



# **Pendleton School District Staff Handbook**

**“Every Student, Every Day”**

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## **PREFACE**

Please read this handbook carefully and keep it for future reference. It is your responsibility as an employee to become familiar with its contents. Any questions should be directed to your immediate supervisor or the appropriate district contact.

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.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 race, color, national origin, religion, sex, sexual orientation, age, marital status or disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

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

1. The Superintendent or their designee

## **GENERAL INFORMATION**

### **ASSOCIATIONS**

The Pendleton Association of Teachers represents the bargaining unit for all licensed staff.

The Oregon School Employees Association represents the bargaining unit for all classified staff.

### **DISTRICT ADMINISTRATIVE ORGANIZATION**

[Board Policy CC-AR](#) outlines district administrative organization.

### **BOARD MEETINGS/COMMUNICATIONS**

Regular Board meetings are held on the second Monday of every month at 6:00 p.m..

All regular and special meetings of the Board are open to the public unless as otherwise provided by law.

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

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

For more information, refer to the Pendleton District Board of Education (hereto forth known as 'Board') Policies [BD/BDA](#) and [BG](#). <https://policy.osba.org/pendletr/>

### **COMMUNITY USE OF BUILDINGS**

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

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

For more information, refer to Board Policy [KG](#).

### **DISTRICT OFFICE HOURS**

The district office is open Monday - Friday between the hours of 7:30 a.m. to 4:30 p.m. excluding federal holidays, Winter and Spring breaks, and Pendleton Round Up week. In July, the district office is open Monday - Thursday between the hours of 7:00 a.m. to 5:00 p.m.

## **STAFF INFORMATION**

**ABSENCES** Refer to Article 8 of the CBA - [PAT](#) / Refer to Article 14 of the CBA - [OSEA](#)

Staff members unable to report to work for any reason must follow building procedure to inform administration directly and must report their absence in Frontline/Aesop.

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

For more information, refer to [Board Policy GCBG/GDBD](#) and applicable provisions of collective bargaining agreements.

For information on the Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA) or Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA), please refer to Board [Policy GCBDA/GDBDA](#).

## **ADMINISTERING NON INJECTABLE MEDICINES TO STUDENTS**

The district recognizes that administering medication to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or nonprescription medication at school, on a temporary or regular basis.

All requests for the district to administer medication to a student shall be made by the parent in writing.

This policy and administrative regulation shall not prohibit, in any way, the administration of first aid to students by district employees in accordance with established state law, Board policy and procedures.

For more information, refer to Board Policy [JHCD](#) and [JHCDA-AR](#).

## **ANIMALS IN DISTRICT FACILITIES**

Only service animals serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or co-curricular activity are allowed in district facilities. Approved 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, except those service animals serving persons with a disability, may not be transported on a school bus/vehicle.

Animals serving persons with a disability must be certified by licensed animal training programs.

Refer to Board Policy [ING](#) and [ING-AR](#)



## ASSEMBLIES

Staff must supervise their assigned areas during assemblies. Those responsible for specific student groups continue supervising those groups during assemblies as per their usual schedule.

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. If a student is removed from an assembly for disciplinary reasons, the building will follow outlined procedures.

## ASSIGNMENT OF STUDENTS TO CLASSES/TEACHERS

The assignment of students and classes to teachers is the responsibility of the building principal. Parents/guardians have the right to discuss student class assignments with the building principal.

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

High school students are to be added or dropped from teacher class rosters only when the student presents an add/drop slip from the building principal or designee or when otherwise notified by the office.

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

## ATTENDANCE

It is the expectation that teachers take attendance regularly per building/district protocol. For more information, refer to Board Policy [JEE](#) and [JEE-AR](#).

## BREAKS

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 four or more consecutive hours are entitled to one 15-minute break. Those who work more than six hours in a day are entitled to two 15 minute breaks.

Nonexempt (e.g. includes some confidential) employees are expected to adhere to the break schedule established by the building principal or supervisor. Deviation from the regularly scheduled break period requires prior supervisor approval.

## MOTHER FRIENDLY WORKPLACE

An adequate location for the expression of milk or breastfeeding will be provided to an employee by working through the interactive process with a building administrator.

For more information, refer to Board Policy [GBDA](#).

### **CARE/USE OF DISTRICT PROPERTY**

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

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

Certain district-owned equipment including computers may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain or avoidance of personal financial loss.

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

### **CHECKOUT**

#### **Workday Checkout**

Staff may leave the building and district grounds during lunch, as necessary. Departures during prep periods must be approved by the building principal or assistant principal. All workplace departures will follow check-in/check-out procedures established by building.

