

# Northwest Regional ESD Employee Handbook



Rob Saxton, Superintendent

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REV 2.2.17

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# INTRODUCTION

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## MISSION & VALUES

### Mission Statement

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

### Value Statements

At Northwest Regional ESD, we are guided by the following values:

#### **Equity**

We are committed to equitable outcomes for the diverse communities we serve. We strive to eliminate achievement gaps for students and provide equitable access to services for our partner districts, regardless of size and geography.

#### **Partnership**

We work in partnership with families, districts, and other educational providers to increase impact and leverage resources. We provide seamless learning opportunities and transitions for all students from birth to 21.

#### **Student Success**

Improving student outcomes is the core of our work. We believe all students can fulfill their potential. Our programs, services, and supports provide districts and families high quality learning opportunities to realize this belief.

#### **Innovative Service**

We offer specialized services to students, families, and districts through skilled and responsive providers who are committed to excellence. Our innovative service delivery allows us to maximize resources for partner districts and preserve their local budgets, while providing the highest quality services.

## WHO WE ARE

The Northwest Regional ESD is the largest ESD in Oregon. We are committed to providing quality, cost-effective programs, and services to the 20 school districts in Clatsop, Columbia, Tillamook, and Washington counties. The agency's Regional Office is located approximately 12 miles west of Portland in Hillsboro. Service centers are located in St. Helens, Astoria, and Tillamook.

### Who We Serve

- 123,298 K-12 Students in the Region
- 184 Public Schools
- 20 School Districts in four Counties: Clatsop, Columbia, Tillamook, and Washington
- 3,500 Square Miles

### Budget and Staffing: 2015-16

- Budget: \$130.9 million; includes \$40.17 million through State School Funding (SSF)
- 520 Staff: Licensed, classified and administrative employees working in four counties.

### Areas of Service

- **Special Student Services:** Early Intervention (Birth to 3) Early Childhood Special Education (3-5); Behavioral Programs (K-12); Specialized Services (Birth to 21).
- ◆ Special Education is the largest area of service provided by the Northwest Regional ESD – we work with young children and students with autism; orthopedic impairments; vision impairments; hearing impairments; speech impairments; developmental delays, behavioral and emotional disturbances, and other mental health issues.
- **Instructional Services:** School Improvement Services; Professional Development; Migrant and English Learner (EL) Services; Northwest Outdoor Science School, and GED Testing.
- **Technology:** Technology Services to Schools; Technology Network Services; Instructional Technology; Media and Videoconferencing; and Application Development.
  - Support Services: Human Resources, Business Office Services, Truancy Enforcement, Home School Registration, & Courier Services.

## LOCAL SERVICE PLAN

Services provided by NWRES D shall be provided according to the local service plan developed by NWRES D and component school districts. The Local Service Plan must be passed by two-thirds of the districts representing more than fifty percent of the student population. The Plan must contain, and every ESD must provide, the following services:

- Programs for children with special needs, including but not limited to special education services, services for at-risk students and professional development for employees who provide those services.
- Technology support for component school districts and the individual technology plans of those districts, including but not limited to technology infrastructure services, data services, instructional technology services, distance learning, and professional development for employees who provide those services.
- School improvement services for component school districts, including but not limited to services designed to support component school districts in meeting the requirements of state and federal law, services designed to allow the education service district to participate in and facilitate a review of the state and federal standards related to the provision of a quality education by component school districts, services designed to support and facilitate continuous school improvement planning, services designed to address school wide behavior and climate issues and professional technical education and professional development for employees who provide those services.
- Administrative and support services for component school districts, including but not limited to services designed to consolidate component school district business functions, liaison services between the Department of Education and component school districts and registration of children being taught by private teachers, parents or legal guardians pursuant to ORS 339.035.
- Other services that an education service district is required to provide by state or federal law, including but not limited to services required under ORS 339.005 to 339.090.

# PREFACE

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

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

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

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

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

Robyn Bean, Chief HR Officer

5825 NE Ray Circle  
Hillsboro, OR 97124  
(503) 614-1407

<sup>1</sup>"Sexual orientation" is defined as an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from the traditionally associated with the individual's sex at birth.

# STAFF ORGANIZATION

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# GENERAL INFORMATION

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## ASSOCIATIONS

### Licensed Employees

The Northwest Education Association represents the bargaining unit for licensed staff. The associations Co-Presidents are Deb Hill and Karen James. They can be contacted by email at:

Deb Hill: [dhill@nwresd.k12.or.us](mailto:dhill@nwresd.k12.or.us)

Karen James: [kjames@nwresd.k12.or.us](mailto:kjames@nwresd.k12.or.us)

### Classified Employees

The Oregon School Employees Association represents the bargaining unit for all classified staff. The association president is Sarah Foster. She can be contacted by email at [sfoster@nwresd.k12.or.us](mailto:sfoster@nwresd.k12.or.us)

## BOARD MEETINGS/COMMUNICATIONS

Board Policy: [BD/BDA](#)  
[Calendar](#)

Regular Board meetings are generally held on the third Tuesday of each month. Meetings begin at 6:00 p.m. unless noted. All regular and special meetings of the Board are open to the public unless otherwise provided by law. For a complete list of dates, times, and meeting locations, please see the Board calendar on the district website.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the superintendent in accordance with established lines of authority, as approved by the Board. This does not restrict protected labor relations communication of bargaining unit members.

All official Board communications, policies, and information of staff interest can be found on the NWRESD website: [www.nwresd.org](http://www.nwresd.org).

## BOARD MEMBERS

The Legislature of the State of Oregon delegates responsibility for the conduct and governance of school districts and ESDs to local Boards. NWRESD is governed by a nine-member board consisting of five elected directors and four appointed directors; each representing a specific geographic zone in the region. Together, these volunteer community members work closely with the ESD's superintendent to determine district policies and ensure the highest quality programs and services are being delivered to schools in the region.

**Christine Riley | Zone 1 School Districts:** Gaston, Sherwood and Tigard-Tualatin school districts  
Chris has served on Gaston School District Board of Directors for the past few years and is well acquainted with ESDs. She has been a strong advocate of public service and community volunteering. Phone: 503-985-0502

**Dave Hollandsworth | Zone 2 School Districts:** Astoria, Banks, Forest Grove, Jewell, Knappa, Neah-Kah-Nie, Nestucca Valley, Seaside, Tillamook, and Warrenton-Hammond. Dave is a longtime advocate for education with an emphasis in special education. He has a son on the Autism Spectrum who has been served for many years with programs provided by the NWRESD. He currently serves as the chair of the Tillamook School District Board. Dave owns and operates an insurance agency in Tillamook. He is married to Cathy and has 3 children. Phone: 503-702-8096.

**Lisa Poehlitz | Zone 3 School District:** Hillsboro School District. Lisa is a resident of the Hillsboro area and former member of the Hillsboro School Board of Directors. Lisa currently is a 4-H and Girl Scout Leader. Phone: 503-407-0595.

**Earl Fisher, Board Chair | Zone 4 School Districts:** Beaverton (Beaverton and Sunset high school attendance areas), Clatskanie, Rainier, Scappoose, St. Helens and Vernonia school districts. Earl spent the last three years of his career as the administrator of Northwest Regional ESD's Clatsop Service Center in Astoria, retiring in 2003 with 34 years in education. Earl currently serves on the Board of Directors for the Columbia County Commission on Children and Families, the Clatskanie Fire Dept., the St. John Hospital Foundation and the Clatskanie Kiwanis. Phone: 503-728-2450.

**Karen Cunningham | Zone 5:** Beaverton School District (Aloha, Southridge and Westview high school attendance areas) Karen has been an advocate for public education and equity in education for many years. She served on the Beaverton School District Board from 2001 to 2013 and in various capacities at the state school board association. Karen and her husband reside in Beaverton, have two grown sons, and own a computer consulting business together. Phone: 503-246-3563.

**Renee Bruce | Social Service Position:** Renee is the Director of Family & Community Resources at Community Action in Washington County. She has over twenty years of experience managing social support programs and has been working at Community Action for the past 18 years. Community Action is part of the largest poverty-fighting network in the nation and assists more than 17,000 families each year with a wide array of services to support them in reaching their full potential. She also serves on the following boards; C.A.S.H. – Creating Assets Savings & Hope, Essential Health Clinic, Washington County Housing Advisory Board and chairs the Washington County Childhood Care and Education Advisory Committee. She graduated from Michigan State University with a BS in

Child Development & Teaching. Renée has two grown children who attended Beaverton Schools. Phone: 503 693-2360.

**Dr. Constance Green | High Education Position:** Connie received her Master's in Counseling in 1973 from Miami University in Ohio and her PH.D. in Educational Leadership and policy in 1991 from University of Oregon. Currently serves as President of Tillamook Bay Community College. Dr. Green has been involved with Oregon Community College's for 38 years. She worked at Linn-Benton Community College and went on to spend 29 years at Chemeketa Community College from being a faculty member to the Dean of Students, Dean of Strategic Partnerships and Chief Information Officer. She was on the executive team at Chemeketa for 20 years. In her professional journey she has also been the Deputy Commissioner for Oregon Community Colleges, a policy advisor on educational and workforce to Governor Roberts, and a policy advisor for the State Board of Education for post-secondary issues. Connie has also had her own consulting company where she has worked with organizations to address complex issues and improve policy and community relations. Her commitment to ensure student access, success and completion has been a part of every position she has held in community colleges. Dr. Green was part of the founding team that created an annual student success conference in 1986 that still serves all of Oregon community colleges. Phone: 503-842-8222.

