Staff Handbook
2025-26

Equal employment opportunity and treatment shall be practiced by the district regardless of an individual's perceived or actual race[1], color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, or mental or physical disability[2], or economic status, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

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[1] Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001.

[2] This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106). Related federal law applies to employers with 15 or more employees. 42 U.S.C. 12111(5)(A).

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PREFACE

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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, collective bargaining agreement, or changes in state or federal law.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

Any information contained in this staff handbook is subject to revision or elimination. Appropriate notice will be provided.

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

Equal employment opportunity and treatment shall be practiced by the district regardless of an individual's perceived or actual race[3], color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, or mental or physical disability[4], or economic status, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following staff have been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Danielle Hudson, Ed.D., Superintendent, 660 SW Bryant St. Clatskanie, OR 97016, dhudson@csd.k12.or.us, 503-728-0587

The following staff have been designated as the coordinator of Title IX of the Education Amendments, and other civil rights or discrimination issues:

Amanda Bennett., HR Coordinator/Program Specialist, 660 SW Bryant St. Clatskanie, OR 97016, abennett@csd.k12.or.us, 503-855-7695

The procedure for filing a complaint can be found on the district's home page at https://www.csd.k12.or.us/.

District Belief Statement: All students can learn. All students progress through the curriculum differently, according to their ability, as individual learning needs require. The level of individual achievement, not age, determines this progression. If we stage what is essential, do what is essential, measure what is essential, we will accomplish what is essential.

Mission Statement: We will provide a challenging curriculum and activities in a safe, nurturing environment where all are motivated to achieve their potential.

Vision Statement: All students will graduate, with the essential skills to attend a post-secondary education program of their choice, be able to compete in a global economy, and to become a productive, contributing asset in the workforce and their community.

Board meeting notices: https://www.csd.k12.or.us/agendasminutes

Clatskanie Elementary School Calendar: https://elemclatskanieor.schoolinsites.com/calendars

Clatskanie Middle High School Calendar: https://middlehighclatskanieor.schoolinsites.com/calendar

[3] Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001.

[4] This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106). Related federal law applies to employers with 15 or more employees. 42 U.S.C. 12111(5)(A).

STAFF ORGANIZATION

Superintendent: Dr. Danielle Hudson
Board Secretary/Synergy: Shannon Emerson
Business Manager: Diane Barendse
Human Resources Coordinator: Amanda Bennett
Maintenance/Facilities/Custodial: Will Seals
Payroll Clerk/Accounts Receivable/Mealtime: Callie Swafford
Special Education Administrative Assistant: Tami Burgher
Technology Coordinator: Steven Tack
Transportation Supervisor: Yvonne Krause

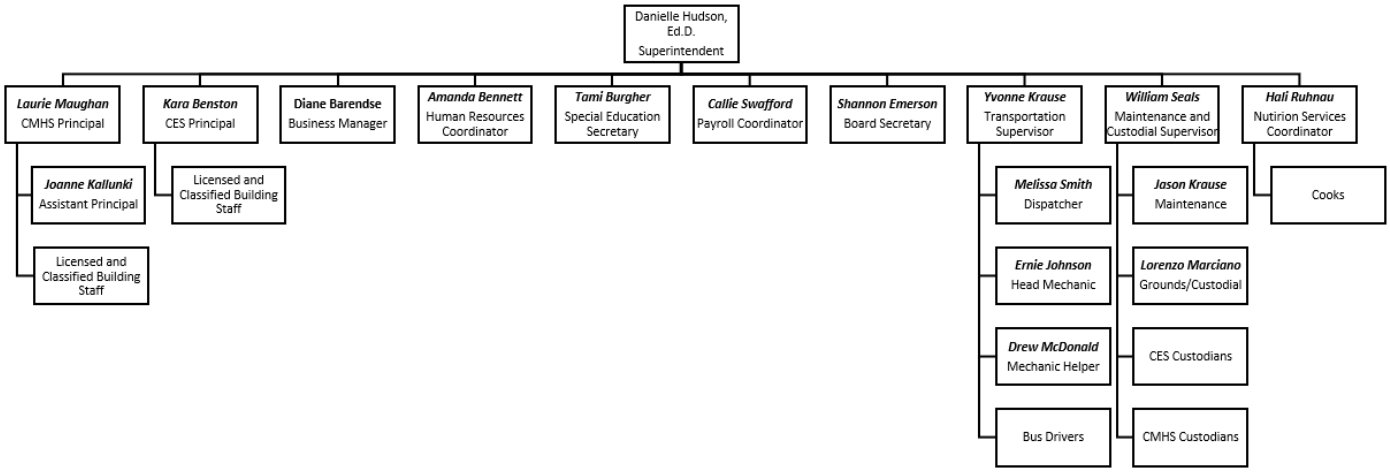
School Board – Superintendent

Superintendent – District Office Staff, Elementary Principal, Middle/High School Principal, District Maintenance Supervisor, Transportation Supervisor, Technology Coordinator, Contracted Services.

Elementary Principal – All K-6 teachers, all building classified staff including Cook, Head Cook, Educational Assistant, Media Technician, Licensed Speech Language Pathologist Assistant, Admin Assistant II, Head Custodian, Custodian.

Middle/High School Principal - All Grades 7-12 teachers, all building classified staff including Cook, Head Cook, Educational Assistant, Media Technician, Admin Assistant I/Bookkeeper, Admin Assistant II, Head Custodian, Custodian, Custodian/Grounds.

Transportation Supervisor – Bus Drivers, Mechanic, Dispatcher/Trainer
Maintenance/Facilities/Custodial –Custodians, Custodian/Grounds, Maintenance



GENERAL INFORMATION

ASSOCIATIONS

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

CEA Officers: Jaime Erwin, President and Charlie Sittloh, Vice President
CES Building Representative: Megan Corne
CMHS Building Representative: Tim Erwin

The Oregon School Employees Association - Chapter 33 represents the bargaining unit for all classified staff. Association officers and building representatives are as follows:
OSEA Field Representative: Baylor Trumbo
Building Representative: Elsa Jauron, President and Micah Doney, Vice President

BOARD MEETINGS/COMMUNICATIONS

Regular Board meetings are held on the 2nd Monday of the month in the library of Clatskanie Elementary School. Meetings begin at 6:30. All regular, special, and emergency meetings of the Board are open to the public unless as otherwise provided by law.

All staff members are invited to attend Board meetings in person or virtually. Board meeting notices can be found on the district's website: https://www.csd.k12.or.us/agendasminutes

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.

(Refer to Board policies BD/BDA and BG for more information)

BOARD MEMBERS

The Legislature of the state of Oregon delegates to the Board the responsibility for the conduct and governance of the district's schools. Board members, as elected by residents of this district, are as follows:
Megan Evenson - Board Chair
Kara Harris - Vice Chair
Merlyn Thompson - Board Member
Katherine Willis - Board Member
Ian Wiggins - Board Member

BUILDINGS HOURS (BOARD POLICY ECAA)

The superintendent will control access to district buildings as appropriate and necessary to protect property, students, and personnel. Principals will control access to school buildings and will provide safeguards against unauthorized access to these buildings. Each principal, with the superintendent's approval, will develop regulations designed to control the use of building keys, and to ensure that buildings are adequately closed and locked when no authorized personnel are present. Staff or students who fail to obey such regulations may be disciplined, suspended, or dismissed.

The school buildings are accessible to certified staff between the hours of 5am and 10pm. Access at other times must have supervisor approval.

Classified employees are not permitted to enter district facilities outside of their scheduled work hours for work-related activities unless they have prior approval from their supervisor. Classified staff are welcome to be on campus outside of work hours to attend their children's events or other public-school activities that are open to families and the community (e.g., athletic events, performances, parent-teacher conferences), provided they follow all standard visitor procedures in those situations. Any classified employee who needs to enter a district facility for work purposes outside their scheduled time must obtain explicit permission from their supervisor in advance. This policy helps ensure the safety of all staff, protects district resources, and maintains appropriate facility use.

If any staff member would like to use the building for personal use, they must submit a facilities request form.

COMMUNITY USE OF BUILDING (BOARD POLICY KG)

Community groups will be permitted and encouraged to use school facilities for worthwhile purposes when such uses do not interfere with district programs. All arrangements will be subject to the provisions of Board policy KG and KG-AR.

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

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

CONFERENCE AFFILIATION (BOARD POLICIES IGD AND IGDJ)

The district's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the 2A 1 Northwest League with schools of comparable enrollment and activity programs.

Conference schools include:
Clatskanie – Tigers
Columbia Christian – Knights

Faith Bible – Falcons
Gaston – Greyhounds
Knappa – Loggers
Nestucca – Bobcats
Portland Christian – Royals
Vernonia – Loggers

The high school participates in the following OSAA-recognized activities football, soccer, volleyball, cross country, wrestling, basketball, track, baseball, softball, cheerleading, band/orchestra, choir, and drama.

DISTRICT OFFICE HOURS

The district office is open on weekdays, between the hours of 8:00 A.M. and 4:00 P.M. during the school year. During the summer months the district office is open Monday-Thursday between the hours of 8:00 A.M. and 4:00 P.M. If the District Office is closed for any time outside of this, a notice will be posted on the door.

STAFF OPERATIONS

ABSENCES (BOARD POLICIES GCBD/GDBD AND GCBDC/GDBDC)

All staff members (except bus drivers) who are unable to report to work for any reason must enter their own absence into Frontline (Absence Management), as soon as possible to ensure a substitute can be arranged. Substitutes are assigned daily unless a longer duration is specified.

Bus drivers should report their absences directly to the Transportation Dispatcher per the transportation department's policies.

To facilitate continuity during absences, staff members unable to return to their duties the following day should enter their absence and contact their building secretary by 2:30 p.m. whenever possible and as appropriate, substitutes will be retained during your absence.

Staff members may, at the time of the reported absence, request a particular substitute.

Requests that a particular substitute not be called may be made in advance through the building principal. Final decisions regarding substitute use or nonuse will be made by the district.

Absences must be entered into Frontline by a secretary for all athletic or professional development purposes.

ABUSE OF A CHILD REPORTING (BOARD POLICY JHFE)

Abuse of a child by district employees, contractors[5], agents[6], volunteers[7], or students are prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy, JHFE Suspected Abuse of Child Reporting Requirements, and the accompanying administrative regulation.

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

All staff are mandatory reporters. 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 must orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services or local law enforcement agency within the county where the person making the report is located at the time of the contact.

Any district employee who has reasonable cause to believe that **any person** with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to Oregon Department of Human Services (DHS),

[5] "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.
[6] "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.
[7] "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

its designee, or to the law enforcement agency within the county where the person making the report is located at the time of the contact.

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

Written documentation for this report must be completed and submitted to one of the following:
Kara Benston, Principal Clatskanie Elementary School
Laurie Maughan, Principal Clatskanie Middle High School
Danielle Hudson, Ed.D., Superintendent

If the superintendent is the alleged perpetrator the report shall be submitted to Kara Benston who shall also report to the Board chair.

Forms are available from board policy: Board policy JHFE Reporting Suspected Abuse of a Child
Oregon law recognizes these, and other types of abuse:

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

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

A staff member who, based on reasonable cause, participates in good faith in making an abuse of a child report shall have immunity from any liability, civil or criminal, which might otherwise be incurred or imposed as provided by law. A substantiated report of abuse by an employee shall be documented in the employee's personnel file. Intentionally making a false report of abuse of a child may be a Class A violation.

The Child Abuse Reporting Form can be found here.

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES (BOARD POLICIES DFEA AND GBC-AR)

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

ANIMALS IN DISTRICT FACILITIES (BOARD POLICY ING)

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the building principal and/or the superintendent that are part of an approved district curriculum or co-curricular activity are allowed in district facilities. Companion and comfort animals are not considered service animals.

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

BREAKS

Classified (Non-Exempt Staff)
Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency, and to meet the requirements of law. Nonexempt (classified) employees are expected to adhere to the break schedule established by their supervisor. Deviation from the regularly scheduled break period requires prior supervisor approval.

Classified Employees are to follow the break schedule below per the 2024-2026 Collective Bargaining Agreement:

Continuous Hours Worked	15 Minute Rest Break	30 Minute Unpaid Lunch
30 min- 1 hr 59 min	0	0
2 hr – 4 hr 59 min	1	0
5 hr – 5 hr 59 min	1	1
6 hr – 9 hr 59 min	2	1
10 hr – 13 hr 59 min	3	2

Licensed Staff, Administrators and Confidential Employees (Exempt Staff)
Licensed employees receive a 30-minute continuous duty-free lunch period.

CARE/USE OF DISTRICT PROPERTY (BOARD POLICIES KGF/EDC AND ECAB)

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

Certain district-owned equipment, including, but not limited to, laptops, cell devices, or iPads, may be checked out by staff. Such equipment may not be used for personal financial gain or avoidance of personal monetary loss. An Equipment Use Form must be submitted and approved. Forms are available in the office. There are no equipment use fees.

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

Staff members that will be using district owned vehicles must complete this form prior to using the vehicle.

CASH IN DISTRICT BUILDINGS (BOARD POLICIES DH, DM, AND IGDF)

Money collected by staff because of fundraisers or other school-related purposes is to be deposited in the office whenever the sum accumulated by a class, staff member, or others exceeds $20. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

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

CHECKOUT

Workday Checkout:
Teachers may leave the building and district grounds during lunch, as necessary. Departures during preparation periods must be approved by the principal or assistant principal.

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

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

Year-end Checkout:
Principals will provide staff with specific year-end checkout instructions. Staff must complete the check-out process before leaving for summer break.

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

The district will not be responsible for the loss of, or damage to, personal property.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES (BOARD POLICIES EBBA, EBBAA, GBEB, AND GBEBA)

The district provides reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Reasonable protection from communicable diseases is generally attained through immunization, exclusion, or other measures in accordance with Oregon law, by the local health department, or in the *Communicable Disease Guidance* published by the Oregon Department of Education and the Oregon Health Authority. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established through Board policy and administrative regulations for staff and student protection.

