health insurance benefits during family leave as if they continued working.

How is an Employee's job Protected?

Employers must return employees to their former jobs or to equivalent jobs if the former position no longer exists. However, employees on OFLA leave are still subject to nondiscriminatory employment actions such as layoff or discipline that would have been taken without regard to the employee's leave.

FOR ADDITIONAL INFORMATION:

Employer Assistance . . . 971-673-0824
 Portland 971-673-0761
 Eugene 541-686-7623
 Salem 503-378-3292

BOLI
 Civil Rights Division
 800 NE Oregon, #1045
 Portland, OR 97232

www.oregon.gov/BOLI

Employees who have been denied available leave, disciplined or retaliated against for requesting or taking leave, or have been denied reinstatement to the same or equivalent position when they returned from leave, may file a complaint with BOLI's Civil Rights Division.

This is a summary of laws relating to Oregon Family Leave Act. It is not a complete text of the law.

January 2016

THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



STUDENT OPERATIONAL PROCEDURES

Student Operational Procedures

Assignment of Students to Classes - Refer to Policy: JECD

The assignment of students and classes to teachers is the responsibility of the principal. Parents have the right to discuss student class assignments with the principal. Please refer to the collective bargaining agreement for detailed information concerning the process for assignment of students to classes.

Contests for Students - Refer to Policy: IGDH, KI/KJ

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

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participant's work.

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

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

Corporal Punishment - Refer to Policy: JGA

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

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others or doing harm to district property.

Corporal punishment does not include physical pain or discomfort resulting from or caused by:

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

Drug, Alcohol and Tobacco Prevention, Health Education - Refer to Policy: IGAEB, JFCG/JFCH/JFCI, JFCG/KGC/GBK

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 superintendent. 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.

Emergency Drills and Instruction - Refer to Policy: EBCB

All schools are required to provide instruction on fire, earthquake, safety threats 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 the school year.

At least three drills on earthquakes and two drills for safety threats will be conducted each year.

A map/diagram of the fire escape routes 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.

Feature Films/Video - Refer to Policy: IIABB, IIABB-AR

Prior to showing a film, instructors must seek written approval from the building principal. The following information should be included:

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

"G" rated films may be used at all grade levels without parent permission. "PG" rated films may be used for students grades K-12. For grades K-6, teachers must receive written parental permission. . "PG-13" rated films may be used in grades 7-12. "R" rated films may be used in grades 9-12 with written parental permission only. Nonrated films and videos require that the teacher exercise his/her professional judgement in the use of such materials. If material which might be questionable is contained, then it is the obligation of the teacher to obtain parental permission

If parent permission is required, the parents should receive the permission slip at least 5 days prior to the viewing. The parental permission slip must contain a brief summary of the film/video, reasoning as to the given rating and why the film is being shown.

Field Trips - Refer to Policy: IIC, JG, EEAE, EEAE-AR

The district recognizes the value of special activities to the total school program. Further, students need to be allowed to participate in and profit from carefully planned learning experiences which fall outside the normal school program/day.

Field trips and other curricular/cocurricular activities involving travel may be authorized by the superintendent or designee when such trips or activities contribute to the achievement of desirable educational/social/cultural goals.

In planning and authorizing such trips, primary consideration will be given to educational values derived, the safety and welfare of students involved, community standards of conduct and behavior on the part of all participants and the selection of appropriate adult supervision, either from within the school staff or from the parent and community volunteer pool.

Grades - Refer to Policy: IK, IKAB

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

Teachers are expected to report, a student's progress toward achieving academic content standards to the student and their parents. Parents will receive reports on their student's absences at least three times a year for elementary students and at least four times a year for middle and high school students.

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

Media Access to Students - Refer to Policy: JOA

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 administration 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.

Medications - Refer to Policy: JHCD.JHCDA

Students may be permitted to take 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 our district nurse, Danielle Nelson to designated personnel authorized to administer medications 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, reporting of medication administration, reporting of errors in administration, emergency medical response for life-threatening side effects and allergic reactions, and student confidentiality.

Students in grades K-12 may be permitted to administer medication to themselves without assistance from designated personnel in accordance with district policy. 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 personnel after receipt of required parent permission forms and written instructions.

A process shall be established by which, upon parent written request, a backup prescribed auto-injectable epinephrine be kept at a reasonable, secured location in the student's classroom. A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the designated personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

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

Non-school Sponsored Study and Athletic Tours/Trips/Competitions - Refer to Policy: IGDK

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

Students who raise funds for their personal participation in such activities may not raise moneys 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 fundraising.

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

Program Exemptions - Refer to Policy: IGBHD

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.

Restraint and Seclusion - Refer to Policy: JGAB

The use of physical restraint 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.

Seclusion as defined by OAR 581-021-0550(6) is not permitted at any time. Seclusion means the involuntary confinement of a student alone in a room and from which to student is prevented from leaving.

Physical restraint means the restriction of a student's movement by one or more persons holding the student or applying physical pressure upon the student. It does not include the touching or holding of a student without the use of force for the purpose of directing, re-directing and/or prompting the student or assisting the student in completing a task or activity. [OAR 581-021-0550(3)(a)&(b)]. The use of chemical, mechanical and prone restraints are prohibited. [OAR 581-021-0553(1)].