**Marilyn McGlasson | At-Large Position:** Marilyn retired in 2005 with seven years as Superintendent of the Banks School District in Washington County. McGlasson was a former member of the Washington ESD Board, Washington Service Center Advisory Committee, and superintendent of the former Farmington View School District. Phone: 503-648-7312.

**Ann Samuelson | Business Position:** Ann lives in rural Seaside, and has served on the NWRESD board of directors for 4 years. Ann and her husband Dave have two grown daughters and a 2 year old grandson. They are the owners of Denver Point Land & Timber and Ann Samuelson & Associates. Advocacy has long been a commitment Ann has acted on in her many years of public service and volunteering. She is a volunteer for the Asbestos Disease Awareness Organization, advocating for a global ban on asbestos, and an end to asbestos related diseases. Phone: 503-755-2540.



## SERVICE CENTER HOURS AND LOCATIONS

### **Clatsop County Service Center**

3194 Marine Drive  
Astoria, OR 97103  
Phone: 503-325-2862 Fax: 503-325-1297  
Hours: M-F 8 a.m. – 4:30 p.m.  
[Map](#) | [Web page](#)

### **Columbia County Service Center**

800 Port Avenue  
St. Helens, OR 97051  
Phone: 503-366-4100 Fax: 503-397-0796  
Hours: M-F 8 a.m. – 4:30 p.m.  
[Map](#) | [Web page](#)

### **Tillamook County Service Center**

2515 3rd Street  
Tillamook, OR 97051  
Phone: 503-842-8423 Fax: 503-842-9663  
Hours: M-F 8 a.m. – 4:30 p.m.  
[Map](#) | [Web page](#)

### **Washington County Service Center Regional Office**

5825 NE Ray Circle  
Hillsboro, OR 97124  
Phone: 503-614-1428 Fax: 503-614-1440  
Toll-Free in Oregon 1-888-990-7500  
Hours: M-F 8 a.m. – 4:30 p.m.  
[Map](#) | [Web page](#)

Any employee who needs access to a building before or after normal building hours must use his/her her electronic access fob to gain entry, or if not assigned a fob, make special arrangements with his or her program director.

# STAFF OPERATIONS

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## ABSENCES

Regular attendance is critical to the smooth operation of programs and service to children in our region.

Staff members unable to report to work for any reason must report their absence in the Absence Management System, ***whether or not a substitute is needed.*** This must be done no later than 6:30 a.m. the morning of the absence.

For those whose absence requires a substitute, early absence reporting has the best chance of securing a substitute to cover the absence. In order to facilitate continuity during absences, staff members unable to return to their duties the following day should report their absence for the next day by 2:30 whenever possible to attempt to retain the same substitute for the following day.

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

### 1. REPORT THE ABSENCE

The employee must report his/her absence using the [Absence Management System](#). All employees for whom a substitute is required must call the [Absence Management System](#) no later than 6:30 a.m. the day of the absence.

- a. To report an absence by phone please call 503-614-1691 and follow the voice commands.
- b. To report an absence online: go to [www.mynwresd.org](http://www.mynwresd.org) >I Want to...>Report An Absence

### 2. CONTACT SUPERVISOR

The employee must contact his/her supervisor and program site **prior** to the start of the regular work day.

### 3. CONTACT ASSIGNED WORK LOCATION

If the employee is assigned to work in a component school district(s), he/she must contact the location(s) he/she is scheduled to work at on the day of the absence to let them know he/she will not be there. **It is the responsibility of the employee to notify all of his/her work locations of the absence prior to the start of the school day.**

#### 4. TIMESHEET

The absence must be reported on the employee's timesheet.

If a substitute is required, staff members may request a particular substitute following the directions in the Frontline Absence Manager system. For assistance, contact Substitute Services. Under no circumstances may staff members arrange for a substitute through personal arrangements outside of Frontline Absence Manager.

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

### **FAMILY AND MEDICAL LEAVE ACT (FMLA)/OREGON FAMILY LEAVE ACT (OFLA)/MILITARY FAMILY LEAVE ACT (MFLA)/OREGON MILITARY FAMILY LEAVE ACT (OMFLA)**

Board policy: [GCBDA](#)

Related Administrative Rule: [GCBDA-AR](#)

#### **Eligibility**

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

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

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

1. Birth of the employee's child and for bonding with a newborn (eligibility expires 12 months after the birth);
2. Placement of a child with the employee for adoption or foster care or for bonding with a newly placed child when the child is under 18 years of age (eligibility expires 12 months after placement), or when a child older than 18 if incapable of self-care because of mental or physical disability;
3. Care of a family member with a serious health condition;
4. The staff member's own serious health condition;
5. Eligible employees may take FMLA leave for qualifying exigency while the employee's spouse, son, daughter or parent is on covered active duty or called to covered active duty status during the deployment with Armed Forces to a foreign country (C.F.R. sections 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917);

6. Injured Service Member Leave, allows an employee leave to care for a covered service member who is the employee's spouse, son, daughter, parent or next of kin who has been injured in the line of duty as a member of the Armed Forces;
7. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments (OFLA only);
8. State law allows employees to take leave for the death of a family member to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member or to grieve the death of a family member (OFLA only);
9. Military Family Leave allows leave for a spouse partner of military personnel per each deployment of the spouse partner when the spouse has either been notified of an impending call to active duty, has been ordered to active duty or has been deployed or on leave from deployment (OFLA only).
10. Contact the Human Resources Office for additional information regarding length of leave, intermittent leave and alternative duty under state and federal law and provisions governing two family members eligible for FMLA or OFLA leave.

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

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

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

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

Leaves 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 state law, employees are entitled to access any accrued paid leave including paid sick leave for any OFLA qualifying event. Contact the HR office for information regarding accessing any accrued paid leave for a qualifying event.

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that accrued paid leave shall be used during the leave period. In the event the district is aware of an OFLA qualifying exigency, the district shall notify the employee of the intent to designate the leave as such regardless of whether a request has been made by the employee. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee’s notice of an unanticipated or emergency leave.

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

### **Application**

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

If advance notice of FMLA leave, under federal law, is not possible, for example due to a change in circumstances or medical emergency, notice must be given as soon as practicable. "As soon as practicable" means at least oral notification within one or two business days of when the leave becomes known to the employee.

Failure to provide the required notice for FMLA leave may result in the district delaying the staff member's leave for up to 30 days after the notice is ultimately given.

If advance notice of OFLA leave is not possible due to unanticipated or emergency leave situation, oral or written notice is required within 24 hours. The district realizes that there may be circumstances when it is not possible to provide a 24-hour notice. Therefore, the staff member may designate a family member or friend to notify the district during that period of time.

In either case, proper documentation must be submitted within three working days of the employee's return to work.

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

### **Medical Certification**

If the staff member provides 30 or more days' notice when applying for FMLA and/or OFLA leave, he/she shall be required to provide medical documentation when appropriate to support the request for leave. The district will provide written notification to employees of this requirement within three working days of the staff member's request for leave. If the staff member provides less than 30 days' notice, he/she is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

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

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

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

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

### **Continuation of Health Insurance Benefits**

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 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

### **Return to Work**

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

## **ABUSE OF A CHILD REPORTING**

Board policy: [JHFE](#)

Related Administrative Rule: [JHFE-AR](#)  
[Mandatory Reporting](#)

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

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom the employee has come in contact has suffered abuse or neglect, by any adult or by a student with whom the employee is in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services, Community

Human Services, or local law enforcement agency. The employee's supervisor is also to be immediately informed. In the event the designated person is the suspected abuser, the Chief Human Resources Officer shall receive the report of abuse.

Written documentation of this report must be completed and submitted to the Supervisor. Forms will be made available at each location.

Oregon law recognizes these types of abuse:

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

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

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

Intentionally making a false report of abuse of a child is a Class A violation.

## **ANIMALS IN DISTRICT FACILITIES**

Board Policy: [ING](#)

Related Administrative Rule: [ING-AR](#)

The district recognizes that under the proper conditions animals can be an effective teaching aid. In order to protect both children and animals the following guidelines are adopted for use in all facilities in the district.

1. Permission must be obtained from the program Director before animals are brought into the facility.
2. The only animals allowed to be housed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.
3. All animals must be in good physical condition and vaccinated against transmittable diseases.
4. Special consideration should be given to the effect of furred and feathered animals on allergic children, before bringing the animals into the classroom.
5. The teacher will be responsible for the proper control of animals brought to school for instructional purposes, including effective protection of children when animals are in the school. This will include keeping the animal in an appropriate cage or container that prevents contact with fecal matter.
6. No animals are to be allowed to run freely in the classrooms, food areas or activity areas.
7. No poisonous animals shall be brought into the school.

At the supervisor's discretion, permission to keep the animal may be denied based on these considerations: (1) the purpose for the animal's presence; (2) the ability of the teacher to control the animal; and (3) the past practice in the classroom.

Permission is to be obtained from the program Director before animals are brought into the school. Animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals.

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

Animals may not be transported on a school bus.

Animals serving persons with disabilities would be an exception to this policy.

## **BENEFITS**

Procedures for establishing employee compensation and benefits are provided by Board Policy and Administrative Regulations. Specific salary and benefits are established through collective bargaining agreements with licensed and classified employee groups. The Board sets salaries and benefits for administrators and confidential employees.