#### **Year-end Checkout**

Procedures established by local buildings.

### **CHILD ABUSE REPORTING**

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

Any district employee who has reasonable cause or reasonable suspicion to believe that any child with whom they have come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom they are in contact has abused a child, will immediately notify the Oregon Department of Human Services, Community Human Services, or the local law enforcement agency. The school employee shall also immediately inform his/her supervisor, building principal or superintendent.

Written documentation of this report must be completed and submitted to the building principal. Forms are available in the office and in district policy [JHFE/GBNAB](#) and JHFE/GBNAB-AR ([1](#) & [2](#)) linked below.

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

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

For more information, refer to Board Policy [JHFE/GBNAB](#) and JHFE/GBNAB-AR (1 & 2).

**Any Investigation Conducted on District Premises must happen in accordance with Board Policy [KN](#), KN-AR (1 & 2) and/or [JHFE/GBNAB](#) and JHFE/GBNAB-AR (1 & 2) and must include notification to building administration.**

### CLASSROOM MANAGEMENT

The conduct, control and management of the classroom is the responsibility of the individual classroom teacher. Creation of classroom agreements, application, exceptions, and additions to a teacher's expectations shall be the prerogative of the classroom teacher, so long as the rules do not violate applicable school, state or national rules, regulations and laws. All staff members are expected to follow and enforce district policy and building norms.

### CLASSROOM SECURITY

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

It is the responsibility of district employees to manage and maintain district materials (e.g. technology, books, and supplies).

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

### COMPLAINTS

#### **Student/Parent Complaints**

The district recognizes that complaints regarding staff performance, discipline, grades, student progress and homework assignments will be made by students and parents/guardians 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/guardians and others with complaints will be encouraged to

discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

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

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

For more information, refer to Board Policy [KL](#) and administrative regulations.

### **Staff Complaints**

A complaint procedure is available for all employees who contend they have been subject to a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations. The complaint procedure provides an orderly process for the consideration and resolution of problems in the application or interpretation of district personnel policies.

The complaint procedure is not to be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor is it used in any instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract nonrenewal or contract non-extension will not be processed under this procedure. Grievance procedures are outlined by working agreements with the Pendleton Association of Teachers and the Pendleton Chapter of the Oregon School Employees Association.

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

For more information, refer to [Board Policy GBM](#).

### **COMPUTER USE**

Staff use of the district's electronic communications systems will follow board policy, other applicable provisions set forth in administrative regulations, and following legal requirements. –Staff who violate Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information

system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

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

For more information, refer to Board Policy [IIBGA](#) and [IIBGA-AR](#).

### **CORPORAL PUNISHMENT**

The use of corporal punishment in any form is strictly prohibited. No student will be subject to the infliction of corporal punishment by any teacher, other student, administrator or other school personnel.

As used in this policy, corporal punishment does not mean physical pain or discomfort resulting from or caused by participation in athletic competition, or other such recreational activity, voluntarily engaged in by a student.

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

For more information, refer to Board Policy [JGA](#).

### **RESTRAINT AND SECLUSION - USE OF**

The use of physical restraint and/or seclusion is permitted only 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. Only staff trained in the appropriate and safe use of restraint shall be permitted to use restraint.

For more information, refer to Board Policy [JGAB](#) and [JGAB - AR](#).

### **CONTRACTS AND COMPENSATION**

Contracts will be issued for all licensed and exempt district employees. All classified and confidential staff will be issued notifications of employment.

Contracts and compensation are dictated by state statute and collective bargaining agreements. Please refer to the agreement pertinent to your employee group.

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

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

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

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.

For more information, refer to Board Policy [EGAAA](#) and [EGAAA-AR](#)

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

All newly licensed or registered educators are required to submit to a nationwide criminal records check including fingerprinting in accordance with rules established by the Teacher Standards and Practices Commission (TSPC). This includes any individual registering with TSPC for student teaching, practicum

or internship as a teacher, administrator or personnel specialist who has not submitted to a criminal records check within the previous year.

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

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

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.

For more information, refer to Board Policy [GCDA/GDDA](#).

### **Termination of Employment specific to background check/criminal records**

Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from consideration as a district volunteer and employment or contract status by the superintendent immediately upon the following:

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

### **Appeals**

All appeals regarding a determination, which prevents his/her employment or eligibility to contract with the district, will be directed to the [Director of the Oregon Department of Education](#). Individuals eligible to appeal as a contested case will be notified in writing by ODE.