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint training program will implement physical restraint with a student. In an emergency, physical restraint may also be used by a school administrator, teacher or other school employee as necessary to prevent a student from harming his/herself, students, staff or others or from causing damage to district property.

The use of physical restraint under these circumstances is only allowed so long as the students behavior poses a threat of imminent, serious physical harm to themselves, others or district property. Any student being restrained within the district, whether an emergency or as part of a plan, shall be constantly monitored by staff for the duration of the intervention.

Every instance of physical restraint, even emergency restraints that are not a part of a behavioral protocol, must be reported, documented with a written incident report and debriefed by all those present within 48 hours of the incident. Additionally, the parent or guardian must be notified of the incident by the end of the day that the incident occurred.

Retention of Students - Refer to Policy: IKE

The Board is dedicated to total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially and emotionally. Students who cannot demonstrate proficiency in each subject area or who are not making adequate progress towards demonstrating proficiency at their grade levels, will be considered for retention.

Teachers must notify the principal of these students, make a recommendation to the principal concerning their promotion/retention and hold a conference with parents. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities. See policy IKE to review the policy concerning retention of students.

Student Activity Funds - Refer to Policy: IGDG, IGDG-AR

All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the principal and person in charge of the student activities program.

Student Conduct - Refer to Policy: JFC

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.

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

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

Student Discipline - Refer to Policies JG, JGDA/JGEA

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.

Refer to Student/Parent Handbook for details.

Student Dismissal Precautions - Refer to Policy: JEDB

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

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

Student/Parent Handbook - Refer to Policy: CHCA

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

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

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

Student Performances - Refer to Policy: IGDD

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

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

The extended use of one particular group of students is generally discouraged.

Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

Student Withdrawal from School - Refer to Policy: JECE, JHFDA

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

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment or other district property including replacement costs, if known. Submit the list to the office. In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid.

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

Visitors - Refer to Policy: KK

Students are not permitted to bring visitors to school. Staff members are expected to report any unauthorized person on school property to the building principal.

Special Programs

Alternative Education Program - Refer to Policy: IGBHA

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

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

Assessment Programs - Refer to Policy: IL

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

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

Dates for district and state assessments will be announced by the Director of Curriculum and Instruction and/or building principals, as appropriate.

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

Bilingual Education - Refer to Policy: IGBI

Students whose primary language is a language other than English are provided appropriate assistance until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

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

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

Counseling and Guidance Program - Refer to Policy: IJ, IJA, IJ-AR

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

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

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

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

Confidentiality is not to be abridged except:

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

Meal Programs - Refer to Policy: EFA, EFAA- AR

The district participates in the National School Lunch Program (NSLP) and the Commodity Food Distribution Program (CFDP), School Breakfast Program (SBP), and Summer Food Service Program (SFSP).

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

Pregnant/Parenting Student Programs- Refer to Policy: JFE

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

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

Special Education Services - Refer to Policies IGBA, IGBAF

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

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

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

Placements are made by the building's IEP team, which consists of the student's parent(s); one regular education teacher, if the student is participating in the regular education program, or, if the student does not have a regular education teacher, a teacher qualified to teach a student the same age; the student's special education teacher or a special education provider; a representative of the district; an individual, who may be another member of the team, who is knowledgeable about the student's disability and who can interpret the instructional implications of the

evaluation results; the student, when appropriate, and other individuals who have knowledge or special expertise regarding the student, at the discretion of the parent or district; and other agency representative as provided by law.

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

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

504 Plans

504 refers to Section 504 of the Rehabilitation Act. These formal plans are designed to support students with disabilities. 504 Plans are typically case managed by school counselors. 504 Plans differ from Individual Education Plans (IEPs) in that they support students through accommodations, but do not typically provide individualized instruction around goals. The accommodations outlined in a 504 Plan are designed to allow a student with a disability to access general education classes. 504 Plans are created by a team made up of teachers, parents, administration and school counselors and are updated annually. The 504 Plan should be distributed to the student's teachers, by the counselor, and kept confidential. Questions about 504 Plans should be directed to school counselors, administration or the Director of Special Programs.

Talented and Gifted Program - Refer to Policy: IGBBC, IGBBA, IGBBD, IGBBC-AR,

The district has developed a written plan for the identification of, and provisions for a program and services for, academically talented and/or intellectually gifted students. This process of identification shall include as a minimum:

1. Use of research based best practices to identify talented and gifted students from underrepresented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged.
2. Behavioral, learning and/or performance information.
3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students.
4. A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics] on the Smarter Balanced Assessment [Consortium] for assistance in identifying academically talented students.

Identified students must score at or above the 97th percentile on standardized one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted may be identified.

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

The district has established an appeal process for parents to utilize if they are dissatisfied with the identification process and/or placement of his/her student in the district's program and who wish to request reconsideration. A complaint procedure has been developed for a person who resides in the district or a parent of a student attending school in the district to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students.

Staff should refer parents with questions to the principal.

Title I Programs - Refer to Policy: IGBC

In order to help meet the needs of disadvantaged students, the district participates in Title I federally-funded programs that provide basic skills, instructional services for educationally disadvantaged students in grades K-6 and who live in targeted low-income areas.

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

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