### **Benefit Eligibility**

All regular employees who work at least 20 hours per week (.5 FTE) are eligible for benefits. Benefits are not extended to temporary employees.

Benefits-eligible employees who begin employment on or before the 15th of the month will be eligible on the 1st day of the following month.

Benefits-eligible employees who begin employment on the 16th through the 31st of a month are eligible on the 1st day of the month following a full month of employment.

For example: A first day of employment of September 6th results in benefits effective date of October 1st. A first day of employment of September 18th results in benefits effective date of November 1st.

### **Available Coverage**

Medical, Dental, Vision, Life and Accidental Death and Dismemberment Insurance, and Long Term disability are available to eligible employees. Agency contribution toward insurance premiums and distribution of insurance pool funds including incentives is defined in collective bargaining agreements. Other coverage is also available at employee expense (Term life insurance for self or family members; long term care insurance; short term disability insurance; cancer insurance; accident insurance).

### **Open Enrollment**

Open enrollment for benefits through the Oregon Educators Benefit Board (OEBB) is August 15 – September 15 of each year. During open enrollment benefits eligible employees have the opportunity to review and make changes to his/her current benefits.



Once open enrollment closes, no plan changes can be made until the next open enrollment period unless an employee experiences a Qualified Status Change (QSC). Contact Human Resources for more information regarding what qualifies as a QSC.

## BEREAVEMENT LEAVE

[Collective Bargaining Agreement](#)

Bereavement leave is granted in the case of a death in the immediate family in accordance with current collective bargaining agreements.

## BREAKS

Board Policy: [GBAA](#)

Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work 4 or more consecutive hours are entitled to one 15 minute break. Those working 8 hour days are entitled to two 15 minute breaks. For reference, please see the chart below:

Length of work period	Number of Breaks	Number of meal periods
2 hrs or less	0	0
2 hrs, 1 min to 4 hrs, 59 minutes	1	0
5 hrs to 5hrs, 59 minutes	2	0
6 hrs to 10 hrs	2	1

Breaks may not be combined with lunch periods.

Nonexempt employees are expected to adhere to the break schedule established by their supervisor. Deviation from the regularly scheduled break period requires prior supervisor approval.

## CARE/USE OF DISTRICT PROPERTY

Board Policy: [KGF/EDC](#)

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage.

Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to a Supervisor.

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

## **CASH IN DISTRICT BUILDINGS**

Board Policy: [DM](#) | [DH](#)

Money collected by staff as a result of fund raisers or other agency related activities is to be deposited in the fiscal office whenever the sum accumulated in any one day by a class, staff member or others exceeds \$25. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

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

## **CHANGE OF PERSONAL INFORMATION**

*See Employee Web Portal*

## **CHECKOUT**

[Laptop Summer Drop Off Form](#)

Year-end Checkout varies for 190 staff depending upon their assignment (itinerant to a component district or in a NWRESA site). Staff shall follow check out expectations in the building/site assigned.

Staff is requested to complete the following:

- ❑ Leave an “away” message on their Outlook email with an alternate contact for students/families to reach while the employee is on break;
- ❑ All keys marked and turned in to office as appropriate;
- ❑ Summer address, phone number and alternate/emergency phone number turned in to office;
- ❑ Return any district-owned electronic devices, i.e., iPads, computers, etc. for summer maintenance.

## **CHILDREN – BRINGING CHILDREN TO WORK**

The district participates in [National Take Our Daughters and Sons to Work Day](#) on the fourth Thursday of each April.

Staff members working in schools must follow procedures outlined by that school district for observing Take Our Daughters and Sons to Work Day. Some districts may have established a limited time that children can stay. In general, ESD staff should plan to have their school-aged children with them for half a day, or until the noon lunch hour. Children need to remain with their parent or guardian during their visit.

Any staff working at program sites outside the four service centers must have their program administrator or supervisor's approval prior to bringing a child to work.

Other than this national observance, it is not appropriate for employees to bring their children to work at any of the ESD worksite or at worksites in the component school districts.

## **CLASSROOM SECURITY**

Board Policy: ECA

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

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

## **COMMUNICABLE DISEASE, BLOODBORNE PATHOGENS, & INFECTION CONTROL**

Board Policy: [GBEBA](#) | [GBEB](#) | [GBEBA/JHCCBA/EBBAB](#)

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Oregon Department of Human Services, Health Services, and the county health department.

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

### **HBV\*/Bloodborne Pathogens Training and Immunization**

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

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

Additionally, HBV vaccination and vaccination series will be made available after training to all staff that has been identified by the district as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the District safety officer or safety oversight committee. 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 followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV\*\*, HBV and/or bloodborne pathogens;
2. Whenever possible, students would 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 care giver 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 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 and then rinse with an Environmental Protection Agency (EPA) approved disinfectant\*\*\* following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used 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, or by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably 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 reasonably 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;
14. If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

\* HBV – Hepatitis B Virus

\*\* HIV – Human Immunodeficiency Virus

\*\*\* Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers. Other disinfectants as recommended by the Center for Disease Control may be used.

## COMPLAINTS

### Staff Complaints

Board Policy: [GBM](#)

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

Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the 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.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement.

### Student/Parent Complaints

Board Policy: [KL](#), [KLD](#)

Related Administrative Rule: [KL-AR](#)

The district recognizes that complaints regarding staff performance, discipline, grades, student's progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

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

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

## COMPUTER USE

Board Policy: [IIBGA](#)

OAR's: [584-020-0035](#), [584-020-0040](#), and [584-020-0041](#)

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 consistent with the district's mission and goals. Personal use of district computers, including internet and email access is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Ethics Commission (OGEC) guidance (e.g., "occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity"). Such use is restricted to the employee's own time.

Staff who violate the board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

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

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

### **Summary of Policies on Electronic Communications Systems**

The following summary is to assist administration and staff with the implementation of network services policies and administrative rules. While technology has increased and improved dramatically over the past few years, and has allowed us to perform our jobs in more effective and efficient ways, it has also provided us with new challenges and potential pitfalls.

The summary below is to assist in communication of network service policies and administrative rules. Employees are required to read the entire policy, and are expected to comply with it in all situations.

The NWRESD will comply with all provisions of the Children's Internet Protection Act.

- The NWRESD will provide access to information technology to all staff, including e-mail, calendar, and voicemail.
- E-mail, voicemail, and calendar are considered appropriate and official ways to communicate with staff. The expectation of all staff is to check e-mail, calendar, and voicemail on a regular and consistent basis. This is critical as some communication is time sensitive and important to the operation of the district.
- Material sent via e-mail, and messages left via voicemail, shall pertain to district business. No building wide or district wide e-mails will be sent without prior approval.
- All email will be archived automatically by the NWRESD.
- Internet usage will be logged by the NWRESD.
- Acceptable use guidelines apply to all staff, volunteers, consultants, and contractors. They apply to all equipment or devices attached to the district's network, and any equipment utilized within the district.
- The network is owned and managed by the NWRESD, and therefore usage of the system is public record. All email and Internet usage and history are subject to inspection and possible disclosure under Oregon ORS's and OAR's. There should be no expectation of privacy.
- Employees are responsible for exercising good judgment regarding the "reasonableness" of personal use. If there is any uncertainty or confusion, employees should consult their supervisor.
- Employees who do not comply with these policies are subject to discipline, up to and including dismissal. The NWRESD also has the responsibility in some instances to contact TSPC and / or the police concerning Internet or e-mail usage.
- Passwords are a critical part of network security. All employees are expected to use password protection. DO NOT SHARE PASSWORDS WITH ANYONE! (OAR 584-020-0041, 584-020-0040 and 584-020-0035.)

## **CONFERENCES**

Planned conferences between teachers and parents are essential to the ESD's efforts to further understanding and close cooperation between the home and school. Parent/teacher conferences are scheduled individually by programs.



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.

## **CONTRACTS & COMPENSATION**

Contracts will be issued for all licensed district employees.

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

The Board may enter into agreements that provide for a shorter probationary period of not less than one year for teachers who have satisfied the three-year probationary period in another Oregon school district.

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

If the teacher’s contract has not been extended for a new two-year term, the Board upon recommendation of the superintendent, may elect by written notice to the teacher prior to 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.

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

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

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

## **COPYRIGHT**

Board Policy [EGAAA](#)

Related Administrative Rule: [EGAAA-AR](#)

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting.

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

All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office.

“Fair use” guidelines are as follows:

#### Fair Use

##### 1. Printed Materials

###### a. Permissible uses – district employees may:

- (1) Make a single copy of the following for use in teaching or in preparation to teach a class:
  - (a) A chapter from a book;
  - (b) An article from a periodical or newspaper;
  - (c) A short story, short essay or short poem, whether or not from a collective work;
  - (d) A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
- (2) Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
  - (a) A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
  - (b) A complete article, story or essay of less than 2,500 words;
  - (c) Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
  - (d) One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
  - (e) An excerpt from a children’s book containing up to 10 percent of the words found in the text.