A staff member may not attend work while in a communicable stage of an illness or when an administrator has reason to suspect that the staff member has or has been exposed to any disease for which exclusion is required, in accordance with law and per administrative regulation GBEB-AR – Communicable Diseases – Staff.

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

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

HEPATITIS B VIRUS (HBV)/BLOODBORNE PATHOGENS TRAINING AND IMMUNIZATION

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

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

All staff are required to take the "Bloodborne Pathogen Exposure Prevention" district training annually.

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

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

INFECTION CONTROL PROCEDURES

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

1. Standard precautions are to be always followed. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for Human Immunodeficiency Virus (HIV), HBV, and/or bloodborne pathogens.
2. Whenever possible, students will be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves, if caregivers will not come into contact with blood or wound drainage.
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment, and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing, and cleaning up vomit.
4. Immediate, complete, and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given to a student or contact with potentially infectious materials.
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary.
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and water as soon as feasible.

7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water, then rinse with an Environmental Protection Agency (EPA) approved disinfectants following labeling instructions for use or a freshly made solution of one part bleach to nine parts water and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys, or changing tables.
8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces.
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
10. Needles, syringes, broken glassware, and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical devices such as a broom, brush, and dustpan.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily.
12. Gloves and repellent gowns, aprons, or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting, or bagging contaminated laundry/clothing, and disposing of regulated waste with gross contamination.
13. Maximum protection with gloves, face and/or eye protection, and gowns are required whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated, and eye, nose, or mouth contamination can be anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood.

If a first-aid situation occurs students should report to a person in authority and staff should report to a supervisor.

COMPLAINTS- STAFF COMPLAINTS (BOARD POLICY GBM)

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 immediate supervisor for informal discussion and resolution. If the staff complaint is against the superintendent, the complaint should be referred to the Board chair.

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

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.

BIAS INCIDENT COMPLAINTS (BOARD POLICY ACB)

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin.

"Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability, or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

"Symbol of hate" means nooses [[8]], symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property[9], or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.

STUDENT/PARENT COMPLAINTS (BOARD POLICY KL)

The district recognizes that complaints regarding staff performance, discipline, grades, student progress, or homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are

[8] [The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under Senate Bill 398 (2021)]

[9] "School property" means any property under the control of the district.

managed 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 they may submit the matter directly to the principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

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

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

Additional complaint procedures include:

1. Discrimination or harassment on a basis protected by law: Board policy AC, AC-AR;
2. Bias incidents or display of symbols of hate: Board policy ACB, ACB-AR;
3. Sexual harassment (staff): Board policy GBN/JBA, GBN/JBA-AR(1), GBN/JBA-AR(2);
4. Sexual harassment (student): Board policy JBA/GBN, JBA/GBN-AR (1), JBA/GBN-AR (2);
5. Workplace harassment: GBEA, GBEA-AR;
6. Hazing, harassment, intimidation, bullying, menacing, or cyberbullying (staff): Board policy GBNA, GBNA-AR;
7. Hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence (student): Board policy JFCF, JFCF-AR;
8. Sexual conduct with a student (staff): Board policy GBNAA/JHFF, GBNAA/JHFF-AR;
9. Sexual conduct with a student (student): Board policy JHFF/GBNAA, JHFF/GBNAA-AR;
10. Instructional resources or instructional materials: Board policy IIA, IIA-AR;
11. Complaints regarding the Talented and Gifted Program (TAG): Board policy IGBBC, IGBBC-AR.

COMPUTER USE (BOARD POLICY IIBGA)

Staff may be permitted to use the district's electronic communications system to conduct business related to the management or instructional needs of the district or to conduct research related to education and otherwise when in compliance with board policy and administrative regulations.

Personal use of the district's system or district-owned computers or devices including Internet and e-mail access by district staff may be permitted when consistent with Oregon ethics laws, Board policy and administrative regulations, when used on school property, and when on 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 may be reported to law enforcement. Violations of applicable Teacher Standards and Practices Commission (TSPC) rules and Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

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

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

CONFERENCES

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

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

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

CONTRACTS AND COMPENSATION

Contracts will be issued for all district employees.

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

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

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

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board. Submit any new salary placement information within fifteen calendar days prior to payday. It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the payroll department in accordance with timelines established by the district and collective bargaining agreements.

Classified employees: Annually and not later than August 15, less than 12-month employees will be notified of their assignment for the following school year. Notice will include the anticipated number of days of work, position, step, FTE, position and location.

Extra duty contracts are updated annually.

COPYRIGHT (BOARD POLICY EGAAA)

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

<u>Reproduction of All Copyrighted Materials Policy</u>

<u>Guidelines for the Use of Copyrighted Materials (AR)</u>

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.

Coordinate with Board policy EGAAA – Reproduction of All Copyrighted Materials (Highly Recommended) and any accompanying administrative regulation.

CRIMINAL RECORDS CHECKS AND FINGERPRINTING (BOARD POLICY GCDA/GDDA)

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

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

Individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students are required to submit to a criminal records check or fingerprint-based criminal records check.

A volunteer allowed by the district into a position that has direct, unsupervised contact with students will undergo an in-state criminal records check.

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

1. Head coaches;
2. Assistant coaches;
3. Overnight chaperones.

The district may begin the employment of an individual on a probationary basis pending the return and disposition of the required criminal records checks.

Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district and not requiring licensure shall be paid by the employee.

Fees associated with criminal records checks and/or fingerprinting for individuals that are volunteers or coaches shall be paid by the district.

The district's use of criminal history must be relevant to the specific requirements of the position, services, or employment. Refer to CSD Criminal Conviction Matrix

PROCESSING/REPORTING

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

1. The individual shall complete the appropriate forms or requirements approved by ODE.
2. If the individual is subject to fingerprinting per state law, they are responsible to report to Field Print as directed by the district.
3. Individuals subject to fingerprinting, shall be subject only after acceptance of an offer of employment or contract.
4. The authorized fingerprint contract agency will obtain the necessary identification and fingerprinting and notify ODE with the results. ODE will review and notify the district of said results as well as the identity of any subject individual if believed to have knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment.

A copy of the form will be kept in the employee's personnel file.

REFUSAL FOR RECORDS CHECK/FINGERPRINTING OR NOTIFICATION OF CRIME AFTER RECORDS/FINGERPRINTING IS COMPLETE

1. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will made by the district upon:
   a. Refusal to consent to a criminal records check and/or fingerprinting; or
   b. Notification{[10]}from the Superintendent of Public Instruction that the employee or candidate has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction, or in Oregon under a different statutory name or number.
2. A subject individual 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 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 refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check, in accordance with law and/or Board policy, will be denied the ability to volunteer in the district.
5. If the district has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction for any crimes listed in ORS 342.143, or the substantial equivalent, or any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual will be denied the ability to volunteer.

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.

[10]{Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511. Involved parties shall cooperate with the investigation pursuant to law.}

APPEALS

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

CURRICULUM (BOARD 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.

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.

CYBERSECURITY

The purpose of information security is to protect the confidentiality, integrity, and availability of district data as well as any information systems that store, process, or transmit district data, and protect the information resources of the district from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. Information Confidentiality: The ability to access or modify information is provided only to authorized users for authorized purposes;
2. Information Integrity: The information used in the pursuit of the district objectives can be trusted to correctly reflect the reality it represents; and
3. Information Availability: The information resources of the district, including the network, the hardware, the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designated.

DAILY BULLETIN/ANNOUNCEMENTS/EMAIL

If necessary, daily announcements are communicated with staff through email, Parent Square, and updates over the school intercoms. Staff are encouraged to check their email daily but at the minimum must check their email at least three times per week.

DISCIPLINE AND DISCHARGE

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

CEA CBA - Article 6 Rights of Professional Employees, Subsection D - Discipline of Educators
OSEA CBA - Article 16 Just Cause

DRUG-FREE WORKPLACE

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

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

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

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

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

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

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

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

EMERGENCY CLOSURES (BOARD 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.

Staff will be notified of delayed openings or school closures via district communication systems. Staff should check Parent Square to hear updates on school closures. Additionally, the following media outlets regularly report delayed openings and school closures: KATU, KGW, KOIN, FOX, Facebook, and the district website.

Bus snow routes can be found here on the district website.

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

EMERGENCY PROCEDURES AND DISASTER PLANS (BOARD POLICY EBC/EBCA)

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

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

EMPLOYEE ASSISTANCE PROGRAM

CSD offers EAP benefits through Canopy. You can access services by calling 800-433-2320 or visit their website https://www.oregon.gov/oha/oebb/pages/employee-assistance-program.aspx.

EVALUATION OF STAFF (BOARD POLICY GCN/GDN)

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

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

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

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

Classified staff will be formally evaluated at least three times during their first sixteen months of employment with the district and annually thereafter.

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

EXPRESSION OF MILK IN THE WORKPLACE

When possible, an employee must give reasonable notice of the intent to express milk or breast-feed to principal or building supervisor. The district shall provide the employee with a reasonable rest period to express milk or breast-feed each time the

employee has a need to express milk or breast-feed. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.

The following locations have been identified in each facility for milk expression or breast-feeding:

1. District office: office with door locked.
2. Clatskanie Elementary School: office with windows covered and door locked.
3. Clatskanie Middle High School: office with door locked.
4. Bus barn: office at Clatskanie Elementary School with windows covered and door locked.

An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The district must allow the employee to bring a cooler or other insulated food container to work to store the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.

This policy only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger.

FAIR LABOR STANDARDS ACT

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

All employee's 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 spent working over 40 hours in one week. A "week" is defined as seven consecutive days covering Monday through Sunday.

Refer to the current Collective Bargaining Agreement for relevant provisions.

FAMILY MEDICAL LEAVE (FMLA/OFLA/PFMLI) (BOARD POLICY GCBDA/GDBDA)

Employees should contact the Human Resources Coordinator and review policy GCBDA/GDBDA - Family Medical Leave and accompanying administrative regulations, if applicable.

The Clatskanie School District utilizes American Fidelity as a third-party administrator for managing employee leaves under FMLA, OFLA, and PFMLI. American Fidelity is responsible for processing leave requests, collecting documentation, determining eligibility, and coordinating with Human Resources to ensure compliance with applicable state and federal leave laws.

ELIGIBILITY

ELIGIBILTY REQUIREMENTS	PAID FAMILY MEDICAL LEAVE INSURANCE (PFMLI)	OREGON FAMILY LEAVE ACT (OFLA)	FEDERAL MEDICAL LEAVE ACT (FMLA)
Covered employers	All employers except federal or Tribal governments	Employers with 25 or more employees	Employers with 50 or more employees and all public employers
Wages required to be eligible for leave	$1,000 in wages during the base or alternate base year	N/A	N/A
Required time worked for employer before taking leave and before job protection applies	No work time requirement for Paid Leave benefits, but must have worked 90 days to have job protection	180 days	12 months

Required hours worked for employer to be eligible for leave	N/A	25 hours/week in past 180 days	12 months
Geographic requirement	N/A	N/A	Location with 50 employees within 75 miles

QUALIFYING PURPOSES	**PAID FAMILY MEDICAL LEAVE INSURANCE (PFMLI)**	**OREGON FAMILY LEAVE ACT (OFLA)**	**FEDERAL MEDICAL LEAVE ACT (FMLA)**
FAMILY LEAVE			
Birth, adoption or foster placement (includes leave for the legal process before adoption or foster placement)	Yes *(Leave for the legal process before a foster placement or adoption will be covered beginning Jan. 1, 2025)*	Yes *(Up to 2 weeks of leave for the legal processes for placement of a child through adoption or foster care will be covered between July 1, 2024, through Dec. 31, 2024.)*	Yes
Family member's serious health condition (family member definitions vary)	Yes	Yes *(only for the employee's child, see sick child below)*	Yes
MEDICAL LEAVE			
Person's own serious health condition	Yes	Yes *(only for a pregnancy disability)*	Yes
SAFE LEAVE			
Domestic violence, sexual assault, harassment, bias, or stalking	Yes	No (Reasonable safety accommodations under ORS 659A may include leave)	No
OTHER LEAVE TYPES			
Extended leave for a pregnancy* ****In addition to leave for serious health condition***	Yes	Yes	No
Sick child leave	Yes (only for a serious health condition)	Yes	No
Military family leave	No	Yes	Yes
Bereavement leave	No	Yes (up to two weeks per occurrence, 4 weeks per year)	No
Public health emergency	No	Yes (active health emergency allows for sick child leave for school or childcare closures)	

LEAVE LENGTH AND BENEFIT PAYMENTS	**PAID FAMILY MEDICAL LEAVE INSURANCE (PFMLI)**	**OREGON FAMILY LEAVE ACT (OFLA)**	**FEDERAL MEDICAL LEAVE ACT (FMLA)**
Leave length (most cases)	12 weeks in a one-year period	12 weeks in a one-year period	12 weeks in a one-year period

Maximum leave length (for certain combinations of leave types)	14 weeks in a one-year period (if pregnancy related leave is included)	36 weeks in a one-year period (if pregnancy disability + 12 weeks parental leave + 12 weeks sick childcare)	12 weeks in a one-year period
Payment	Paid Leave (paid through American Fidelity, CSD's 3rd Party Leave Administrator)	Unpaid Leave (if available- sick, vacation and personal business may be used to supplement pay)	Unpaid Leave (if available- sick, vacation and personal business may be used to supplement pay)
Benefit Amount	Varies based on employee's average weekly wage. Up to 100% for lower-income employees.	N/A	N/A

CALCULATING THE 12-MONTH PERIOD FOR LEAVE

The district will use the same method for calculating the 12-month period in which the twelve workweek FMLA and OFLA leave entitlement occurs for all employees. The district will use the 12-month period measured forward from the date the employee's leave begins. Leave to care for covered service members has its own 12-month year beginning on the first day of leave regardless of the district's method of calculating the 12-month period for leave.