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

###### c. Prohibited uses – district employees may not:

- (1) Copy more than one work or two excerpts from a single author during one class term;
- (2) Copy more than three works from a collective work or periodical volume during one class term;
- (3) Copy more than nine sets of multiple copies for distribution to students in one class term;
- (4) Copy to create or replace or substitute for anthologies or collective works;

- (5) Copy “consumable” works, such as workbooks, exercises, standardized tests and answer sheets;
  - (6) Copy the same work from term to term;
  - (7) Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
- d. All sound recordings, including phonograph records, audiotapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.
2. Sheet and Recorded Music
- a. Permissible uses – district employees may:
    - (1) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;
    - (2) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as section, movement or aria, but in no case no more than 10 percent of the whole work;
    - (3) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
    - (4) Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
    - (5) Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
    - (6) Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
    - (7) Make a single copy of a sound recording, such as a tape, disc or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.
  - b. Prohibited uses – district employees may not:
    - (1) Copy to create or replace or substitute for anthologies, compilations or collective works;
    - (2) Copy works intended to be “consumable”, such as workbooks, exercises, standardized tests and answer sheets;

- (3) Copy for the purpose of performance, except as noted above (1.a.) in emergencies;
  - (4) Copy to substitute for purchase of music except as noted above (1.a., b. and c.);
  - (5) Copy without inclusion of the copyright notice on the copy;
  - (6) Downloading/file sharing of music from the internet that was originally intended for sale.
3. Television Off-the-Air Recording
- a. Permissible uses – district employees may:
    - (1) Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite transmission and retain the recording for period not to exceed the first 45 consecutive calendar days after the date of the recording.
    - (2) A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.
    - (3) Unless authorized by the [library/media supervisor], at the conclusion of the retention period, all off-air recordings shall be released or destroyed immediately.
    - (4) Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the Request for Off-Air Video Recording form to the for each program video recorded. The library/media supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.
    - (5) Retain video recordings of commercial programs only with written approval of appropriate copyright holders;
    - (6) Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive calendar day retention period;
    - (7) Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
    - (8) Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels;
    - (9) Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
    - (10) Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks;

interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.

- (11) Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).
- b. Prohibited uses – district employees may not:
- (1) Record off-air programs in anticipation of an educator’s requests;
  - (2) Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
  - (3) Use the recording for instruction after 45 consecutive calendar days;
  - (4) Hold the recording for weeks or indefinitely because:
    - (a) Units needing the program concepts are not taught within the 45-day use period;
    - (b) An interruption or technical program delayed its use; or
    - (c) Another teacher wishes to use it, or any other supposedly “legitimate” educational reason.
  - (5) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
  - (6) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
  - (7) Exchange program(s) with other schools in the district or other school districts without the approval of the [media/library supervisor]. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;
  - (8) Use the recording for public or commercial viewing;
  - (9) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools;
  - (10) The downloading of programs originally intended for sale or pay for use from the internet.
  - (11) “Pay” programs received via satellite dish are also subject to these prohibitions.
4. Rental, Purchase and Use of Video Recordings
- a. Permissible uses – district employees may:
- (1) Use purchased or rented video recordings such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;

- (2) Use only rented lawfully-made video recordings;
  - (3) Arrange for the local school to transmit video recordings over their closed circuit television for direct instruction;
  - (4) Use off-air video recordings made at home for classroom instruction and only in accordance with television off-air guidelines and district policy.
- b. Prohibited uses – district employees may not:
- (1) Use rented or purchased video recordings where a written contract specifically prohibits such use in the classroom or direct teaching situation;
  - (2) Use rented or purchased video recordings such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.
- (3) Computer Software
- (a) Permissible uses – district employees may:
- (i) Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
  - (ii) Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
  - (iii) Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
  - (iv) Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provides its use is permitted (not excluded) by the terms of the sales agreement;
  - (v) Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
  - (vi) Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
  - (vii) Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.
- (b) Prohibited uses – district employees may not:
- (i) Load the contents of one disk into multiple computers at the same time in the absence of a license permitting the user to do so;
  - (ii) Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
  - (iii) Make or use illegal copies of copyrighted programs on district equipment;

- (iv) Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board;
  - (v) Make copies of software provided by a software publisher for preview or approval;
  - (vi) Make multiple copies of copyrighted software (or a locally-produced adaptation or modification) even for use within the school or district;
  - (vii) Make replacement copies from an archival or back-up copy;
  - (viii) Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
  - (ix) Make multiple copies of the printed documentation that accompanies copyrighted software.
- (c) With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.
5. Reproduction of Works for Libraries/Media Centers
- a. Permissible uses – district employees may:
    - (1) Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
    - (2) Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical with the last five years prior to the date of the request for the material;
    - (3) Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
    - (4) Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
    - (5) Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
    - (6) Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.
  - b. Prohibited uses – district employees may not:
    - (1) Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
    - (2) Copy without including a notice of copyright on the reproduced material.
6. Performances

Permissible uses – district employees must contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed. This is particularly important if admission is to be charged or recordings of the performance are to be sold.

7. Violations

Employees in violation of copyright law may be required to remunerate the district in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

## **CRIMINAL RECORDS CHECK/FINGERPRINTING**

Board Policy [EGAAA](#)

Related Administrative Rule: [EGAAA-AR](#)

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

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

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

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

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

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

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

The following procedures will be used for all newly hired employees subject to criminal records checks including fingerprinting:



## **Processing/Reporting**

1. The individual shall, as part of the application process, complete either a Criminal History Verification of Applicants form or a Fingerprint-Based Criminal History as provided by ODE.
2. If the individual is subject to fingerprinting, he/she will be required to report within 3 working days to an authorized finger-printer for fingerprinting. Fingerprints may be collected by one of the following:
  - a. Employing district staff;
  - b. Contracted agent of employing district;
  - c. Local or state law enforcement agency.

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

3. The individual is responsible for obtaining two fingerprint cards from an Oregon school district, education service district, an Oregon-approved teacher education institution, ODE or TSPC.
4. The individual is responsible for submitting to the authorized finger-printer two fingerprint cards and an 8 ½" x 11" or larger envelope with postage affixed and addressed to the district personnel office.
5. To ensure the integrity of the finger-printer collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized finger-printer and require that the individual submit a photo ID (driver's license or other) containing the individual's name and picture in order to verify the identity of the individual intended to be fingerprinted.
6. The authorized finger-printer will return the fingerprint cards to the district in the envelope provided. The Fingerprint Criminal History Verification form and fingerprint cards will be sent to ODE. A copy of the form will be kept in the Human Resources office

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

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from consideration as a district volunteer and employment or contract status or withdrawal of offer of employment or contract will be made by the superintendent immediately upon the following:
  - a. Refusal to consent to a criminal records check and/or fingerprinting; or
  - b. Notification by the Superintendent of Public Instruction or his/her designee or the State Board of Education that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.

2. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

### **Appeals**

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

## **CURRICULUM**

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.

## **DISCIPLINE & DISCHARGE**

Board Policy: [GCPD](#)  
Related Administrative Rule: [GCPD-AR](#)  
[Collective Bargaining Agreement](#)

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

## **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. Section 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; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

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

Each staff member engaged in work related to a direct federal grant or contract of \$100,000 or more must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

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

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

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

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

## **EMERGENCY CLOSURES**

Board Policy: [EBCD](#)  
Related Administrative Rule: [EBCD-AR](#)  
[Collective Bargaining Agreement](#)  
[Emergency Closure Info](#)

When schools are closed because of inclement weather or other unforeseen problems (e.g., power outages) employee work schedules will be determined by the ESD. Employees will be expected to report for work unless notified to the contrary by the ESD. Employees may be notified via commercial radio stations and FlashAlert. To sign up for FlashAlert, please visit <http://www.mynwresd.org/emergency-closures.html>.

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 & DISASTER PLANS**

All staff will be provided with a copy of the district's emergency procedures plan detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, 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 strategic locations throughout the building.

## **EMPLOYEE ASSISTANCE PROGRAM**

[OEBB Employee Assistance Program](#)  
[www.myrbh.com](http://www.myrbh.com)  
(Access code OEBB)

The Employee Assistance Program (EAP) is available to all benefits eligible employees. The EAP provides face-to-face assessment and counseling, 24-hour crisis assistance, and online resources, including the Personal Advantage website and access to counselors online. The EAP also provides a suite of worksite and life balancing services, including legal and financial services, will preparation, identity theft recovery, home ownership resources, and personal mediation services. Other optional enhancements include professional childcare, eldercare, and pet care resources.

To utilize EAP services call Reliant Behavioral Health at 1-866-750-1327 or visit [www.myrbh.com](http://www.myrbh.com) (access code OEBB).

## **EMPLOYEE GROUPS**

[Collective Bargaining Agreement](#)

The Classified and Classified/Licensed employee groups include employees that fill a variety of positions. For a complete list, please see Appendix A of the Classified Collective Bargaining agreement.

The Licensed employee group includes licensed teachers, school psychologists, speech-language pathologists, mental health specialists, and autism specialists. Hereinafter these staff members are referred to as licensed staff.

The Administrative employee group includes employees that provide overall administration, coordination, and supervision of District service and program delivery.

The Confidential employee group includes employees that have access to District and employee records and information in direct support of the collective bargaining process not available to the general public.

## **EMPLOYEE WEB PORTAL**

The iVisions Web Portal gives employee's access to view and update information related to their employment with the NWRES D. To get started visit: <https://visions.nwtoolbox.org/nwresd/> and click on the "Register" link. After registration, it will take approximately 24 hours for the employee to have access to his/her personal information.

For detailed instructions on both registering and using the Portal, click on the link for "User Manual" under the Northwest Regional ESD Banner.

Information accessible through the Web Portal includes:

### **Information Center**

- Printable Payroll Statements for a single pay period or the entire year.
- Up to Date W2 information
- Pay Check Calculator, allowing you to see how changes in your deductions will affect your final take home pay
- Up to Date information on leave plans such as Vacation, Sick & Personal Leave

### **Tax Withholding Forms**

- Online State and Federal W4 Forms – updateable and electronically submitted to Payroll

### **Profile**

- Update your Contact Information such as home address and telephone number online
- Maintain a list of emergency contacts and their current information
- For more information or assistance please email [helpdesk@nwresd.k12.or.us](mailto:helpdesk@nwresd.k12.or.us)

## **EVALUATION OF STAFF**

Board Policy: [GCN/GDN](#)  
[Oregon Framework for Educator Evaluation](#)  
[Collective Bargaining Agreement](#)

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

district's program also provides for the assessment of classified employees and current performance of their job assignments.

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

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

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

Classified staff will be formally evaluated at least twice during their first 120 probationary period of employment with the district. Upon successful completion of the probationary period, classified employees will be evaluated annually thereafter.

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

## **EXPENSE REIMBURSEMENT/MILEAGE**

Board policy: [DLC](#)

Related Administrative Rule: [DLC-AR \(1\)](#)

NWRESD employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved reimbursement form and receipts to fiscal services.

Expenses for travel that is not part of regular duty will be reimbursed when the travel has the advance authorization of the direct supervisor. Prior approval from the superintendent or designee is required for all out-of-state travel.

## **FAIR LABOR STANDARDS ACT**

Board Policy: GBAA

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

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

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

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

1. What constitutes nonexempt working hours;
2. What constitutes normal working hours;
3. That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
4. That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
5. That a written corrective statement be given to employees not complying with established procedures.

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

If funds are available, overtime will be compensated at not less than one and one-half times the employee's rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed, Compensatory time is capped at 240 hours and is cashed out at the employee's current rate.

## **FLEXIBLE SPENDING ACCOUNT**

[American Fidelity Flexible Spending Account Information](#)

Benefit eligible employees may enroll in the Flexible Spending Account during the month they become eligible for benefits or during the open enrollment period (August 15 – September 15). This program allows employees to pay for qualifying medical expenses not covered by insurance and dependent childcare with pre-tax dollars.

The plan operates on a benefit year basis, October 1 through September 30. Employees estimate the amount of eligible health care and dependent care expenses they will incur for the coming year. The amount is spread equally over all pay periods and deposited to the employee's flexible spending account (The maximum deferral amounts are subject to IRS regulations and may change accordingly). This amount can only be changed during the plan year if a qualifying event occurs (birth, adoption, death, marriage, divorce, or termination of spouse's employment). Any money that remains in the flexible spending account at the end of the plan year must be forfeited according to IRS regulations.

## FUNDRAISING

Board Policy: [DM](#), [EFA](#)  
[Fundraising Request Form](#) (p.4)

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

Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fund raising must not interfere with or disrupt school.

Fund-raising request forms are available in the office.

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

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

## GIFTS & SOLICITATIONS

Board Policy: IGDF | DM | EFA

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as \$50 or more from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without principal approval.

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

## GRIEVANCES

[Collective Bargaining Agreement](#)

Employee grievances are handled in accordance with collective bargaining agreements. Please see applicable SBA for more information



## **GUEST SPEAKERS/CONTROVERSIAL SPEAKERS**

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the principal of the date, time and nature of the presentation whenever such use is planned.

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

Guest speakers should represent various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue.

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

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

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

## **HAZING/HARRASSMENT/INTIMIDATION/BULLING/ MENACING/CYBERBULLING**

Board Policy: JFCF | GBNA

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

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

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

## HEALTH INSURANCE PROTECTABILITY & ACCOUNTABILITY ACT (HIPAA)

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

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

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

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

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

## HOLIDAYS

[Collective Bargaining Agreement](#)

Paid holidays are provided to employees in accordance with collective bargaining agreements and memorandum of agreements.

**Licensed Staff | NWEA:** (7 holidays) Labor Day, Veteran’s Day, Thanksgiving, Christmas, New Year’s Day, Martin Luther King Day, Memorial Day

**Classified & Classified/Licensed Staff | OSEA (10 month):** (9 holidays) Labor Day, Veterans’ Day, Thanksgiving, Day after Thanksgiving, Christmas, New Year’s Day, Martin Luther King Day, Presidents’ Day, Memorial Day

**Classified | OSEA (250 days or more):** (10 holidays) Independence Day, Labor Day, Veteran’s Day, Thanksgiving, Day after Thanksgiving, Christmas, New Year’s Day, Martin Luther King Day, Presidents’ Day, Memorial Day

**Classified | OSEA (240 days or less\*):** (9 holidays) Labor Day, Veteran’s Day, Thanksgiving, Day after Thanksgiving, Christmas, New Year’s Day, Martin Luther King Day, Presidents’ Day, Memorial Day. *\*Independence Day is a paid holiday if the employee is scheduled to work and is actively at work on the scheduled workday immediately before and after the holiday or be on an authorized absence approved by the supervisor*

**Administrative & Confidential:** (10 holidays) Independence Day, Labor Day, Veteran’s Day, Thanksgiving, Day after Thanksgiving, Christmas, New Year’s Day, Martin Luther King Day, Presidents’ Day, Memorial Day

Holiday pay for employees working less than full-time will be pro-rated.

## IDENTIFICATION BADGES

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

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property;
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. The district will not disclose a duplicate of the photography used on the badge or card.

## INJURY REPORTS

Board Policy: [EBBB](#)  
[Form 801](#)

[SAIF Employee's Guide to Workers' Compensation](#)

All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee, occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to Human Resources immediately.

Reports will cover property damage as well as personal injury.

A completed injury/illness report form must be submitted to Human Resources within 24 hours or the next scheduled district workday, as appropriate. To report an Employee accident, please go to <https://www.publicschoolworks.com/ARPages/accidentsPage1.php?di=253> and complete the form in its entirety. Once complete press "Submit Accident Report" and follow the instructions.

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

## **JOB SHARING**

The district discourages 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 staff employee position is shared in a manner agreeable to both job sharing employees, providing the total dollar amount does not exceed the amount designated for one staff employee in a non-job sharing position.

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

## **KEYS/FOBS**

Keys/FOBs are issued to staff by the NWRESD Facilities department. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

1. The duplication of keys is prohibited;
2. Keys/FOBs are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys/FOBs 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/FOBs must be reported to the NWRES D Facilities department 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 notification of a lost or stolen key/FOB, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued.
6. Charges for lost or stolen keys will be made by 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.

## **LESSON PLANS**

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

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

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

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

General plans which cover the length of the course of study should also be prepared and readily available for principal and/or student and parent review.

## **LICENSE REQUIREMENTS**

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

This verification includes all license endorsements. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current.

Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

In the event the district is required to forfeit any State School Fund moneys as a result of a teacher failure to meet license requirements as set forth by the Teacher Standards and Practices Commission (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 & COURIER SERVICES**

The interschool mail (courier) 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.

All staff are to check their mailboxes regularly and remove mail daily. Students should not pick up mail from staff mailboxes.

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

## **MATERIALS DISTRIBUTION**

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the principal or building administrator. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

## **MEETINGS**

[Collective Bargaining Agreement](#)

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

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

Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the principal. Attendance of staff members at such meetings is left to the discretion of each employee.

## **MOTHER FRIENDLY WORKPLACE**

Board Policy: [GBDA](#)  
[Collective Bargaining Agreement](#)

A reasonable effort will be made to provide a room or other location in close proximity to an employee's work area, other than a restroom, where an employee can breast-feed her child or express milk in privacy.

A 30 minute, unpaid rest period to express milk or breast-feed during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period.

Designated locations vary by location; please see the receptionist or building administrative assistant for additional information.

## **PARENTAL RIGHTS/SURVEYS**

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

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

A student's personal information (name, address, phone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification. A student's parents or a student 18 years of age or older will be given

an opportunity to inspect any instrument used to collect such information and will be released only with permission.

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

Requests to review materials or to excuse students from participation in these activities, including any 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 CONTROLS**

District vehicles operated by staff shall not be idled for more than 5 consecutive minutes at any one location.

## **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.

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

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

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

## **PAYROLL**

Procedures for establishing employee compensation are provided by Board Policy and Administrative Regulations. Specific compensation packages are established through collective bargaining agreements with the licensed and classified employee groups. The Board sets salaries for all administrators and confidential employees.



## 10 MONTH-12 MONTH CHECK OPTION

[Form 48](#)

All 12-month employees will have their annual salary divided by twelve, resulting in twelve equal paychecks beginning with the July pay date through the June pay date of a fiscal year. 190-day EI/ECSE employees who work a 12 month calendar will also be paid on this schedule.

All 190 day ten-month employees of the ESD on a school-age calendar, and who work the same hours per day and the same days per week, have the option of receiving their annual salary in ten or twelve checks.

If you choose twelve-pay, your annual salary is divided by twelve, resulting in twelve equal paychecks beginning with the September pay date through the May pay date, with three “balance of contract” checks on the June pay date. **This is the default option.**

If you choose 10 checks, your annual salary is divided by ten, resulting in ten equal paychecks beginning with the September pay date through the June pay date. There are no “balance of contract” checks in June. If an employee chooses this option, additional payroll deductions will be necessary in the final (June) check.