PAID/UNPAID LEAVE

Family leave under federal law is generally unpaid. Under OFLA (state law), employees are entitled to access any accrued paid leave including paid sick leave for any OFLA qualifying event. Contact Amanda Bennett for information regarding accessing any accrued paid leave for a qualifying event.

American Fidelity will notify the employee that the requested leave has been designated as FMLA and/or PFMLI leave and, if the employee chooses, that accrued paid leave may be used during the leave period.

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

APPLICATION (BOARD POLICY GCBDF)

The district is using the American Fidelity for PFMLI policy (the "PFMLI Plan") to administer paid-leave benefits required by Paid Leave Oregon. Employees may submit applications for PFMLI benefits for paid family and medical leave to American Fidelity. Applications may be submitted up to 30 days prior to the start of the leave and up to 30 days after the start of the leave. American Fidelity may require verification from the employee consistent with the terms of the PFMLI Plan and applicable law. American Fidelity will make all decisions regarding acceptance and denial of an application, including determining the amount of the benefit, and if the leave will run concurrently with FMLA. The district cannot accept, file, process or make decisions on applications.

An employee may appeal an approval or denial of claim, the amount of a weekly benefit or a disqualification from receipt of benefits to American Fidelity in accordance with the terms of the PFMLI Plan and applicable law. Employees can refer to the American Fidelity PFMLI notice poster for more information about how to file a claim, the appeal process, and other details about the American Fidelity PFMLI Plan. American Fidelity can also be contacted directly with any questions about the administration of the PFMLI Plan.

MEDICAL CERTIFICATION

Staff members applying for FMLA, PFMLI or OFLA leave, will be required to provide medical documentation when appropriate to support the request for leave, other than to care for a child who requires home care due to the closure of the child's school or childcare provider as a result of a public health emergency. American Fidelity will provide written notification to employees of this requirement after review of the staff member's request for leave. If the employee provides more than 30 days' notice, they are required to submit such medical certification prior to the beginning of the leave. If the staff member provides less than 30 days' notice, they are required to submit such medical certification no later than fifteen calendar days after receipt of the district's notification that medical certification is required.

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

medical certification. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinions will be paid for by the district.

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

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

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

CONTINUATION OF HEALTH INSURANCE BENEFITS WHILE ON PROTECTED LEAVE

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

RETURN TO WORK

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

FUND RAISING (BOARD POLICY IGDF)

Fund-raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the superintendent or supervisor prior to the activity being initiated.

Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fund-raising request forms are available in the office. Student Fund-Raising Activity Request and Verification

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

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, or products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

GIFTS AND SOLICITATIONS (BOARD POLICY GBI)

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

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

GRIEVANCES

CEA - CBA

Article 3 Grievance Procedure

OSEA (Chapter 53) - CBA

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

Guest speakers may be used by teachers from time to time when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Guest speakers should represent various approaches or points of view on a given topic to give students a more comprehensive understanding of the issue.

Guest speakers providing services on multiple occasions must complete a basic background check prior to participation. All guest speakers must be accompanied by a district employee.

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 considered controversial. Guest speakers are to be given the following regulations in writing:

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

Guest speakers will also be given any curriculum guidelines that address controversial subject matter (e.g., religion, sexual education, evolution).

When the guest speaker arrives, an administrator must request their photo ID to confirm the speaker's identity.

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

HARASSMENT, WORKPLACE (BOARD POLICY GBEA)

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

"Workplace harassment" means conduct that constitutes discrimination prohibited by ORS 659A.030 (i.e., discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault[11] or that constitutes conduct prohibited by ORS 659A.082 (i.e., discrimination against person in uniformed service) or 659A.112 (i.e., discrimination in employment based on disability).

Any district employee who believes they have been a victim of workplace harassment may file a report [{[12]}with the Superintendent district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure] and may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

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

HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING OR CYBERBULLYING (BOARD POLICIES GBNA AND JFCF)

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

[11] "Sexual assault" means unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation.

[12] {The district may choose to insert the position of the designated district employee from GBEA-AR - Workplace Harassment Reporting and Procedure.}

An employee who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student shall immediately report concerns to the Superintendent or designee.

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

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

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) (BOARD POLICY EHA)

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

"Protected health information" means individually identifiable health information that is:

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

The electronic exchange of financial and administrative transactions related to an individual's protected health information will meet the requirements of HIPAA, including national standards for transactions designed to ensure the security of health information created or received by the district.

Individuals with questions about how medical information may be used and disclosed, how to access medical information, or how to file a complaint about district compliance with HIPAA should contact the personnel office.

IDENTIFICATION BADGES

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

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends an identification badge will be subject to disciplinary action.
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property.
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately.
4. An identification card lost, stolen, or damaged due to circumstances beyond the employee's control will be replaced by the district at no cost to the employee. Other replacement costs will be charged to the employee.
5. The district will not disclose the identification badge or card of an employee without the written consent of the employee if:
   a. The badge or card contains the photograph of the employee.
   b. The badge or card was prepared solely for internal use by the district to identify employees.

INJURY/ILLNESS REPORTS (BOARD POLICY EBBB)

All injuries or illnesses, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. Staff members will report self-administered first-aid treatment to an immediate supervisor. All accidents involving employees, students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the district's safety officer. Reports will cover property damage as well as personal injury.

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 Superintendent or designee will report the incident to the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported to OSHA 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 the preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

A "catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or equivalent medical facility.

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

The district safety officer will maintain records on injuries, illnesses, and accidents involving district property or employees, students or visiting public. These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, and monthly and annual analyses of accident data. Such reports will be submitted to the superintendent.

INVENTORY (BOARD POLICY DID)

The district will maintain a detailed inventory which lists all school sites, buildings, and equipment with a value greater than $5000. This inventory will be updated, as necessary. The Board may authorize the employment of an appraisal company to assist with the inventory procedure. To update these records, the district will keep current records of equipment disposed of and purchased.

JOB SHARING

The district may consider a request for job sharing. "Job sharing" is defined as the sharing and occupation of a single staff position by two individuals with each assignment being half time.

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

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

KEYS

Keys are issued to staff by the supervisor. 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. Three days will be allowed for the finding or recovery of keys before any charges are assessed.
5. Upon completion of a lost or stolen key report form, presentation of any broken or damaged key(s) and submission of any fees, replacement keys will be issued within 72 hours.
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) has been issued, in the following amounts:
   a. Room or other keys – [$10].
   b. Master key – [$45].
   c. Maximum charge – [$60].

All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the principal or supervisor to keep their keys, as appropriate.

LESSON PLANS

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans that align with district curriculum and meet the individual needs of students. Expectations:

1. Weekly Preparation: Teachers are required to prepare lesson plans on a weekly basis. Plans must be kept in a location known and accessible to the principal.
2. Content and Purpose: Lesson plans should be detailed enough for:

a. A substitute teacher to continue instruction with minimal disruption.
b. The principal to monitor instruction for consistency with the district-approved curriculum.

3. Substitute Readiness: To ensure uninterrupted learning during teacher absences, daily lesson plans must include:
   a. An up-to-date seating chart (if applicable).
   b. Class schedules.
   c. Notes identifying any student aides or special student needs.
4. Long-Term Planning: General plans covering the length of the course or unit should also be prepared and readily available for principal, student, or parent review.

LICENSE REQUIREMENTS (BOARD POLICY GCA)

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

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

MAIL AND DELIVERY SERVICES

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff. Staff are not allowed to use interschool mail for the delivery of personal letters, notes, and materials to other employees.

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

District mailing and postage may be used for district business only.

MATERIALS DISTRIBUTION (BOARD POLICY KJA)

Requests to staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials for 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. Board Policy KJA

MEETINGS

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

Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the supervisor.

PARENTAL RIGHTS/SURVEYS (BOARD POLICY KAB)

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 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 student personal information will be released only with permission.

Personal information does not apply to the collection, disclosure, or use of personal information collected from students for: the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as college or other postsecondary education or military recruitment; book clubs, magazines, and programs

providing access to low-cost literary products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; the sale by students of products or services to raise funds for school-related or education-related activities; or student recognition programs.

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

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

PARKING/TRAFFIC CONTROL (BOARD POLICY ECD)

Building administrators will establish authorized parking areas, post notices and develop regulations as necessary for the use and control of staff and student parking areas around their buildings. Such regulations will be made available to staff, students, and parents. Any vehicle not parked in authorized areas may be cited and/or towed away and stored. All charges for towing and storing will be the responsibility of the owner or operator of the vehicle. Any person failing to abide by the district's parking regulations may be further prohibited from bringing any vehicle on school property.
District vehicles operated by staff shall not be idled for more than five consecutive minutes at any one location, unless otherwise provided for in policy.

PARTICIPATION IN POLITICAL ACTIVITIES (BOARD 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.

All district employees are privileged within the limitations imposed by state and federal laws and regulations to choose any side of a particular issue and to support their viewpoints as they desire by voting, discussion, or persuading others. Such discussion and persuasion, however, will not be conducted 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.

On all controversial issues, employees must designate that the viewpoints they represent on the issues 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 their political activities, nor may they use any time during the working day for such political activities.

PAYROLL

The pay period runs from the 10th of each month through the 9th of the following month. Classified employees are responsible for accurately completing their timesheet each month and submitting it to their supervisor for approval. To ensure accuracy, employees are encouraged to record their hours daily.

The regular paydays for employees shall be the last business day of the month, except for December, which will be the last working day of the month.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA (BOARD POLICY GCAB)

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

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

Personal electronic devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignments. Devices which have the capability to take photographs or record video or audio, shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee for a use directly

related to and consistent with the employee's assigned duties. Computers, tablets, iPads, or similar devices brought to school will be restricted to academic activities during duty time.

The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.

Staff members, while on duty and off duty, will utilize social network websites, public websites, and blogs judiciously by not posting confidential information about students, staff, or district business. Staff members may not post images of district facilities, staff, students, volunteers, or parents without written authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students, and the public with respect while posting to prevent substantial disruption in school.

Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use district email using mailing lists and/or other internet messaging to a group of students rather than individual students. Texting a student during work hours is discouraged. Texting a student while off duty is strongly discouraged.

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

Staff may be subject to disciplinary action, up to and including dismissal, for using a personal electronic device in a manner that is academically dishonest, illegal, or in violation of Board policy GCAB – *Personal Electronic Devices and Social Media – Staff.* Staff actions on social networking sites, public websites, blogs, and other social media—whether on or off duty—that disrupt the school environment may also result in disciplinary action, up to and including dismissal.
For purposes of this handbook, a "disruption" includes, but is not limited to:

- One or more parents threatening to remove their children from a specific class or school;
- The actual withdrawal of a student or students from a specific class or school; and/or
- A threatened or actual negative impact on the learning environment.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

PERSONAL PROPERTY

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

PERSONAL REFERENCES FOR EMPLOYMENT (BOARD POLICY GBL)

Employees are to contact the personnel office prior to responding to any requests (written or phone) for references for employment. District letterhead, for this purpose, will only be used with written permission from the Superintendent or designee.

PERSONNEL RECORDS

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records related 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. Except as provided below, or required by law, district employees' personnel records will be available for use and inspection only by the following:

a. The individual employee. An employee may arrange with the personnel office to inspect the contents of their personnel file on any day the personnel office is open for business.
b. Others designated by the employee in writing may arrange to inspect the contents of the employee's personnel file in the same manner described above.
c. The comptroller of auditors, when such inspection is pertinent to performing their respective duties, or as otherwise specifically authorized by the Board. Information obtained will be kept confidential. No files will be removed from their central location for personal inspection.
d. 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.

e. The superintendent and members of the central administrative staff designated by the superintendent.
f. District administrators and supervisors who currently or prospectively supervise the employee.
g. Employees of the personnel office.
h. Attorneys for the district or the district's designated representative on matters of district business.
i. Upon receiving a request from a prospective employer issued under ORS 339.374(1)(b), the district, pursuant to ORS 339.378(1) shall disclose the requested information if it has or has had had an employment relationship with a person who is the subject of the request, no later than 20 days after receiving such request. The records created by the district pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1).
j. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination.
k. Upon request from a prospective employer or a former employee, authorized district officials may disclose information about a former employee's job performance to a prospective employer, and such disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under ORS 659 or ORS 659A.

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

Additional information for classified staff is in the OSEA Collective Bargaining Agreement- Article 7

PETTY CASH (BOARD POLICY DJB)

To expedite refunds and minor purchases, revolving petty cash accounts may be established in building locations. Expenditures against these funds must be itemized and accounted for with appropriate records and receipts. Budget codes along with approving signatures of individuals authorized to expend district funds must be included in a petty cash accounting report.

Each building administrator or designee will be responsible for accurate record keeping of expenditures and will periodically submit to spot audits by the business manager or designee.

Detail of expenditures will be submitted to the business manager upon request for reimbursement of cash expenditure.

All petty cash funds will be closed at the end of the fiscal year: the remaining funds will be returned to the business office.

Petty cash will not be used to thwart or circumvent established purchasing procedures. It is convenient accommodation to facilitate immediate acquisition of low-cost goods and services in an efficient manner.

PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME

Preparation Time (CEA CBA - Article 13 (B)

Educators who deliver direct instruction shall be scheduled a minimum of two hundred twenty-five (225) minutes of preparation time per week with an uninterrupted time block of no less than thirty (30) minutes per day. The district will attempt to employ substitutes for teachers who are absent for more than one (1) period for scheduled activities.