10- Month (school-age calendar) employees must choose either the 10 or 12 paycheck option by completing Form 48 <http://www.mynwresd.org/uploads/1/3/9/2/13928214/fs - 48 - pay check distribution revision 2.pdf> and returning it to Payroll by June 30 prior to the start of the new school year. **If a form is not completed, the 12-paycheck option will be selected by default.**

## ADVANCE SALARY PAYMENTS (DRAW)

Board policy: DLBA  
[Form 40](#)

Advances in salary payment are not permitted unless approved by the Superintendent or designee. Payment will not exceed 75% of the net pay of the amount earned at the time of the request. No person will receive more than one draw per year. Draws are considered constructive receipts and will be subject to IRS requirements.

If an advanced salary payment is approved, checks will be available at the time of the next scheduled accounts payable run. Draw requests must be submitted by the Wednesday of the week they are to be processed. Draw checks will be issued on Fridays only.

## ASSIGNMENT OF WAGES – GARNISHMENT

When court documents are received, garnishments for employees are processed by payroll on the employee’s next available check, as required by law.

## DIRECT DEPOSIT

[Form 41](#)

District personnel may have their payroll check direct deposited to almost any bank or credit union by completing Form 41 and submitting it to the payroll office. Form 41 is available at the

NWRESK web site: [www.nwresd.k12.or.us](http://www.nwresd.k12.or.us). Payroll strongly encourages employees to use direct deposit. Using direct deposit minimizes the chance of having a payroll check lost in the mail. Employees who require reimbursements for coursework or work-related expenses may receive refunds via direct deposit as well.

## **OVERTIME**

Board policy: GBAA | GCKA/GDKA | GCKA/GDKA-AR  
[Collective Bargaining Agreements](#)

Occasionally classified employees may be required to work beyond the regular workday or week. Overtime for classified employees must be pre-approved by the immediate supervisor and may be compensated in the following manner:

- At the hourly rate of one and one-half times the regular wage rate for work done beyond 40 hours in any given week (Sunday through Saturday);
- With the approval of the supervisor, compensatory time may be given.

Full time employees are authorized one fifteen-minute break during each four- hour work period and a minimum of one-half hour for lunch if they work longer than five hours. This time may not be used for any time exchanges. Early work release must have prior approval of the employee's supervisor. The immediate supervisor or program administrator must authorize all overtime in advance.

Overtime authorizations must consider workload and budgeted funds. This category and compensatory time are not allowed for licensed and administrative employees.

## **PAYDAY**

Board policy: [DLA](#)  
[Collective Bargaining Agreements](#)

All district employees are paid on the last business day of the month.

## **PAYROLL DEDUCTIONS – MANDATORY**

Board policy: [DLB](#)

All employees shall be required to have deductions from their monthly salary as required by law as follows:

### Federal Social Security (FICA)/Medicare

Federal Social Security coverage is automatic for all employees. The amount is determined according to law. Federal Withholding Tax Federal withholding tax deductions shall be made according to a schedule prepared by the Treasury Department and the amount deducted shall be based on the number of exemptions claimed by the employee.

### State Income Withholding Tax

State withholding tax deductions shall be according to a schedule prepared by the Oregon Department of Revenue and the amount deducted shall be based on the number of exemptions claimed by the employee.

### Workers Compensation

Coverage is required by law and gives the employee protection for accidents, which occur while on the job. A payroll deduction is required for each employee.

### Public Employees Retirement System (PERS)

The employee contribution of 6% will be deducted from an employee's gross pay after completion of 600 hours of creditable service in a qualifying position.

### Oregon School Employees Association (Classified and Classified/Licensed only)

Payroll deductions are required for dues to the association. Please see the unit representative for additional information.

### Oregon Education Association (Licensed only)

Payroll deductions are required for dues to the association. Please see the unit representative for additional information.

## **PERSONAL ELECTRONIC DEVICES**

Board Policy: [GCAB](#)

Staff possession or use of personal electronic devices on district property, in district facilities during the work day, while staff is on duty, including duty in attendance at school-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. 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 that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

Personal cell phones/pagers and other digital audio and video devices shall be silenced during instructional time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignments. Cell phones which have the capability to take photographs or video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal 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, while on duty and off duty will treat fellow employees, students and the public with respect while posting in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school related matters, staff should use district email using mailing lists to a group of students rather than individual students. Texting students during work hours is discouraged. Texting students while off duty is strongly discouraged.

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

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of policy. Staff actions on social network sites, public websites, blogs and other social media, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A disruption, for purposes of this policy includes, but is not limited to, one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened or actual negative impact on the learning environment. The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise – commonly called texting, sexting, emailing, etc. – may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries. A referral to law enforcement officials may also be made.

## **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 Human Resources department prior to responding to any requests (written or phone) for references of/for employment.

## PERSONAL/EMERGENCY LEAVE

[Collective Bargaining Agreement](#)

Personal leave is granted in accordance with collective bargaining agreements or current Board Policies. If a substitute is required, the leave is usable in not less than one-half (1/2) day increments. Otherwise, the leave is usable in not less than two (2) hour increments.

Classified employees may take personal leave in one (1) hour increments.

## PERSONAL RECORDS

Board Policy: [GBL](#)

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

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

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

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

The superintendent may permit persons other than those specified above to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access. Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

## **PETTY CASH**

Board Policy: [DJB](#)

In order to expedite the purchase of minor school supplies, postage, freight and other emergency items, a petty cash account has been established. Staff members may purchase items costing less than \$40 with prior approval from the principal.

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

Requests for reimbursement for approved purchases may be authorized only upon submission of appropriate receipts to the designated employee in the building.

## **PHONES**

Long distance calls for district business purposes may be placed from a phone with an unrestricted line, located in the office. Local personal phone calls made during working hours from district phones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students. Personal long distance calls may not be made on district phones, even if staff offers to reimburse the district for such charges. If it becomes necessary to make personal long distance calls while at work, such calls must be made with the staff member's personal cell phone or calling card.

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

electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

## PRACTICUM/STUDENT TEACHING ASSIGNMENTS

Master Service Agreement  
Statement of Work

Recognizing the desirability of assisting in the professional preparation of prospective teachers and other licensed professionals, student teacher and practicum student assignments shall be made pending the approval of the Program Coordinator and/or Supervisor.

Master teachers/related staff must have demonstrated successful professional experiences and be willing (voluntary) to accept the responsibilities that accompany the student teacher/practicum student assignment. University coordinators in charge of student teachers and practicum students are to directly contact the Special Student Services (Coordinators/Principals) to get approval and make arrangements for assignment.

**Staff may not make arrangements directly with prospective student teachers or University coordinators. Arrangements for students are made through the NWRESD Special Student Services supervisor.**

When a placement for a student teacher/practicum student is sought, the following will occur.

- An appropriate NWRESD setting/site(s) will be selected and a master teacher/mentor will be assigned (assignment is voluntary).
- The site/program supervisor will complete a Master Services Agreement and Statement of Work form indicating the practicum student's name, dates, and types of experiences, site, hours involved, and college supervisor's name.
- The Principal/Coordinator will facilitate a meeting between the master teacher, the practicum student, and his/her University Supervisor. The Principal/Coordinator shall be aware of all responsibilities and expectations assigned to both student and master teacher.
- Many Universities provide honorariums or stipends to supervising teachers. If so, this must be stated on the Master Service Agreement. These funds go directly to the fiscal office, and upon receipt will then be distributed in the master teacher's regular paycheck.

The Principal/Coordinator will ensure that the student teacher/practicum student has completed all necessary paperwork (Volunteer Application and an Oregon Department of Education Criminal History Verification) prior to working with children.

## **PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME**

[Collective Bargaining Agreement](#)

Planning and preparation time for licensed staff is scheduled in accordance with Article 6 of the Collective Bargaining Agreement.

## **PROBATIONARY PERIODS**

Classified and Classified/Licensed Employees: All classified employees newly hired into a regular position will serve a 120 day probationary period. Prior employment as a substitute or temporary employee shall not apply to probationary period.

Licensed Employees and Administrators: Normally, a newly-hired teacher or administrator will maintain the probationary status for three years prior to attaining contract status.

## **PROGRESS REPORTS**

Teachers are expected to report to parents and students, at least annually, their students' progress toward achieving the academic content standards. Progress reports are issued at the indicating academic and citizenship progress to date. Parents will receive reports on their students' 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 a written progress report having been sent home notifying the student and his/her parents of academic deficiencies.

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

Board Policy: [GBK/JFCG/KGC](#)

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

"Tobacco product" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include USFDA approved tobacco products or other therapy products used for the purpose of cessation.

"Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a



device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

## **PURCHASE ORDERS**

Related Administrative Rule: DJ-AR

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

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

Additionally, at least three competitive quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services less than \$5,000.

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

## **RELEASE OF GENERAL STAFF INFORMATION**

Board Policy: [GBLA](#)

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

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

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

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

## RESEARCH/COPYRIGHTS & PATENTS

Board Policy: [GCQBA](#) | [GCQB](#)

Staff members engaged in a research project during the work day or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the [principal].

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

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

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

## RESIGNATION OF STAFF

Board Policy: [GCPB/GDPB](#)

### **Licensed Staff**

A resigning staff member is required to deliver a written and signed notice of resignation to the Human Resources department. If the Chief Human Resources Officer decides to accept the resignation, acceptance shall be by letter from the Chief Human Resources Officer to the employee. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the superintendent's acceptance letter.

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

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

### **Licensed Benefits**

If an employee leaves on or before the 15th of the month, benefits will run through the end of that month. If an employee leaves on the 16th of the month or later, benefits will run through the end of the following month.

## **Classified Staff**

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

## **Classified Benefits**

There are special circumstances for classified employees who work the entirety of their contract for the school year and inform the District of their resignation prior to June 30th. Those employees may retain health benefits through August 31st of that year.

Classified employees who turn in their resignation after June 30<sup>th</sup> (and prior to the beginning of the new school year) receive health benefits through July 31<sup>st</sup> of that year. Licensed employees receive health benefits through September 30<sup>th</sup> if they fulfill their entire contract for the school year.

## **RETIREMENT**

Board Policy: [GCPC/GDPC](#)

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

## **SAFETY COMMITTEE**

Board Policy: [EBAC](#)

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

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

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

## **SEXUAL CONDUCT (Reporting Requirements)**

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

*"Sexual conduct" as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12*

*student; unreasonably interferes with a student's educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.*

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

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

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

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

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent or designee will follow up on receipt of a report. In the event that the designated person is the suspected perpetrator, the superintendent or designee shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified.

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

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

## SEXUAL HARRASMENT

Sexual harassment of or by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district. "District" includes district facilities, district premises and non-district property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

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

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

Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;

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

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

### Step 1

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

### Step 2

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

writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

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

### Step 3

If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

### Step 4

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

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

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

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal.

## **SICK LEAVE**

Board policy: GCBD/GDBD | GCPD/GDPD-AR  
[Collective Bargaining Agreement](#)

In accordance with ORS 332.507 bargaining unit member accrue sick leave at the rate of ten (10) days per year or one (1) day for each month worked, whichever is greater. Sick leave time is credited to employees at the beginning of the employee's work year. Sick leave for part-time employees is pro-rated based on FTE.

Sick leave is used by employees when they are unable to work because of their own personal illness and/or for a qualifying family member's serious health condition in accordance Federal Family Medical Leave Act (FMLA) or the Oregon Family Leave Act (OFLA).

Staff members unable to report to work must report their absence in the [Absence Management System](#), **whether or not a substitute is needed**. This must be done no later than 6:30 a.m. the morning of the absence. See [Absence](#).

If the time loss extends beyond five (5) consecutive days, the employee may be required a physician's certificate stating that the illness or injury prevents the employee from working and that the employee is released to work.

Sick leave advanced will be adjusted, if necessary, if the employee terminates employment with the district.

## SICK TIME

[SB 454  
Collective Bargaining Agreement](#)

Under SB 454, an employee may use up to 40 hours of his/her own accrued sick leave in a fiscal/contract year (July 1 to June 30) to care for an ill family member without applying for or determining eligibility under the Oregon Family Leave Act ("OFLA") or the Family Medical Leave Act ("FMLA"). Sick leave usage for family illness beyond 40 hours may be available pursuant to FMLA/OFLA) The definition of a family member under SB 454 "Sick Time", is the same as OFLA (employee's spouse; same-gender domestic partner; biological, adoptive, step or foster child; child of a same-gender domestic partner; custodial or non-custodial parent; step parent; parent-in-law; parent of same-gender domestic partner; grandparent or grandchild; a person with whom the employee is or was in a relationship of in loco parentis). See [Absence](#).

## SPECIAL INTEREST MATERIALS

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

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

## STAFF COMMUNICATIONS

Good communication among all staff is essential to the effective operation of the ESD. A number of formal and informal opportunities for communication, decision-making, and problem solving exist. Communication, decision-making, and problem solving are enhanced through various

meetings. Meetings between administrators and staff occur regularly, in both individual and group settings. Formal department meetings are held on a regular basis. The monthly Board of Directors' meeting provides further opportunities for good communications, decision-making, and problem solving.

The Monday Memo, a weekly update for NWRESD employees, and The Suggestion Box, a confidential in-box for email suggestions ([suggestion@nwresd.k12.or.us](mailto:suggestion@nwresd.k12.or.us)), help assure the open flow of information among staff. Board policies provide the overall authorization and direction for administrative action. Administrative Regulations establish guidelines and procedures for compliance with board policy as well as with state and federal statutes and regulations. Administrative memos are circulated and maintained regarding those communications, procedures, or guidelines that are of an immediate nature and in effect for less than one year. Informal, written memos are also used as a means of communication between individuals and groups.

## **STAFF CONDUCT**

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

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

### **Application of Rules**

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon Revised Statutes.
2. Oregon Administrative Rules may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon Revised Statutes.
3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The commission will promptly investigate complaints:
  - a. The commission may, at its discretion, defer action to charge an educator against whom a complaint has been filed under ORS 342.176 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 commission 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;



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

### **Definitions**

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

1. “Administrator” means any supervisory educator who holds a valid Oregon administrative license or registration.
2. “Competent” means discharging required duties as set forth in these rules.
3. “Educator” means any licensed or registered person, who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising.
4. “Ethical” means conforming to the professional standards of conduct set forth in these rules.
5. “Sexual contact” contact includes:
  - a. The intentional touching of the breast or sexual or other intimate parts of a student;
  - b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator;
  - c. Sexual advances or requests for sexual favors directed toward a student;
  - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student’s educational performance or creates an intimidating, hostile or offensive educational environment; or
  - e. Verbal or physical conduct which has the effect of unreasonably interfering with a student’s educational performance or creates an intimidating, hostile or offensive educational environment.
6. “Sexual harassment” means 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” means any person who holds a teacher’s license as provided in ORS 342.125.

### **The Competent Educator**

The teacher demonstrates a commitment to:

1. Recognize the worth and dignity of all persons;
2. Encourage scholarship;
3. Promote democratic citizenship;
4. Raise educational standards;
5. Use professional judgment.

### **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 each individual.

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;
5. Skill in the selection and use of teaching techniques conducive to student learning.

### **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 persons 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. Ways to assess progress of individual students;
2. Skill in the use 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.

### **Management Skills**

The competent educator is a person who understands students and is able to relate to them in constructive 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 district policies and procedures;
4. Using district lawful and reasonable rules and regulations.

### **Human Relations and Communication**

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;
2. Skill in communicating with students, staff, parents and other patrons.

### **The Ethical Educator**

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times 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 family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues;
3. Maintain an appropriate professional student-teacher relationship by:
  - a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
  - b. Not accepting or giving or exchanging romantic or overly 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.

The ethical educator, in fulfilling obligations to the district, will:

1. Apply for, accept, offer or assign a position of responsibility only on the basis of 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;
5. Not use the districts 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.

## STAFF DEVELOPMENT

Board Policy: [GCL/GDL](#)  
Related Administrative Rule: [GCL/GDL-AR](#)  
[Collective Bargaining Agreement](#)  
Conference Attendance Request

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

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

All requests for district payment of college course work tuition require prior administrative approval.

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

Completion of continuing professional development requirements as set forth in OAR Chapter 584, Division 090 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 staff member collective bargaining units, political workshops, training sessions for consultation committees and like activities will not be considered as appropriate activities for the expenditure of district funds.

## STAFF DRESS AND GROOMING

Board Policy: GBCB

As an agency serving the public, the District adheres to a policy ensuring that everything we do reflects the NWRESD's purpose in a professional manner. Employees' attire makes an impression on and sends a valuable message to others around us. The grooming and dress of NWRESD Employees directly and indirectly affect the learning and work environment of the NWRESD. It is also recognized that NWRESD personnel have a responsibility for leadership through the example they set.

As per board policy GBCB, The Board requires NWRESD employees observe standards of personal grooming and dress in keeping with their professional and paraprofessional positions and responsibilities. Generally this shall mean that staff members will dress in a manner appropriate for their duties and daily contacts. In all cases, neatness and cleanliness will be considered of prime importance.

The following guidelines will help our organization to retain the professionalism that is so important to our success:

- Employees should wear clothing that positively reflects the ESD
- Attire should be neat, clean, and appropriate to the position
- Clothing with illegal or offensive messages or pictures may not be worn
- Shorts are not to be worn under any circumstances
- The Superintendent or designee may make exceptions for special events

Employees assigned to classrooms in one of our component school districts must follow the assigned dress code for that particular building. If an employee is going to more than one site on a given day, the employee will dress to the highest standard of the multiple sites, including the four service centers.

Employees assigned to NWRESD sites may dress in casual attire during the months of July and August and on Fridays during the remainder of the year. Casual attire may include denim jeans, but employees must maintain a professional appearance. Important considerations: If an employee has responsibilities that would normally dictate a standard higher than casual attire, then that higher standard must be met. Examples include meeting outside of the building or meetings in which those attending would be dressed to a higher standard.

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 possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

## STAFF ETHICS

Board Policy: [GBC](#) | [EDC/KFG](#)

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

This means that:

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

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. District facilities, equipment or materials may not be used in performing outside work.

## STAFF HEALTH AND SAFETY

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

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

1. 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:
2. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
  - a. 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:
  - b. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;

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

necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;

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

## **STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES**

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

## **STAFF INVOLVEMENT IN DECISION MAKING**

Staff members are encouraged to participate in the decision making process whenever practicable. Staff may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning. Contact the principal for additional information regarding possible building and district level committee work that may be available.

## **STAFF/PARENT RELATIONS**

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

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

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

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



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

## **STAFF ROOM**

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

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk.

Students are not permitted in the staff room.

## **SUNSHINE COMMITTEE**

The Sunshine fund is an employee-organized committee to provide support to NWRESD employees.