If an educator who delivers direct instruction is required by the district to substitute for another teacher educator during their preparation period, the substituting teacher will be compensated at a rate equivalent to seven-hundredths percent (.07%) of the base salary (See Appendix A) per period required to substitute. No teacher will be required to lose more than one preparation period in any given week except in case of emergency where the need for a substitute was unforeseen.

PROGRESS REPORTS

Teachers are expected to report to parents and students their student's progress toward achieving the academic content standards. Progress reports are issued near the mid-way point of each term indicating academic and behavior progress to date. Parents will receive reports on their student's absences.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.

No grade of "D" or "F" should be issued without communication to the parent.

PROHIBITED USE, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS (BOARD POLICY GBK/KGC)

To comply with state law, the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on all district property and in district-owned buildings and vehicles, on school grounds including parking lots, and at district-sponsored events.

"Tobacco/Nicotine product" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco also known as smokeless, dip, chew, or other tobacco/nicotine products. This does not include products that are USFDA-approved for sale as a tobacco cessation product (patches, gum and/or lozenges) or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

"Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco/nicotine cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

Violation of the policy by staff will result in discipline up to and including dismissal.

PURCHASE ORDERS (BOARD POLICIES DJ, DJC, AND IGDG)

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment, and services. Items commonly used in the various schools, and their subdivisions will be standardized and be consistent with educational goals and in the interest of efficiency or economy.

The business manager is appointed by the Board to serve as purchasing agent. They will be responsible for developing and administering the district's purchasing program.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget or by Board action and/or Board policy. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system must be used. No purchase except for a petty cash purchase will be authorized unless covered by an approved purchase order.

No bills will be approved for payment unless purchases were made with an approved purchase order. The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed $50,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations. The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service and transportation services.

The business manager will review bills due and payable for the purchase of supplies and services to determine if they are within current budget appropriations. After review, the superintendent and/or business manager will direct payment of the just claims against the district. The superintendent and business manager are responsible for the accuracy of all bills and vouchers.

All purchase orders will be processed in the order received by the business office and must be completed with the full details of the item/service(s) to be provided.

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

RELEASE OF GENERAL STAFF INFORMATION (BOARD POLICY GBL AND KBA)

A staff member's or volunteer's personal residential address, personal electronic mail address, date of birth, social security number, and personal phone numbers, and other information listed in ORS 192.345, 192.355 and other laws may be exempt from public disclosure. District electronic mail addresses assigned by the district, to district employees are not exempt.

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.

COPYRIGHTS AND PATENTS (BOARD POLICY GCQBA)

The Board asserts the district's proprietary rights to publications, instructional materials and other devices prepared by district employees during their paid work time. The Board also recognizes the importance of encouraging its professional staff to engage in professional writing, research and other creative endeavors. Publications, articles, materials, models and other items produced

by district personnel for district use with district time, money and facilities as part of an employee's job responsibilities remain the property of the district.

The district will apply for copyrights and patents when deemed appropriate by the superintendent. Employees will be expected to cooperate in the district's efforts.

In the event that an employee produces items described above partly on their 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 will not attempt to copyright or patent such items without the knowledge and consent of the superintendent.

Employees who intend to make application to patent or copyright any item will furnish the superintendent with full, complete and prompt information and disclosure with respect to any such item.

If the district does not take appropriate action to seek a patent or copyright within three months after full disclosure by the employee involved, the district will have waived and relinquished any interest in the item.

RESIGNATION OF STAFF (BOARD POLICY GCPB/GDPB)

A licensed staff member who wishes to resign from their position with the district must give written notice at least 60 days upon or at the time of resignation. The superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that they must continue teaching for part or all of the 60-day period. Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

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

Acceptance of the resignation by the Superintendent will be made to the resigning employee in writing. The resignation shall be effective as of the date specified in the resignation notice. If no effective date is specified in the resignation notice, the resignation shall be effective as of the date specified in the Superintendent's acceptance letter.

RETIREMENT (BOARD POLICY GCPC/GDPC)

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

CES CBA - Article 18 (F)
Eligible educators who retire during the life of this contract, and who notify the district in writing of their intent to retire by January 15th of their last working year, will receive a lump sum salary increase of one percent (1%).

SAFETY COMMITTEE

The superintendent shall designate a district safety officer. The safety officer shall:

1. Establish a centralized safety committee to advise the safety officer on implementing and monitoring the district's safety program.
2. Be responsible for writing and implementing a district safety program (The written program shall include reporting procedures and in-service safety training program.).
3. Coordinate all matters relating to safety and shall make, or cause to be made, periodic inspections of sites and review with the site safety manager the status of record keeping, reports and meeting agendas.
4. Maintain a liaison relationship with applicable agencies outside the district.
5. Assist all administrators and department supervisors as necessary in the preparation and implementation of their site safety programs.
6. Maintain the accident record system; make necessary reports, personally investigate fatal, serious, and potentially serious accidents; and check corrective action taken by teachers or other personnel to eliminate causes of accidents.
7. Establish specific goals for the district's safety program and evaluate goals and accomplishments on a regular basis.

The district safety committee will:

1. Consist of the following participants:
    a. The maintenance and custodial supervisor as district safety officer;
    b. The transportation supervisor;
    c. The food service supervisor or designee;
    d. The technology coordinator;
    e. The human resources coordinator;
    f. One elementary school representative;

g. One middle/high school representative;
h. Representatives from appropriate agencies when there is a need (e.g., workers' compensation carrier, district insurance agent of record).

2. Hold regular meetings at least once a month except months when quarterly workplace safety inspections are made. This does not exclude other months from safety committee meetings if more frequent safety inspections are conducted. Quarterly safety committee meetings may be substituted for monthly meetings when the committee's sole area of responsibility involves low hazard work environments such as the district office.
3. Provide written agendas for each meeting which shall set the order of business.
4. Make written records of each meeting which the district shall review and maintain for three years for inspection.
5. Post and send copies of meeting records to committee members.
6. Assist in creating a hazard-free work environment by:
   a. Recommending to the district how to eliminate hazards in the workplace and promote employee adherence to safe work practices; and
   b. Using lines of communications to promote cooperative attitudes between all persons involved in the operations of the workplace.

Duties of the District safety committee will include:

1. Establishing procedures for minimum quarterly workplace safety inspections of a safety committee inspection team to locate and identify safety and health hazards. The safety inspection team shall include employer and employee representatives. The team shall document the location and identity of the hazards and make recommendations as to how and when the hazards will be corrected;
2. Establishing procedures for investigating all significant safety-related incidents including injury accidents, illnesses, and deaths for the purpose of recommending corrective action necessary to prevent similar events from recurring;
3. Evaluating district policies which may affect safety and health in the workplace and making recommendations for changes to existing policies or adoption of new policies;
4. Evaluating all the accident and illness prevention programs brought to the committee's attention and making recommendations necessary to make the programs more applicable to the workplace;
5. Establishing a system whereby the safety committee can obtain information that would help in creating a hazard-free work environment, directly from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next safety committee meeting;
6. Establishing procedures for the review of all safety and health inspection reports made by the committee and making necessary recommendations;
7. Establishing procedures for the review of corrective action taken on the committee's recommendations or determining the reasons why no corrective action was taken;
8. Making all reports, evaluations, and recommendations of the safety committee a part of the minutes of the safety committee; and
9. Evaluating employee/supervisor training needs.

SECURITY SYSTEM (BOARD POLICY ECAA)

The superintendent will control access to district buildings as appropriate and necessary to protect property, students, and personnel.

Principals will control access to school buildings and will provide safeguards against unauthorized access to these buildings. Each principal, with the superintendent's approval, will develop regulations designed to control the use of building keys, and to ensure that buildings are adequately closed and locked when no authorized personnel are present. Staff or students who fail to obey such regulations may be disciplined, suspended, or dismissed.

The objectives for providing controlled access are to:

1. Ensure maximum protection of district property and facilities that minimizes possibilities of theft, vandalism and loss of materials and equipment.
2. Involve staff members in being responsible for district property (e.g., keys, fobs) in their possession and to eliminate unnecessary costs for replacing lost or misplaced district property.
3. Establish and maintain an efficient organizational plan for securing district property and facilities.

SEXUAL HARASSMENT (BOARD POLICY GBN/JBA)

Associated Board Policies and forms:
Sexual Harassment - GBN/JBA
Sexual Harassment Complaint Procedure GBN/JBA AR (1)
Federal Law (Title IX) Sexual Harassment Complaint Procedure GBN/JBA AR (2)

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

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both procedures and may involve additional complaint procedures.

General Procedures
When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report, or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (see GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

OREGON DEFINITION AND PROCEDURES

OREGON DEFINITION AND PROCEDURES

Oregon Definition
Sexual harassment of students, staff members or third parties shall include:
1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
    a. Interferes with a student's educational activity or program;
    b. Interferes with a school or district staff member's ability to perform their job; or
    c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without consent.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity

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

Oregon Procedures
Reports and complaints of sexual harassment should be made to the following individual(s):
- Kara Benston, CES Principal at (503)728-2191 x2414 or kbenston@csd.k12.or.us
- Laurie Maughan, CMHS Principal at (503)728-2146 x2210 or lmaughan@csd.k12.or.us
- Yvonne Kraus, Transportation supervisor at 503-728-2422 or ykrause@csd.k12.or.us
- Will Seals, Maintenance/Grounds/Custodial supervisor at 503-734-7010 or wseals@csd.k12.or

These individuals are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. See GBN/JBA-AR (1) - Sexual Harassment Complaint Procedure.

Response
Any staff member who becomes aware of behavior that may violate this policy shall promptly, and in all cases within 24 hours report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:
1. Student is protected and to promote a non-hostile learning environment;
2. Staff member is protected and to promote a non-hostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a non-hostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to promptly, and in all cases within 24 hours report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor, or school nurse, who will promptly notify the appropriate district official.

Investigation
All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:
1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision of activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement, if necessary, at district events.

No Retaliation
Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice
When a person[2] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include[3]:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
   a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
   b. For the reported persons, information about and contact information for state and community based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:
1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Oregon Department of Education (ODE) Support

ODE will provide technical assistance and training upon request.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity[13];
3. "Sexual assault": an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

[13] "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

6. “Stalking”: engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person’s own safety or the safety of others or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district’s treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures
The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. See GBN/JBA-AR (2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting
Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. The report can be made at any time.

The HR Coordinator is designated as the Title IX Coordinator and can be contacted at (503)855-7695. The Title IX Coordinator will coordinate the district’s efforts to comply with its responsibilities related to this AR. The district will display the contact information for the Title IX Coordinator on the district website and in each handbook.

Response
The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.[14] The district shall treat complainants and respondents equitably by providing supportive measures[15] to the complainant and by following a grievance procedure[16] prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.[17]

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place. The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice
The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:
1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

No Retaliation

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[14] 5 (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable considering the known circumstances.

[15] (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment.6 The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

[16] This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, see GBN/JBA-AR (2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

[17] The Title IX Coordinator may also discuss that the Title IX Coordinator can file a formal complaint. 9 The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

Neither the district nor any person may retaliate against an individual for reporting, testifying, providing evidence, being a complainant, or otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to conduct the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith during a grievance proceeding does not constitute retaliation.

Publication
This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

GENERAL PROCEDURES

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report, or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures[18].

SEXUAL HARASSMENT COMPLAINT PROCEDURE (OREGON PROCEDURE REQUIREMENT)

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

FEDERAL LAW (TITLE IX) SEXUAL HARASSMENT COMPLAINT PROCEDURE

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

SICK TIME (BOARD POLICY GCBDD/GDBDD)

Definition and Eligibility
Sick leave means absence from duty due to the illness, injury, or medical appointment of an employee or a member of the employee's immediate family. For this purpose, "immediate family" includes: spouse, child or equivalent, parent, sibling or step-sibling, grandparent, grandchild, or any other family member as defined under the Paid Family Medical Leave Insurance (PFMLI) Oregon Family Leave Act (OFLA), including a relative or guardian for whom the employee is the resident responsible party.

Accrual and Use

- Each regular employee shall be allowed ten (10) days of sick leave per year or one (1) day per month employed, whichever is greater, up to a maximum of twelve (12) days per year. Sick leave will be prorated in hours for part-time employees.
- In the first year of employment, sick leave is earned monthly and credited as it is accrued.
- After the first year, sick leave will be credited at the start of the fiscal or work year as an advance on the projected accrual. This advance is contingent upon the employee commencing work in the new work year.
- Employees who resign or are terminated midyear may have any unearned but used sick leave deducted accordingly.

Carryover and Transfer

- Unused sick leave shall accumulate without limit.
- Sick leave may be transferred from another Oregon school district up to a maximum of seventy-five (75) days. Such transfer is limited to no more than ten (10) days per year of outside employment and will not exceed the balance carried by the most recent employing district.
- Sick leave transfers become effective after thirty (30) working days of employment with the District.
- To the extent allowed by law, an unlimited number of unused sick leave days may be transferred from another Oregon public employer for the purpose of computing retirement benefits.
- These provisions align with ORS 332.507 and ORS 342.595, and are not in addition to those statutory entitlements.

Verification of Sick Leave

- The district may require a physician's certificate for any absence due to illness or injury exceeding five (5) consecutive school days.
- A fitness-for-duty statement from a medical provider may be required prior to returning to work.

Unpaid Sick Leave Extension After Protected Leave Time Period Ends

- Employees who have exhausted their accrued sick leave may be placed on unpaid sick leave for up to three (3) months.
- Employees must reapply every three (3) months to continue leave without pay.
- If on leave without pay, the employee is responsible for covering the cost of their insurance. The payment will be made by check or money order to the Business Manager by the 1st of each month that the employee is on unpaid, non-protected leave.