## **SUPERVISION OF STUDENTS**

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

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

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

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

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

## TEACHING ABOUT RELIGION

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

As religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

Though teachers may be permitted to expose students to information concerning religious beliefs, a teacher may not advocate, openly, covertly or by subtlety, a particular religion or religious belief.

Holidays which have a religious and secular basis may be observed in the district's schools as follows:

1. The historical and contemporary values and the origin of religious holidays should be explained in an unbiased and objective manner without sectarian indoctrination;
2. Music, art, literature and drama having religious themes or bases are permitted and encouraged as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday;
3. The use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of Native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. These holidays include Christmas, Easter, Passover, Hanukkah and Thanksgiving.

Students and staff members will be excused from participating in practices which are contrary to their religious beliefs without penalty.

## TERMINATION OF EMPLOYMENT

Employees terminate their employment with the district either voluntarily or involuntarily.

Voluntary termination occurs for personal reasons of the employee (see *Resignation*).

Involuntary termination of employment occurs when the district determines it is in their best interest that the individual no longer be employed at NWRESD. Involuntary termination usually occurs for unsatisfactory job performance and is preceded by related evaluations and formal opportunities for employee improvement. Involuntary termination of employment might also occur should the District need to reduce its work force for financial or other reasons. Procedures for involuntary and voluntary termination of employment are found in Board Policies and are in

compliance with appropriate Oregon Revised Statutes and negotiated agreements. Board policy and negotiated agreements provide the guidelines for Reduction in Force.

Prior to the employee's last day of work, all District property, including keys, pagers, cellular phones, and laptops must be returned to the program administrator. For employees who utilize teaching supplies, testing kits and computer software in their occupations, these items must also be returned to the program administrator prior to the employee's last day of employment with the NWRESD.

## **TUTORING**

No private tutoring for which a staff member receives a fee is permitted in district schools on school time. District facilities, materials or equipment may not be used.

## **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

Employees whose regular employment requires travel in connection with official business are expected to furnish their own vehicles. When on official business, such employees shall be reimbursed on a mileage basis at the current IRS rate.

Employees who receive travel mileage allowance for the use of their vehicle shall carry personal liability and property damage insurance in accordance with the following provisions:

Current Oregon mandatory insurance minimums are:

- \$25,000 per person and \$50,000 per accident for bodily injury to others;
- \$20,000 per accident for property damage to the property of others;
- \$25,000 and \$50,000 per accident for uninsured motorist coverage;
- \$15,000 per accident for personal injury protection.

## **VACANCIES/TRANSFERS**

Board Policy: GCCA | GDCA | GCI/GDI  
[Collective Bargaining Agreement](#)

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

## VACATION

[Collective Bargaining Agreement](#)  
[Memorandum of Agreement](#)

Vacation is provided in accordance with collective bargaining agreements and memorandum of agreements. Employees are encouraged to request vacations during periods of lighter workload in their departments. All requests for vacation must be approved in advance by the employee's supervisor. See [Absence](#).

## VOLUNTEERS

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

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

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

The use of volunteers requires prior approval from Human Resources. Interested volunteers must complete the Volunteer Application at <https://www.applitrack.com/nwresd/onlineapp/application.aspx?posJobCodes=636&posFirstChoice=Volunteer&posSpecialty=Volunteer> to authorize the district to run a background check. Once the background check has been processed, Human Resources will notify the volunteer and the site coordinator if the volunteer is approved to begin volunteering.

## WEAPONS

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by the district's weapons policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates the district's weapons policy.

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

# STUDENT OPERATIONAL PROCEDURES

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## ASSEMBLIES

Board Policy: INE

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

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

Students may be removed from an assembly as deemed necessary by the staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

## CLASS INTERRUPTIONS

Board Policy: INH

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.

## COMMUNICABLE DISEASES/STUDENTS

Board Policy: JHCC

Oregon School Health Services Manual: Communicable Disease

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in Oregon Revised Statutes and rules of the county health department. A student with certain school restrictable disease is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school. The district will inform the appropriate staff member to protect against the risk of exposure, as necessary.

## CONTESTS FOR STUDENTS

Board Policy: IGD | KI

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 work load 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.

## COPORAL PUNISHMENT

Board Policy: JGA

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

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

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

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

## DISMISSAL OF CLASSES

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

## DRUG, ALCOHOL, & TOBACCO PREVENTION (Health Education)

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, senior high school students will receive age-appropriate instruction.

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

## EMERGENCY DRILLS & INSTRUCTION

Board Policy: EBCB

ORS 336.071

HB 2661

All teachers are required to provide instruction on fire, earthquake, safety threats and drills for at least 30 minutes each school month in accordance with the requirements of law.

***Tsunamis Warning Zones Only:*** All teachers are required to provide instruction on fire, earthquake, safety threats and tsunami dangers and drills for at least 30 minutes each school month in accordance with the requirements of law. Oregon Fire Code requires at least one fire drill to be conducted within the first 10 days of the school year.

At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for grades K-12. At least one fire drill will be conducted within the first 10 days of school year.

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

***Tsunamis Warning Zones Only:*** *At least three drills on earthquakes that include tsunamis drills will be conducted each year. Drills and instruction on tsunami emergencies will include immediate evacuation after an earthquake when appropriate or after a tsunami warning. At least two drills on safety threats will be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation and other actions to take when there is a threat to safety.*

A map/diagram of the fire escape routes to be followed should be posted near the classroom doorways and reviewed with students. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation and other actions to take when there is a threat to safety.

***Tsunamis Warning Zones Only:*** *A map of the fire and/or tsunami hazard escape route to be followed is to be posted near classroom doorways and reviewed with students.*

The warning signal for a fire alarm/drill is a [insert local drill/alarm procedures]. Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the buildings using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way;
2. Close windows, turn off lights and [lock door/leave door unlocked];
3. Take attendance book;
4. Escort class to at least 100 feet from the building and take attendance. Report any unaccounted students to the [principal];
5. Upon “all clear” signal, [announced by administration, not on bell/alarm signal,] escort students directly back to class. Check attendance.

The warning signal for an earthquake alarm/drill is a [insert local drill/alarm procedures]. In the event of an earthquake, teachers are required to:

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



4. Take attendance and report any unaccounted students to the administration;
5. Upon “all clear” signal, [announced by administration, not bell/alarm signal,] escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Drop low to the ground and protect head and neck.

## **FEATURE FILMS/VIDEOS**

Board Policy: IIABB

[Principal] approval is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated [G, PG or PG-13] may be authorized for classroom use.

Requests are to be submitted to the [principal] at least five days prior to the proposed showing. Forms are available in the office.

The following information should be included:

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

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent.

Parents should be provided the opportunity to preview a feature film/video, whenever possible.

## **FIELD TRIPS & SPECIAL EVENTS**

Board Policy: [IICA](#)  
[Field Trip Request Form](#)

Field trips and other student activities involving travel may be authorized by the principal when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the [principal] well in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school

program and availability of appropriate supervision, either from within school staff or from volunteers.

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

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

Any out-of-state travel must be approved by the Board.

## **FLAG SALUTE**

Board Policy: INDB

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

Each classroom is required to display a United States flag of an appropriate size.

## **HOMEWORK**

Board Policy: IKB

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, HIV/AIDS, SEXUALLY-TRANSMITTED DISEASES, HEALTH EDUCATION**

Board Policy: IGAI

Human sexuality, HIV/AIDS and sexually-transmitted disease prevention curriculum has been cooperatively developed and aligned with the Oregon Health Education Standards and Benchmarks, by parents, teachers, administration, local health department staff and others as an integral part of health education and other subjects. All teachers are expected to teach the

age-appropriate curriculum annually for students in grades 6-8 and twice in grades 9-12 in accordance with established curriculum.

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

\*AIDS – Acquired Immune Deficiency Syndrome; HIV – Human Immunodeficiency Virus; HBV – Hepatitis B Virus; HCV – Hepatitis C Virus

## **MEDIA ACCESS TO STUDENTS**

Board Policy: JOD

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

Media representatives are required to report to the [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.

## **NONPRESCRIPTION/PRESCRIPTION MEDICATIONS**

Board Policy: JHCD | JHCDA

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

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

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

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

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

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

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

A process shall be established by which, upon parent written request, a backup prescribed auto injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

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

## **RELEASE TIME FOR RELIGIOUS INSTRUCTION**

Board Policy: JEFB

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

Any student unable to attend classes on a particular day due to religious beliefs is to be excused from attendance requirements for that day.

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

## **RESTRAINT & SECLUSION**

Board Policy: JGAB

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

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

## **RESUSCITATION DECISION/LIFE-SUSTAINING EMERGENCY CARE**

Board Policy: EBBC

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

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may

include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation and cardiopulmonary resuscitation (CPR).

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

## **STUDENT CONDUCT**

Board Policy: JFC

All students are to comply with district policies and administrative regulations, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner at school during the school day and during school-sponsored activities.

In addition to adopted Board policies governing student conduct, administrative regulations and school rules specifying student conduct expectations have been established. These regulations and rules apply to actions which occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities on transportation provided or approved by the district. 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 it to students and parents. Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

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

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district 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.

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Board Policy: EEAE | EEBC

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

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities only with prior [principal] approval. 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 he/she is 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. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

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

## **STUDENT WITHDRAWAL FROM SCHOOL**

Board Policy: JECE | JN | JHFDA

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.

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

## **VISITORS**

Board Policy: KK

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.