SPECIAL INTEREST MATERIALS (BOARD POLICY IIAD)

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

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

STAFF CONDUCT (STANDARDS FOR COMPETENT AND ETHICAL PERFORMANCE OF OREGON EDUCATORS) (BOARD POLICY GCAA)

Application of Rules

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon law.
2. Oregon law may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the TSPC under Oregon law or the discipline of any licensee or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon law.
3. The TSPC determines whether an educator's performance is ethical or competent considering all the facts and circumstances surrounding the educator's performance as a whole. The ethical educator demonstrates a commitment to:
   a. Recognize the worth and dignity of all persons and respect for everyone.
   b. Encourage scholarship.
   c. Promote democratic and inclusive citizenship.
   d. Raise educational standards.
   e. Use professional judgment.
   f. Promote equitable learning opportunities.
4. TSPC will promptly investigate complaints:
   a. The TSPC may, at its discretion, defer action to charge an educator against whom a complaint has been filed under law when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the TSPC shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;

The executive secretary shall regularly inform the TSPC of the status of any complaints on which the TSPC has deferred action.

Definitions

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

1."Administrator": any educator who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license;
2.Competent": discharging required duties as set forth in these rules;
3."Educator": any licensed or registered or certified person who is authorized to be engaged in the instructional program including teaching, counseling, school psychology, administering and supervising;
4."Ethical": conforming to the professional standards of conduct set forth in these rules;
5."Sexual conduct": means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student that are:
   a. Sexual advances or requests for sexual favors directed toward the student; or
   b. Of a sexual nature that are directed toward the student or that has the effect of unreasonably interfering with the student's educational performance, or of creating an intimidating or hostile educational environment.
6. "Sexual conduct" does not include:
   a. Touching or other physical contact:
      (1) That is necessitated by the nature of the district employee's job duties or by the services required to be provided by the contractor, agent, or volunteer; and

(2) For which there is no sexual intent.

b. Verbal, written or electronic communications that are provided as part of an education program that meets the state educational standards or a policy approved by the Board.

c. Conduct or communications described above if the district employee, contractor, agent, or volunteer is also a student and the conduct or communications:

(1) Arise out of a consensual relationship between students;

(2) Do not create an intimidating or hostile educational environment; and

(3) Are not prohibited by law any policies of the district or any applicable employment agreements.

7. Sexual harassment": any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

"Teacher": any person who holds a teacher's license as provided in ORS 342.125.

8. "Student": means any person who is:

a. In any grade from kindergarten through grade 12; or

b. Twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution of education; or

c. Who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to sexual conduct.

The competent educator demonstrates a commitment to:

1. Recognize the worth and dignity of all people and respect for everyone;
2. Encourage scholarship;
3. Promote democratic and inclusive citizenship;
4. Raise educational standards;
5. Use professional judgment; and
6. Promote equitable learning opportunities.

Curriculum and Instruction

The competent educator measures success by the progress of each student toward realization of personal potential as a worthy and effective citizen. The competent educator stimulates the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of goals as they are appropriate for everyone.

The competent teacher demonstrates:

1. Use of state- and district-adopted curriculum and goals;
2. Skill in setting instructional goals and objectives expressed as learning outcomes;
3. Use of current subject matter appropriate to the individual needs of students;
4. Use of students' growth and development patterns to adjust instruction to individual needs consistent with number of students and amount of time available; and
5. Skill in the selection and use of teaching techniques conducive to student learning.

The competent administrator demonstrates:

1. Skill in assisting individual staff members to become more competent educators by complying with federal, state, and local law, rules and lawful and reasonable district policy and contracts;
2. Knowledge of curriculum and instruction appropriate to assignment;
3. Skill in implementing instructional programs through adequate communication with staff; and
4. Skill in identifying and initiating any needed change which helps each student toward realization of personal learning potential.

Supervision and Evaluation

The competent educator is a student of human behavior and uses this knowledge to provide a climate that is conducive to learning and that respects the rights of all people without discrimination. The competent educator assumes responsibility for the activities planned and conducted through the district's program and assists colleagues to do the same. The competent educator gathers relevant information and uses it in the planning and evaluation of instructional activities.

The competent teacher demonstrates:

1. Multiple ways to assess the academic progress of individual students;

2. Skill in the application of assessment data to assist individual student growth;
3. Procedures for evaluating curriculum and instructional goals and practices;
4. Skill in the supervision of students; and
5. Skill in differentiating instruction.

The competent administrator demonstrates:
1. Skill in the use of assessment data to provide effective instructional programs;
2. Skill in the implementation of the district's student evaluation program;
3. Skill in providing equal opportunity for all students and staff; and
4. Skill in the use of employee and leadership techniques appropriate to the assignment and according to well-established standards which ensure due process for the staff for which the administrator is responsible for evaluating.

Management Skills

The competent educator is a person who understands students and can relate to them in constructive and culturally competent ways. The competent educator establishes and maintains good rapport. The competent educator maintains and uses records as required and as needed to assist the growth of students.

The competent teacher demonstrates skills in:
1. Establishing and maintaining classroom management that is conducive to learning;
2. Using and maintaining district property, equipment, and materials appropriately;
3. Using and maintaining student records as required by federal and state law and district policies and procedures;
4. Using district and school business and financial procedures; and
5. Using district lawful and reasonable rules and regulations.

The competent administrator demonstrates:
1. Leadership skills in managing the school, its students, staff, and programs as required by lawful and reasonable district policies, rules and regulations, state and federal laws and regulations and other programs as assigned and assures that staff is informed of these requirements; and
2. Skills in planning and staff assignment

Human Relations and Communications

The competent educator works effectively with others — students, staff, parents, and patrons. The competent educator is aware of the ways the community identifies with the school, as well as community needs and ways the school program is designed to meet these needs. The competent educator can communicate with knowledge, clarity and judgment about educational matters, the school, and the needs of students. The competent teacher demonstrates:
1. Willingness to be flexible in cooperatively working with others; and
2. Skill in communicating with students, staff, parents, and other patrons.

The competent administrator demonstrates:
1. Skill in helping students, staff, parents, and other patrons to learn about the school, the district, and its program;
2. Skill in communicating district and school goals to staff and the public;
3. Willingness to be flexible in cooperatively working with others; and
4. Skill in reconciling conflict.

The Ethical Educator

The ethical educator is a person who accepts the requirements of membership in the teaching profession and always acts in ethical ways. In so doing the ethical educator considers the needs of the students, the district, and the profession. The ethical educator, in fulfilling obligations to the student, will:

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and the student's family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of people or issues; and
3. Maintain an appropriate professional student-educator relationship by:
   a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
   b. Not accepting, giving, or exchanging romantic or personal gifts or notes with a student;
   c. Reporting to the educator's supervisor if the educator has reason to believe a student is or may be becoming romantically attached to the educator; and
   d. Honoring appropriate adult boundaries with students in conduct and conversations always.

The ethical educator, in fulfilling obligations to the district, will:
1. Apply for, accept, offer, or assign a position of responsibility only based on professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;
2. Conduct professional business, including grievances, through established lawful and reasonable procedures;
3. Strive for continued improvement and professional growth;
4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties; and
5. Not use the district's or school's name, property, or resources for non-educational benefit without approval of the educator's supervisor or the appointing authority.

The ethical educator, in fulfilling obligations to the profession, will:
1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Respond to requests for evaluation of colleagues and to keep such information confidential as appropriate; and
4. Respond to requests from a TSPC representative for information, furnish documents to TSPC, and participate in interviews with a TSPC representative relating to a TSPC investigation, except subject to the exercise of any legal right or privilege.

STAFF DEVELOPMENT (BOARD POLICY GCL/GDL)

The Board recognizes the importance of continued educational experiences and other professional development activities to improve job performance.

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

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

Completion of continuing professional development requirements as set forth in OAR Chapter 584, Division 255 by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee.

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

STAFF DRESS AND GROOMING (BOARD POLICY GBCA)

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.[19]

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

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

STAFF FINANCIAL ETHICS (BOARD POLICIES GBC AND EDC/KGF)

District employees are prohibited from engaging in, or having a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regard to their duties and responsibilities as district employees. This also applies to any personal financial benefit for the district employee's relative[20] or member of the household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.

This means that:

1. Employees, relatives, or members of the district employee's household will not use the employee's position to obtain financial gain or avoidance of financial detriment from students, parents, other staff, or others;

[19] Discrimination based on race, including but not limited to natural hair, hair texture, hair type and protective hairstyles, is prohibited. See ORS 659A.001.

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

2. Any device, publication or any other item developed during the staff member's paid time shall be district property;
3. Employees shall not further personally gain through the use of confidential information gained in the course of or by reason of their position or activities in any way;
4. No district employee may serve as a Board or budget committee member in the district. 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;
5. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.
6. Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of $50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the district employee. All gift-related provisions apply to the employee, their relatives, and members of their household. The $50 gift limit applies separately to the employee, and to the employee's relatives or members of household, meaning that the employee and each member of their household and relative can accept up to $50 each from the same source/gift giver. A gift may be received by the district employee from, but not limited to, another district employee, a student or parent of a student or a vendor within the $50 gift limit. Except for exclusions in ORS 244.040(2), an item received by an employee from the district is prohibited.

STAFF HEALTH AND SAFETY (BOARD POLICY EBBA)

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

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
   a. Employees shall not operate any machine unless guard or method of guarding is in good condition, working order, in place, and operative;
   b. Employees should 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 another 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 should be observed in all operations. Materials shall be 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 INVOLVEMENT IN DECISION MAKING

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved or serve with the school's 21st Century Schools Council and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, and budget and facility planning. Contact the principal for additional information regarding building and district level committee work that may be available.

STAFF/PARENT RELATIONS (BOARD POLICY GBH/JECAC)

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

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

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

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

STAFF ROOM

A staff room is provided for staff use during break, lunch, and preparation periods, as may be appropriate. All staff are expected to "pitch in" as needed, to help keep this gathering area clean and orderly.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. The district will not be liable for loss or damage to personal items brought to district property and district-sponsored activities.

Students are not permitted in the staff room.

STUDENT SUICIDE PREVENTION PLAN

The district has developed a comprehensive student suicide prevention plan for students in kindergarten through grade 12. The full plan can be found on the CSD webpage.

The plan includes, at a minimum:
1. Procedures relating to suicide prevention, intervention and activities that reduce risk and promote healing after a suicide;
2. Identification of the school officials responsible for responding to reports of suicidal risk;
3. A procedure by which a person may request the district to review the actions of a school in responding to suicidal risk;
4. Methods to address the needs of high-risk groups, including:
   a. Youth bereaved by suicide;
   b. Youth with disabilities, mental illness, or substance abuse disorders;
   c. Youth experiencing homelessness or out-of-home settings, such as foster care; and
   d. Lesbian, gay, bisexual, transgender, queer, and other minority gender identity and sexual orientation, Native American, Black, Latinx, and Asian students.
5. A description of, and materials for, any training to be provided to employees as part of the plan, which must include:
   a. When and how to refer youth and their families to appropriate mental health services; and
   b. Programs that can be completed through self-review of suitable suicide prevention materials.
6. Supports that are culturally and linguistically responsive;
7. Procedures for reentry into a school environment following a hospitalization or behavioral health crisis; and
8. A process for designating staff to be trained in an evidence-based suicide prevention program.

The plan will be reviewed annually with all staff through the designated district training application (currently Vector) or in person training/review.

SUPERVISION OF STUDENTS

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

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

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

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

SUSPECTED SEXUAL CONDUCT (REPORTING REQUIREMENTS) (GBNAA/JHFF AND GBNAA/JHFF - AR)

Sexual conduct by district employees, contractors[21], agents of the district[22], and volunteers[23] is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers of the district are subject to Board policy, GBNAA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements.

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

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

Any district employee, contractor, agent, or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer; or that another district employee, contractor, agent, or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the building administrator, in the event the designated licensed administrator is the suspected perpetrator, for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the Principal at CES who shall report the suspected sexual conduct to the Board chair. If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

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

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

When the designee receives a report of suspected sexual conduct by a contractor, an agent or a volunteer, the district shall prohibit the contractor, agent, or volunteer from providing services to the district. If the district determines there is reasonable

[21] "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.
[22] "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.
[23] "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

cause to support the report, a district contractor, agent, or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

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

If, following the investigation, the district decides to take employment action, the district will inform the district employee of the employment action to be taken and provide information regarding the appeal process. The employee may appeal the district's decision through the appeal process provided by the district's collective bargaining agreement. The employee may appeal the employment action taken through an appeal process administered by a neutral third party.

A "substantiated report" means a report of sexual conduct that TSPC or ODE determines is founded.

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

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a Board member, district employee, contractor, agent of the district, or volunteer in good faith, the student will not be disciplined by the Board or any district employee, contractor, volunteer, or agent of the district.

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

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

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

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

TEACHING ABOUT RELIGION (BOARD POLICIES IGAC AND IGBHD)

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 by the building administrator from participating in programs or activities which are contrary to their religious beliefs without penalty.

TUTORING (BOARD POLICY GCQAB)

No tutoring for which a teacher receives a fee will be allowed in district buildings or on district time, and no district-owned materials or equipment may be used.

The superintendent may create a tutoring program which may use district-owned materials or equipment.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS (BOARD POLICY EEBB)

The Board discourages the use of private vehicles for district business, including the transportation of students.
Staff will use district-owned vehicles whenever possible and should schedule activities and transportation far enough in advance to avoid any nonemergency use of private vehicles.

The superintendent will develop regulations for staff use of private vehicles that will safeguard the district, its employees, and students in matters of safety, insurance, and liability. The Board will review such regulations at least annually.

No staff member will use a private vehicle for district business, including the transportation of students, without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board. A student will not be allowed to perform district business with their own vehicle or a staff member's vehicle.

At least two staff members should accompany a student being transported in a private vehicle.

VACANCIES/TRANSFERS (BOARD POLICY GCI/GDI)

Licensed Staff: Refer to CEA Collective Bargaining Agreement Article 9 – Vacancies and Transfers

Classified Staff: Refer to OSEA Collective Bargaining Agreement, Article 17 – Job Openings

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and collective bargaining agreements.

VOLUNTEERS (BOARD POLICIES IICC AND GCDA/GDDA)

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

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

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

The district shall require a state and national criminal records check based on fingerprinting for a volunteer with direct, unsupervised contact with students in the following positions:

1. Head coaches;
2. Assistant coaches;
3. Overnight chaperone;

The use of volunteers requires prior principal or supervisor approval. Forms are available in the offices and on the CSD website.

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

WEAPONS (BOARD POLICY JFCJ)

Staff and students shall not bring, possess, conceal or use a weapon on or at any property under the jurisdiction of the district, any activities under the jurisdiction of the district or any interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association).

In accordance with the federal Gun-Free School Zone Act, possession, or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

The superintendent may authorize persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, hunter safety courses, weapons-related vocational courses, or weapons-related sports. The district will post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under Oregon Revised Statute (ORS) 166.370.

For purposes of this policy, and as defined by state and federal law, "weapon" includes:
1. A "Dangerous weapon" means any weapon, device, instrument, material, or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury;
2. A "Deadly weapon" means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;

3. A "Firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device;
4. A "Destructive device" includes but is not limited to any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety, or similar device.

Weapons may also include, but are not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and community members.

Replicas of weapons, fireworks and pocketknives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.

In accordance with Oregon law, any district employee who has reasonable cause to believe a student or other person, while in a school, is or within the previous 120 days has unlawfully been in possession of a firearm or destructive device, as defined by the district's weapons policy, shall immediately report such violation to an administrator or designee or law enforcement. Any district employee who has reasonable cause to believe that a person, while in a school, is or has been in possession of a firearm or destructive device more than 120 days previously, shall immediately report to 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 for firearms or destructive devices have occurred or that a student has been expelled for bringing, possessing, concealing, or using a dangerous or deadly weapon, firearm, or destructive device. Parents will be notified of all conduct by their student that violates the district's weapons policy.

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

"Gun-Free School Zone" signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise excepted by law or this policy, shall be reported to the appropriate law enforcement agency.

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

People having no legitimate purpose or business on district property, or those violating or threatening to violate the above rules may be issued a trespass warrant, ejected from the premises, and/or referred to law enforcement officials.

WHISTLEBLOWER (BOARD POLICY GBMA)

When an employee has a 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 has 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 encourage 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, any agency of the state, or political subdivision in the state, or any person authorized to act on behalf of the state, any agency of the state, 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 against 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 Board policy, GBMA - Whistleblower.

WORKERS' COMPENSATION CLAIMS

Employees who experience a work-related injury or illness may be eligible for benefits under the Oregon Workers' Compensation system. All injuries must be reported promptly to the district and appropriate forms must be completed.

Pending Claims

While a workers' compensation claim is under review:

1. The district does **not** provide wage replacement.
2. Employees are required to use available **accrued leave** (e.g., sick, personal, or vacation leave) to maintain income during the waiting period.
3. If the claim is later **approved**, the workers' compensation carrier may provide retroactive wage benefits. In such cases, the district will coordinate with the carrier to:
    a. Apply any reimbursements as appropriate.
    b. Restore leave balances, when possible, based on reimbursement amounts.

Denied Claims

If a workers' compensation claim is **denied**:

- The employee remains responsible for any time missed and must continue using accrued leave or take leave without pay if no leave is available.
- Any leave taken will not be restored.
- If any payments were advanced by the district in anticipation of workers' compensation benefits, the employee may be required to **repay** the district, either through leave adjustment or payroll deduction, as allowed by policy or collective bargaining agreements.

Employees are encouraged to contact Human Resources for guidance during the claim process.

STUDENT OPERATIONAL PROCEDURES

ASSEMBLIES

Students are required to attend all assemblies. Those who refuse are to be referred to the building administrator or designee.

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

Students may be removed from an assembly as deemed necessary by a staff member in accordance with building discipline procedures.

ASSIGNMENT OF STUDENTS TO CLASSES (BOARD 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 counselors and the principal.

Any request to change a student's assignment to a particular class by a student, parent, or teacher should be referred to the building administrator.

Students are to be added or dropped by teacher class rosters only when notified by the office.

Any student with the proper add slip, or who has otherwise been added to a particular class, is to be admitted to class. Teachers with questions regarding a student's placement should contact the building administrator.

CLASS INTERRUPTIONS

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

CONTESTS FOR STUDENTS (BOARD POLICIES KI AND 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 (BOARD POLICY JGA)

The use of corporal punishment in any form against a student is 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 on a student. No teacher, administrator or other school personnel will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted by any parent or school official.

A staff member is authorized to employ reasonable physical force upon a student when and to the extent the application of physical force is consistent with ORS 339.285-339.303 (Restraint and Seclusion). Physical force shall not be used to discipline or punish a student.

A staff member found in violation of this policy may be subject to discipline up to and including dismissal. A volunteer found in violation of this policy by administration may be subject to sanctions and/or prohibited from volunteer service in the district.

No volunteer shall be allowed to inflict corporal punishment and if found in violation of Board policy JGA - Corporal Punishment as determined by a school official may be subject to sanctions and/or prohibited from volunteer service for the school or district as determined by the superintendent or the Board.

DISMISSAL OF CLASSES

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student with a note for the student's next class teacher.

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION (BOARD POLICY IGAEB)

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, high school students receive age-appropriate instruction.

The district will include information regarding the district's intervention and referral procedures, including those for drug-related medical emergencies, in student/parent and staff handbooks.

EMERGENCY DRILLS AND INSTRUCTION (BOARD POLICY EBCB)

Each building administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes (ORS).

All schools are required to instruct and drill students on emergency procedures so that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, and safety threats. Instruction on fires, earthquakes and safety threats, and drills for students, shall be conducted for at least 30 minutes each school month.

FEATURE FILMS/VIDEOS/OTHER MEDIA (BOARD POLICY IIABB)

The showing of commercially produced and rated feature films and other digital media must have a direct instructional outcome and have a legitimate purpose in the school's educational program. Since the content of feature films customarily is designed for general audience viewing, the Board's preference is that only excerpts of approved films be shown as part of the curriculum. In all cases, certain precautions should be taken to ensure the showing of particular films or forms of other digital media is consistent with the educational values espoused by the district.

Only instructionally relevant films rated G for grades K-6; G and PG for grades 7 and 8; G, PG and PG-13 for grades 9 and 10; G, PG, PG-13 and R for grades 11 and 12 may be shown. The use of materials rated X and/or NC-17 is expressly prohibited.

In the case of PG rated films in 4-6; PG-13 rated films in grades 7 and 8; or R rated films for grades 11 and 12, teachers must have:

1. Written approval from the administration;
2. Previewed the entire movie or excerpt to be used in the instructional program;
3. Signed permission from the parent.

If any parent objects, the teacher will provide an educationally related alternative for that student.

Other digital media must have prior administrative approval before being shown to students.

The use of commercially produced and rated films, videos and materials must adhere to existing copyright laws.

FIELD TRIPS AND SPECIAL EVENTS (BOARD POLICY IICA)

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.

Written parental permission must be obtained for each trip. The signed form showing parental approval and acknowledgment of student conduct guidelines will be maintained on file for a period of one year.

The administration will develop rules to ensure both students and adult supervisors are acquainted with the standards for conduct while representing the district. Such rules will reinforce district policy in areas such as alcohol, tobacco and unlawful drug use, procedure to be used in cases of illness or accident, and methods for communicating with administrators/parents in discipline and emergency situations.

All out-of-state travel must have prior Board approval, except within a 200-mile limitation in the state of Washington. Such approval is predicated on an acceptable plan for travel arrangements, parental involvement, orientation of students and supervisors and support of the appropriate administrator(s).

Staff members should contact the office for appropriate arrangements and related field trip procedures and forms. It is the responsibility of the staff member organizing the activity to request transportation through the Transportation Dispatcher or Supervisor.

FIELD TRIP GUIDELINES

To ensure consistent, equitable, and lawful transportation services, the following transportation request guidelines are in place and must be followed. These rules apply to all departments and school-sponsored programs.

Any request outside of these parameters must receive prior approval from the Transportation Supervisor. Requests that do not adhere to these guidelines will be denied.

1. Athletic trips will be given top priority.
   a. Especially during playoffs, state competitions, and official league events.
   b. Non-athletic trip requests may be denied or rescheduled if they conflict with athletic trip needs.
2. Departure and return time restrictions:
   a. Field trips may not be scheduled prior to 8:30am
   b. On regular school days, trips must return by 2:00 p.m.
   c. On early release days, trips must return by 1:00 p.m.
3. Trip limits affecting route drivers:
   a. A maximum of two trips per day may be approved that remove a driver from their regular route assignment.
   b. Trips are generally reserved for athletic events.
4. Exceptions:
   a. Exceptions may be considered and approved by the transportation supervisor. Approval is not guaranteed and will be based on staffing availability, trip impact, and district priorities.
5. Planning and request submission:
   a. Trip requests must be submitted two weeks in advance to allow for proper staffing coordination.
   b. Late or last-minute requests are unlikely to be approved if they do not meet these guidelines or conflict with scheduled trips
6. Blackout dates:
   a. No educational trips may be scheduled during the last two weeks of school, with the exception of end-of-year promotion or graduation-related trips.

FLAG SALUTE (BOARD POLICY INDB)

A United States (U.S.) flag and an Oregon State flag shall be displayed on or near each school building under the control of the Board or used by the district, during school hours, except in unsuitable weather and at any other time the Board deems proper.

Students shall receive instruction in respect for the national flag and be provided an opportunity to salute the U.S. flag at least once each week during the school year by reciting *The Pledge of Allegiance*.

A flag salute may be implemented at assemblies, before or after school, at lunch, special events, home room class, athletic contests or at other times deemed appropriate by the principal. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

GRADING (BOARD POLICIES IK, IKA, AND IKAD)

The Board believes it is important that teachers have as much accurate knowledge of student achievement as possible to assess students' needs and growth; thus, sharing information among parent or guardian, teacher and student is essential.

The district shall ensure that all students have the opportunity to demonstrate progress toward mastery of the knowledge and skills of the student's current grade level or course content level. Students who have not yet met or who exceed all of the standards at any grade level, will be offered additional services or alternative educational or public-school options.

The district's reporting system shall be based on Board-adopted course content and clearly show the student and parent whether the student is achieving course requirements at the student's current grade level or course content level; shall be based on the student's progress toward mastery of a continuum of academic knowledge and skills; and may be based on the student's progress in a continuum of knowledge and skills that are not academic and that may include student behaviors that are defined by the district. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grades.

At the beginning of the grading period students and parents will be informed regarding the basis of the grades and the methods to be used in determining them.

The Board directs staff to follow these guidelines in measuring and determining student progress:

1. Parents and students must be informed near the mid-way point of each term of their student's progress toward achieving the academic content standards, including but not limited to:
   a. Information on progress in each subject area to meet or exceed the academic content standards at the student's current grade level or course content level, including major goals used to determine the information;
   b. Specific evidence of student progress toward mastery of a continuum of academic knowledge and skills (academic content standards) of a subject area, upon request from a parent;
   c. Student scores on all state and local assessments indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver; and

d. Student progress toward completion of diploma requirements to parents of students in grades 9-12, including credits earned and demonstration of extended application.

2. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;
3. Grades and/or portfolio content assessment will be based upon academic performance and will not include student attitude or behavior. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grade;
4. At comparable levels, the school system will strive for consistency in grading and reporting except when this consistency is inappropriate for certain classes or certain students;
5. When no grades are given but the student is evaluated in terms of progress, the school staff will show whether the student is achieving course requirements at the student's current grade level;
6. The staff will take particular care to explain to students the meaning of marks and symbols used to reflect student performance.

Teachers should use a variety of communication devices, including email, Parent Square, 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.

Letter grades will be used as follows:

A – Superior
B – Above Average
C – Average
D – Below Average
F – Failing
P – Pass – Credit granted, nongraded course
NP – No pass – Credit denied, nongraded course
I – Incomplete
W – Withdrawal

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

HOMEWORK

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the students.

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

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

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

HUMAN SEXUALITY, HUMAN IMMUNODEFICIENCY VIRUS (HIV)/ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS), SEXUALLY TRANSMITTED DISEASES, HEALTH EDUCATION (BOARD POLICY IGAI)

The district shall provide an age appropriate, comprehensive plan of instruction focusing on human sexuality, HIV/AIDS and sexually transmitted infections and disease prevention in elementary and secondary schools as an integral part of health education and other subjects. Course material and instruction for all human sexuality education courses that discuss human sexuality shall enhance a student's understanding of sexuality as a normal and healthy aspect of human development. A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. The district must provide a minimum of four instructional sessions annually; one instructional session is equal to one standard class period. In addition, the HIV/AIDS and sexually transmitted infections and disease prevention education and the human sexuality education comprehensive plan shall provide adequate instruction at least annually, for all students in grades 6 through 8 and at least twice during grades 9 through 12.

Parents, teachers, school administrators, local health department staff, other community representatives and persons from the medical community who are knowledgeable of the latest scientific information and effective education strategies shall develop the plan of instruction and align it with the Oregon Health Education Standards and Benchmarks.

The Board shall approve the plan of instruction and require that it be reviewed and updated biennially in accordance with new scientific information and effective educational strategies.

Parents of minor students shall be notified in advance of any human sexuality or AIDS/HIV instruction. Any parent may request that their child be excused from that portion of the instructional program under the procedures set forth in Oregon Revised Statute (ORS) 336.035 (2)

A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12.

MAKE-UP WORK

Whenever a class is missed, it is the student's responsibility to see his/her teachers to make up and complete assignments. It is important that this be done on the day the student returns to school, if possible. The student will have one day per day of excused absence to make up class work or tests that were missed due to an excused absence. Work previously assigned and due on the day of absence will become due the day the student returns.

MEDIA ACCESS TO STUDENTS (BOARD POLICIES JOB)

The media may be allowed to 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 principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

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

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

MEDICATIONS** (BOARD POLICY JHCD/JHCDA)

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated district personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

Designated Staff/Training

1. Medications, including injectable medications, may be administered by trained personnel as part of a formal delegation by a registered nurse.
2. The principal, in consultation with the school nurse, will designate district personnel authorized to administer prescription or nonprescription medication to a student which takes into account when the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school-or district-sponsored activities, and may include when a student is in a before-school or after-school care program on school owned property when required by law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules, policy, and this administrative regulation.
3. The district will provide staff who are designated personnel to administer prescription or nonprescription medication access to a school nurse.
4. The principal will ensure the annual training required by Oregon law is provided to designated district personnel. Training must be conducted by a qualified trainer, which is a person who is familiar with the delivery of health services in a school setting and who is either a registered nurse licensed by the Oregon State Board of Nursing or a prescriber. District personnel designated to administer epinephrine, glucagon, and medication to treat adrenal insufficiency shall be trained using related training developed by the Oregon Health Authority (OHA). The first training and every third training session thereafter shall be provided in-person. During sequent years, designated district personnel may complete an online training so long as a trainer is available following the training to answer questions and provide clarification.
5. The training for district personnel will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, discussion of the following: safe storage, administration, handling and disposing of medications; accessibility of medication during an emergency; record keeping; whether response to medication should be monitored by designated personnel and the role of designated personnel in such monitoring; emergency medical response procedures following administration of the medication; confidentiality of health information; and assessment of gained knowledge. Training as recommended and/or approved by ODE will be used.

6. The district shall maintain documentation of district personnel's completion of training in accordance with OAR 166-400-0010.

Administering Premeasured Doses of Epinephrine to a Student or Other Individual
A premeasured dose of epinephrine may be administered by trained district personnel to any student or other individual on district premises who believes in good faith is experiencing a severe allergic response, regardless of whether the student or individual has a prescription for epinephrine.

Administering Short-Acting Opioid Antagonists
A short-acting opioid antagonist may be administered by any district personnel to any student or other individual, on school premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an overdose of an opioid drug.

Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

The principal or designee shall immediately notify the parent or guardian of a minor student enrolled in a school within the district when a short-acting opioid antagonist is administered to the student while at school, on school property under the jurisdiction of the district or at any activity under the jurisdiction of the district.
The district shall provide the parent or legal guardian of each minor student enrolled in a school in the district with information regarding short-acting opioid antagonists. The information will include at least:
1. A description of short-acting opioid antagonists and their purpose;
2. A statement regarding, in an emergency situation, the risks of administering to an individual a short-acting opioid antagonist and the risks of not administering to an individual a short-acting opioid antagonist;
3. A statement identifying which schools in the district, if any, have short-acting opioid antagonists, and the necessary medical supplies to administer short-acting opioid antagonists, onsite and available for emergency situations; and
4. A statement that a representative of the district may administer a short-acting opioid antagonist to a student in an emergency if the student appears to be unconscious and experiencing an opioid overdose.

Administering Medication to a Student
A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
1. A written request for designated personnel to administer **prescription** medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and must include:
   a. Written permission of the student's parent or guardian; and
   b. Written instructions from the prescriber for the administration of the medication which must include: Name of student, name of medication, method of administration, dosage, frequence of administration, other special instructions from the prescriber, if any, signature of the provider
   c. The prescription medication must be provided in the original prescription packaging by the student's parent or guardian.

2. A written request for designated personnel to administer **nonprescription** medication to a student must be submitted to the school office and is subject to the following:
   a. The non-prescription medication is necessary for the student to remain in school;
   b. The nonprescription medication is: Provided in the original manufacturer's container by the student's parent or guardian; or is part of the district's stock medication program in compliance with the Oregon Board of Pharmacy rules including OAR 855-035-0005.
   c. The written request must include: Name of student, name of medication, method of administration, dosage, frequency of administration, other special instructions from the parent, if any, signature of the parent or guardian. If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

See policy JHCD-AR for more guidance regarding student medication.

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.

MOVING CLASS/HOLDING CLASSES OUTDOORS

From time to time, teachers may find it appropriate to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and administration are informed of the change. Teachers must have a radio or other administrator approved communication device in case of emergencies.

NON-SCHOOL-SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS (BOARD 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 money 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 may not use 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 without administrator's approval.

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

PROGRAM EXEMPTIONS (BOARD POLICY IGBHD)

The district may excuse students from a state-required program or learning activity for reasons of religion, disability1 or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the principal.

The district will determine if credit will be granted for any alternative activity.

RESTRAINT OR SECLUSION (BOARD POLICY JGAB)

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. The Board establishes this policy and its administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students.

The use of the following types of restraint on a student in the district is prohibited:

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and non-incidental use of a solid object, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places or creates a risk of placing pressure on a student's mouth, neck, or throat.
7. Any restraint that creates a risk of placing pressure on a student's mouth unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals, or other intimate parts.
10. Any restraint that causes pressure to be placed or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot, or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

The use of a seclusion cell is prohibited.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors, or volunteers of the district. Restraint may be imposed on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

Seclusion may be used on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and

2. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher or administrator, it will be used only for as long as the student's behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative Rule (OAR) 581-021-0568.

The district shall only utilize a training program for restraint or seclusion to train staff and use in the district which has been approved by the Oregon Department of Education (ODE). Clatskanie uses Safety Care.

The district shall preserve, and may not destroy, any records related to an incident of restraint or seclusion, including an audio or video recording. The records must be preserved in the original format and without alteration in accordance with law.

An annual review of the use of restraint and seclusion during the preceding school year shall be completed and submitted to ODE to ensure compliance with district policies and procedures

RESUSCITATION DECISIONS/LIFE-SUSTAINING EMERGENCY CARE

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

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

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

RETENTION OF STUDENTS (BOARD POLICY IKE)

The Board is dedicated to total and continuous development of each student enrolled. The professional staff are expected to place students at the grade level best suited to them academically, socially, and emotionally. Students will normally progress annually from grade to grade.

Students who cannot demonstrate proficiency in each subject area, or who are not making adequate progress towards demonstrating proficiency in their grade levels, may be considered for retention.

A student may be considered for promotion if the student has satisfied the requirements for the student's current grade level.

A recommendation for promotion or retention will be submitted by a student's teacher to the principal. The teacher will hold a conference with parents and may include the principal or designee. The final decision for promotion or retention will rest with school administration.

STUDENT ACTIVITY FUNDS (BOARD POLICY IGDG)

Student activity fund moneys are those funds raised or collected by and for school-approved student groups, excluding those funds budgeted in the general fund.

Student activity fund moneys shall be collected and expended for the purpose of supporting the school's cocurricular/extracurricular activities program, following these guidelines:
1. The superintendent and the principal will be responsible for administering student activity funds;
2. The student business manager or treasurer of the school-recognized student government organization may serve as a' representative of that organization in partial administration of the building's student activity funds.

All student activity funds will be receipted and deposited according to district policy and acceptable accounting procedures. All activity accounts will be audited.

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

All expenditures from a specific account of student activity funds related to other school-recognized student groups shall be expended to benefit the specific club or organization, and in so far as possible, to benefit those students currently in school who have contributed to the accumulation of those funds. Such expenditures must be approved by the members of that organization and their staff advisor. All student activity fund expenditures must be approved by the principal.

STUDENT CONDUCT (BOARD POLICY JFC)

The Board expects students to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff, and conduct themselves in an orderly manner at school during the school day or during district-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and to maintain a productive learning environment. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student handbook, code of conduct or other document shall be developed by district administration, in cooperation with staff, and will be made available and distributed to parents, students and employees outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school in the district shall publish a student/parent handbook detailing additional rules specific to that school. Rules applying to student conduct shall be posted in a prominent place in each school building.

Sents in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report or associated with an investigation into misconduct.

A student handbook, code of conduct, or other document shall be developed and distributed to parents, students, and employees. Each school shall publish any additional rules specific to the school and distribute them to students and parents.

Disregard of these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policies, 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 principal for review and approval prior to implementation.

STUDENT DISCIPLINE (BOARD POLICY JG)

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 are listed in the *Student/Parent Handbook*. Student discipline will offer corrective counseling and sanctions that are age appropriate, and to the extent possible are shown through research to be effective.

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

The major objectives of the district discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for individual rights, dignity, and safety;
2. Understanding and respect for the law, Board policies, administrative regulations, and school rules;
3. Understanding of and respect for public and private property rights.

The Board seeks to ensure a school climate which is appropriate for learning, and which assures the safety and welfare of personnel and students. The superintendent will develop procedures whereby those students who disrupt the educational setting or who endanger the safety of others, will be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, use approaches that are shown through research to be effective to correct behavioral problems, while supporting a student's attendance to school and classes. Examples include, but are not limited to, reprimands, conferences, detention, and denial of participation in cocurricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trips, prom, etc.). The superintendent may propose alternative programs of instruction or instruction combined with counseling prior to a student's expulsion or a student leaving school in accordance with law.

The district shall enforce consistently, fairly and without bias all student conduct policies, administrative regulations, and school rules.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:
1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

Students with disabilities shall be disciplined in accordance with federal law and Board policy JGDA - Discipline of Students with Disabilities and accompanying administrative regulation.

Parents, students, and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

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

<u>Minor Violations:</u>

Step 1 With the first offense, the staff member describes the inappropriate behavior, provides an opportunity for the student to be heard, describes appropriate behavior, if necessary, and informs student that subsequent violations will result in parent contact by the teacher. Document with student's response and signature.

Step 2 With a second offense, the staff member describes the inappropriate behavior, provides the student with an opportunity to be heard, describes appropriate behavior, if necessary, and informs the student that they are now on Step 2. Contact parents with details and inform parents and student that further violations [of the same rule] will result in a referral to the office for disciplinary action. Document with student's response and signature.

Step 3 With a third offense, the staff member confronts the student, describes the inappropriate behavior, provides the student with an opportunity to be heard, and if necessary, document with student's response and signature. Submit form to the office for administrative action.

This three-step process is to be followed throughout the grading period. At the beginning of each new term, students are afforded a clean slate, and the process begins anew. Students referred to the office for a third offense may begin anew or be continued with Step 2 or 3 actions, as deemed appropriate by the teacher in consultation with the administration.

Severe Violations:

All students with severe violations are to be referred to the office immediately. A complete student incident referral form must be submitted at the time the student is sent to the office. If a student refuses to report to the office as directed or the teacher deems it necessary for the student to be accompanied to the office, the office should be contacted for administrative assistance.

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

STUDENT DISMISSAL PRECAUTIONS (BOARD POLICY JEDB)

No district staff may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal.

A student will not be released to any person without the approval of their parent.

The superintendent or designee will develop procedures for parents requesting to pick up their student from school prior to the scheduled end of the student's day.

STUDENT/PARENT HANDBOOK (BOARD POLICY CHCA)

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

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

STUDENT PERFORMANCES

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

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

The extended use of one group of students is discouraged.

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

STUDENT TRANSPORTATION IN PRIVATE VEHICLES (BOARD POLICY EEAE AND EEBB)

Transportation of students to and from school, and curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities with prior principal approval only. The parent, employee, or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required.

No student is to be permitted to perform district business with their own vehicle, a staff member's vehicle, or a district-owned vehicle.

Student Withdrawal From School

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

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

Visitors

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

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

Alternative Education Program (Board Policies IGBHA, IGBHB, And IGBHC)

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.

When a student is placed in an alternative education program by the district, the district is obligated to pay the actual private alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per-student net operating expenditure, whichever is less. If the student is not successful in the alternative education program, there is no obligation to propose or fund a second alternative.

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

1. When two or more severe disciplinary problems occur within a three-year period. Severe disciplinary problems are defined in the [**student/parent handbook**] [code of conduct];
2. When attendance is so erratic the student is not benefiting from the educational program. Erratic attendance is defined **[on a case-by-case basis]** [in the student/parent handbook;
3. When an expulsion is being considered;
4. When a student is expelled;
5. When an emancipated minor or a student's parent or legal guardian applies for exemption from compulsory attendance on a semi-annual basis.

Teachers with questions concerning available alternative education programs should contact [a counselor or] the [principal].

Special Programs

Assessment Programs (Board Policy IL)

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Each year the district shall determine each student's progress toward achieving federal, state, and local achievement requirements.

Assessments shall be used to measure the academic content 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.

Accordingly, the district shall maintain the following assessment program:
1. Criterion-reference assessments, including performance-based assessments, content-based assessments and other valid methods as may be required by state and federal requirements.

2. Assessment of Essential Skills.
3. Individual diagnostic and ability evaluations in all grades when students have been referred and parental permission obtained.
4. Assessments by individual teachers.
5. Other schoolwide and grade level assessments, as recommended by the superintendent and as approved by the Board.
3. Individual diagnostic and ability evaluations in all grades when students have been referred and parental permission obtained.
4. Assessments by individual teachers.
5. Other schoolwide and grade level assessments.

It is the intent of the Board that progress be measured in a manner that clearly enables the student and parents to know whether the student is making progress toward meeting or exceeding academic content standards and Essential Skills. District, school, and individual results shall be reported to the Board, parents, and the community, as prescribed by law.

The district shall make additional services or alternative educational or public-school options available to any student who has not met or has exceeded all the state-required academic content standards. Additionally, students in schools receiving Title I moneys that have been identified by the Oregon Department of Education (ODE), will be provided supplemental services and public-school options as required by law.

The district shall not discriminate in the methods, practices and materials used for assessment, evaluating and counseling students based on race, color, national origin, religion, sex, sexual orientation, gender, identity, age, disability, or marital status. Discrimination complaints shall be processed in accordance with established procedures.

Staff will receive in-service education in the use of designated assessments and interpretation of assessment results.

A parent on behalf of their student or an adult student may annually opt-out of taking a statewide summative assessment by completing and submitting ODE's opt-out form to the school. The district shall provide supervised study time for students who are excused from participating in the assessment. A student may be excused from the Oregon Statewide Assessment Program for disability or religious reasons. Parents and adult students will be provided the required notices and access to forms by the district that include a time frame in which statewide assessments will take place, and an adult student's or parent's right to request an exemption from taking the statewide summative assessments.

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

The superintendent shall ensure a periodic review and evaluation of the district's assessment program is conducted.

BILINGUAL EDUCATION (BOARD POLICY IGBI)

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

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.

COUNSELING PROGRAM (BOARD POLICY IJ)

The district's coordinated comprehensive school counseling program supports the academic, career, social-emotional, and community involvement development of all students. Each school will have a comprehensive counseling program for students in grades K-12, which will be based on the Oregon Department of Education's *Oregon's Framework for Comprehensive School Counseling Programs*.

The district will adopt program goals, which will assist students to:
1. Understand and utilize the educational opportunities and alternatives available to them.
2. Meet academic standards.
3. Establish tentative career and educational goals.
4. Create and maintain an education plan and education portfolio.
5. Demonstrate the ability to utilize personal qualities, education, and training, in the world of work.
6. Develop decision-making skills.
7. Obtain information about self.
8. Accept increasing responsibility for their own actions, including the development of self-advocacy skills.
9. Develop skills in interpersonal relations, including the use of effective and receptive communication.
10. Utilize school and community resources.
11. Demonstrate and discuss personal contributions to the larger community; and
12. Know where and how to utilize personal skills in making contributions to the community.

Materials used in the counseling program will be free of content that may discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, or marital status, or that which permits or requires different treatment of students on such basis unless such differences cover the same occupation and interest areas and the use of such different material is shown to be essential to the elimination of discrimination.

Consistent with individual rights and the counselor's obligations as a professional, the counseling relationship and resulting information may be protected as privileged communications by Oregon law.

CRISIS PREVENTION/RESPONSE PROGRAM

Insert local crisis management plan provisions, as appropriate. PACE?

EARLY CHILDHOOD EDUCATION (READINESS TO LEARN)

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

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

HEALTH-SERVICES PROGRAMS (BOARD POLICY EBBA)

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The district shall maintain a written prevention-oriented health services plan for all students.

LIBRARY/MEDIA SUPPORT SERVICES

Teachers should contact library/media staff for assistance in obtaining audiovisual materials, software, and equipment.

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

A professional collection of books and current periodicals is also available for staff use in the library/media center. Materials may be checked out through library/media staff.

Teachers may schedule with staff to bring entire classes to the library/media center for project work, as appropriate. Individual students may be admitted for specific project work during class time with a note from the student's teacher.

MEAL PROGRAMS (BOARD POLICY EFAA)

The district may enter into an agreement with the Oregon Department of Education (ODE) to operate the National School Lunch Program (NSLP) and the Commodity Food Distribution Program (CFDP) by signing a permanent Sponsor-ODE Agreement entitling the district to receive reimbursement for all meals that meet program requirements and to earn USDA Food entitlement based on the number of lunches served.

The district's nutrition and food services will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. Reimbursable meals and after-school snacks will be priced as a unit.
2. Reimbursable meals and after-school snacks will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced-price meals.
3. Annually, the district will establish prices for reimbursable student meals and after-school snacks. The price charged to students who do not qualify for free or reduced-price meals will be established annually by the district in compliance with state and federal laws.
4. The price charged to students who qualify for reduced-price meals will be established annually by the district in compliance with state and federal laws.
5. The district will implement claiming alternative Community Eligibility at the following schools under its jurisdiction: all schools in the district.

Application Procedures

1. Households receiving Supplemental Nutrition Assistance Programs (SNAP) or Temporary Assistance to Needy Families (TANF) benefits, as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals and afterschool snacks for the students listed on the official document. Districts must access this document at least three times per year.
2. Students receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, will be automatically eligible for free meals and afterschool snacks, for the students listed on the official documents.
3. Households that submit a confidential application will be notified of their student's eligibility for free or reduced-price meals. Households that are denied free or reduced-price benefits will be notified in writing using the ODE template letter distributed to the district annually.
4. On a case-by-case basis, when a student is known to be eligible for free or reduced-price meal benefits, and the household fails to submit a confidential application, the superintendent or designee may complete an application for the student documenting how they know the household income qualifies the student for free or reduced -price meal benefits. Parents of a student approved for free or reduced-price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.
5. Students who do not qualify for free or reduced-price meals are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and will be charged "paid" prices set by the district. "Paid" category students will be treated equally to students receiving free or reduced-price benefits in every aspect of the district's NSLP, SBP and Summer Food Service Program (SFSP).
6. The district has established a fair hearing process under which a household can appeal a decision with respect to the household's application for benefits or any subsequent reduction or termination of benefits.
7. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced-price meals to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The district will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP, SBP and SFSP.
3. Lunch and breakfast meals served to teachers, administrators, custodians, and other adults not directly involved with the operation of the district's nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.
4. District nutrition and food services revenues will not be used to purchase land or buildings.
5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months' average expenditure.
6. The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services' cash, real and personal property, equipment, and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The district will meet the requirements for allowable NSLP, SBP and SFSP costs as described in 2 C.F.R. § 200.
8. In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.
9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the district will purchase food products where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.

Civil Rights and Confidentiality Procedures

1. The district will not discriminate against any student because of their eligibility for free or reduced-price meals.
2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, marital status, sex, sexual orientation, parental status, religion, age, or disability.
3. The district will ensure that all students and nutrition and food services employees are not subject to different treatment, disparate impact, or a hostile environment.
4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP, SBP and SFSP benefits and services, and employment practices regarding the operation of its NSLP, SBP and SFSP. The district will forward any civil rights complaint regarding the district's nutrition and food services to ODE's director of Child Nutrition Programs within three days of receiving the complaint.
5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.

6. The district will maintain strict confidentiality of all information obtained through a confidential application for free and reduced-price meals or direct certification, including students' eligibility for free or reduced-price meals and all household information. The district's NSLP, SBP and SFSP operators are not required to release any information from a student's confidential application for free or reduced-price meals. No information may be released from a student's eligibility information without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:
   a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, SFSP, Child and Adult Care Food Program (CACFP) or SNAP;
   b. Any other confidential information contained in the confidential application for free and reduced-price meals or free milk (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer the NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning

1. Meals and afterschool snacks served for reimbursement will meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and Oregon Smart Snacks Standards.
2. Meals and after-school snacks served for reimbursement will meet at least the minimum NSLP, SBP and SFSP requirements for food items and quantities.
3. Meals served for reimbursement will:
   a. Meet all calorie range requirements by grade level.
   b. Meet the maximum standards set for saturated fat.
   c. Meet the maximum standards set for sodium by grade level.
   d. Meet the requirement for zero grams of trans fats.
4. The district will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.
5. The district will use the offer versus serve option when serving breakfast programs to senior high school students. High school students must take at least three of four food items including one-half cup of fruit or vegetable offered in program breakfasts.
6. The district will use the offer versus serve option when serving program lunches to students below senior high school grades. Students below a high school grade level will be required to take three of the five food items including one-half cup of fruit or vegetable offered in program lunches.
7. The district will use the offer versus serve option when serving program breakfasts to students below senior high school grades. Students below high school grades will be required to take three of the four food items including one–half cup of fruit offered in program breakfasts.
8. A copy of the Board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the district for program breakfasts, as applicable, will be made available upon request.

PREGNANT AND/OR PARENTING STUDENT PROGRAMS (BOARD POLICY JFE)

A pregnant and/or parenting student shall be encouraged to continue with an educational program and to participate in all district sponsored activities unless physically unable. The district shall ensure that pregnant and/or parenting students receive special services as temporarily necessitated by their condition.

The district shall not discriminate in its education program or activity against any student based on their current, potential, or past pregnancy, parenting, or related conditions. No pregnant or parenting student shall be excluded from public schools based on pregnancy or parenthood. A pregnant and/or parenting student shall be encouraged to continue with an educational program and to participate in all district-sponsored activities. The district shall ensure that pregnant and/or parenting students receive special services as necessitated by their condition.

Neither pregnancy nor parenting constitute an exemption from Oregon compulsory attendance law. The district shall, in considering and obtaining special services for pregnant and/or parenting student(s):

1. Inform pregnant and/or parenting students and their parents of the availability of such services in the district, education service district or in the community.
2. Facilitate the provision of such services, including counseling, life skills and parenting education, childcare, transportation, career development and health and nutrition services to pregnant and/or parenting students.
3. Inform pregnant and/or parenting students and their parents of the availability of resources provided by other agencies, including health and social services.
4. Provide educational programs and schedules that address the individual learning styles and needs of pregnant and/or parenting students.

5. Develop individualized educational programs or services, or both, to address the needs of pregnant and/or parenting students when their educational needs cannot be met by the regularly provided school program.

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

The superintendent will develop guidelines necessary to ensure compliance with the provisions of state and federal law.

SPECIAL EDUCATION SERVICES (BOARD POLICIES IGBA, IGBAF, AND IGBAJ)

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

An individualized education program (IEP) shall be developed and implemented for each student with disabilities in the district, kindergarten through 21 years of age, including those who attend a public charter school located in the district, are placed in or referred to a private school or facility by the district; or receive related services from the district. The district is responsible for initiating and conducting the meetings to develop, review and revise the IEP of a student with disabilities. The district will ensure that one or both parents are present at each meeting or are afforded the opportunity to participate and are given a copy of the IEP. A meeting to develop an IEP shall be held within 30 calendar days of a determination that the student needs special education and related services, once every 365 days thereafter and when considering a change in the IEP or placement.

Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. A child with a disability is not removed from education in age-appropriate regular classrooms solely because of needed modifications in the general curriculum.

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.

STUDENT ASSISTANCE PROGRAM

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

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

Referral forms and procedures are available through the counseling office.]

The Board recognizes that childhood/adolescent suicide and suicidal tendencies are continuing problems within the elementary and secondary schools of the nation. Designated staff will be trained in an evidence-based suicide prevention program. All staff are expected to become familiar with the district's Student Suicide Prevention Plan and Board policy JHH - Student Suicide Prevention.

Decisions regarding an individual or a group in crisis will be made through a team approach. No individual staff member will make crisis decisions in isolation.

STUDENT INDEPENDENT STUDY PROGRAM

Independent Study Programs will be offered on a case-by-case basis. Goals and expectations will be outlined clearly in a written statement signed by school administration, the student, and their parents.

STUDENT WORK STUDY PROGRAM

Clatskanie Middle High School (CMHS) offers a **Work Study Program** that allows students to earn elective credit for approved employment during the school year. This program provides students with opportunities to gain real-world work experience while earning high school credit.

Eligibility & Enrollment

1. Students may earn 0.5 elective credit per semester by participating in the Work Study Program.
2. To enroll, students must:
   a. Be employed in an approved job during the semester they wish to earn credit.
   b. Complete the district Work Study Agreement form and return it to the school counselor within five (5) school days of beginning employment.
   c. Obtain the required signatures from a parent/guardian and employer on the agreement form.

Program Requirements

Students participating in the Work Study Program must adhere to the following:

1. Minimum Hours: Work at least 100 hours per semester.
2. Monthly Verification: Submit written verification of hours worked to the school counselor at least once per month.
3. Attendance & Campus Expectations:
   a. Students must sign out in the front office each day before leaving campus for their work period.
   b. Students are not permitted to remain on campus during their work period without prior administrative approval.
4. Status Changes: Students and parents/guardians must notify the school counselor immediately if employment ends or changes.
   a. If a student becomes unemployed, they will be required to return to a full-time school schedule.

Program Expectations & Conduct

1. Students must follow all school rules and program expectations.
2. Failure to meet program requirements or abide by expectations may result in removal from the Work Study Program and loss of elective credit eligibility.

The safety and accountability of students is a priority. The school must know the student's location during the school day and maintain accurate records regarding their work status.

TALENTED AND GIFTED PROGRAM AND/OR SERVICES (TAG) (BOARD POLICIES IGBB AND IGBBA)

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 at a minimum:

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:
   a. Students who are racially/ethnically diverse.
   b. Students experiencing disability.
4. Students who are culturally and/or linguistically diverse.
   a. Students experiencing poverty.
   b. Students experiencing high mobility.
5. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
6. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

The district will provide professional development for staff assigned the responsibility for identification of talented and gifted students. The identification team may use sources of evidence described in OAR 581-022-2325(3) to provide students with multiple opportunities to demonstrate a pattern or preponderance of evidence of talent or giftedness.

When a student is identified for TAG, the district shall inform parents of the programs and services available to their student and provide an opportunity for parents to provide input and discuss TAG instruction proposed for their student. The instruction provided should be designed to accommodate the student's assessed levels of learning and accelerated rates of learning. Parents may request the withdrawal of their student from TAG at any time.

If a parent is dissatisfied with the identification process or placement of their student, they may submit an appeal through Board policy KL - Public Complaints and begin at Step 2 with the superintendent or designee.

After exhausting the district's appeal procedure and receiving the district's final decision, a parent may appeal the decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 – 581-002-0023. The district shall provide a copy of the OARs upon request.

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

Staff should refer parents with questions to the principal.

TITLE IA PROGRAMS (BOARD POLICY IGBC)

To help meet the needs of disadvantaged students, the district participates in Title IA federally funded programs that provide basic skills instructional services for educationally disadvantaged students in grades K-12 and who live in targeted low-income areas. Students identified in need of Title IA services are provided instruction, at a minimum, weekly schedule, as appropriate. Title IA staff will meet with individual teachers regarding scheduled instruction.

Children with disabilities and Limited English Proficient children are eligible for Title IA 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 Title IA coordinator.