## **CURRICULUM AND INSTRUCTION**

Curriculum guides are available for all credited 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 building principal approval. Teachers with questions should contact the building principal.

Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction.

### DISCIPLINE AND DISCHARGE OF STAFF

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

### DISMISSAL OF CLASSES

Teachers should not dismiss a student or class before the established dismissal time, without prior approval from building administration. 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.

Students should not be in rooms without supervision.

Teachers should never retain a student or class after school dismissal without at least one day prior parental notification.

### DRUG-FREE WORKPLACE

Pendleton School District is committed to do all that it can to foster and maintain a drug-free workplace and all district employees are expected to recognize that, as adults with extensive contact with students as part of their jobs, they must conduct themselves as appropriate role models for students at all times. To that end, the unlawful manufacture, distribution, dispensation, possession or use of alcohol and/or use of a controlled or illegal substance(s) (drugs) as defined by Schedules I through V of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 CFR 1308.11 - 1308.15; and ORS 475.005 through 475.285 and prohibited drug paraphernalia as defined in ORS 475.525, regardless of quantity, is prohibited in our workplace except as prescribed by a physician and used as directed.

Violations of this work rule may subject an employee to disciplinary action up to and including dismissal, immediate suspension without pay, referral to appropriate authorities for prosecution or a requirement that the employee participate, satisfactorily, in a drug assistance or rehabilitation program as the district shall determine at its discretion and shall not be at the district's expense. Failure to satisfactorily complete a treatment program may result in the employee's suspension or termination of employment. Where there is reasonable cause to believe employees are using or are under the influence of alcohol or controlled or illegal substance(s) (drugs), employees may be required to take a drug test, at district expense, to prove or disprove use. Refusal to submit to the drug test may subject the employee to disciplinary action.

"Workplace" is defined to mean the site for the performance of work done in connection with assigned or authorized responsibilities and/or work done in connection with federal grants or contracts on or off school property.

As a mandatory condition of continuing employment, all district employees must abide by this work rule and also notify the district office administration of any criminal drug/alcohol statute conviction based on any violation in the workplace no later than five days after such conviction. Failure to report such a conviction shall result in disciplinary action.



The district encourages any employee with a substance abuse problem to seek professional assistance for counseling or rehabilitation. The district stands ready to assist in that process where appropriate.

The district shall inform all district employees of this policy and the drug-free workplace awareness program annually at a staff meeting and/or by publishing this policy and related material in a staff handbook or communication to all staff members or when newly hired during the school year. Notification of receipt of the policy information will be maintained in the district office personnel files.

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

For more information, refer to Board Policy [GBEC](#) and [GBEC-AR](#).

### **EMERGENCY CLOSURES**

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate.

An alert will be sent out to all staff in the event of delayed openings or school closures. Additionally, media outlets will be alerted about delayed openings and school closures. Status updates will be posted on the district website.

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

Substitutes are not paid for emergency closure days.

For more information, refer to Board Policy [EBCD](#).

### **EMERGENCY DRILLS**

Each building administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes. Instruction and drills for fire, earthquake or other emergencies will be held for at least 30 minutes each school month.

Special drill activities may be planned by each building administrator to ensure orderly movement and placement of students in the safest available building area.

For more information, refer to Board Policy [EBCB](#).

### EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the emergency procedures plan detailing staff responsibilities in the event of such emergencies.

Copies of the emergency procedures plan will be available in the office and other strategic locations throughout the building.

### EVALUATION OF STAFF

Evaluation of staff will be in accordance with Oregon Revised Statutes, any applicable collective bargaining provisions and the district's staff evaluation handbook. For the purpose of identifying standards and responsibilities for educators in the district, Standards for Competent and Ethical Performance of Oregon Educators from OAR 584-020-0000 to -0035 will be used.

For more information, refer to Board Policy [GCN](#) and applicable provisions of collective bargaining agreements.

### FAIR LABOR STANDARDS ACT

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

Pre-approved exception timesheets must be completed and submitted to the building secretary by the 5th or 5th of the month that the timesheet event was worked.

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 Monday through Sunday.

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

Compensatory time is not allowable in the Pendleton School District.

### FILMS/VIDEOS IN CLASS

The Board recognizes that the showing of commercially-produced and rated feature films and videos may have a legitimate purpose in a school's educational program. However, since the content of these feature films customarily is designed for general audience viewing, the Board feels that certain precautions should be taken to ensure the showing of a particular film is consistent with the educational values espoused by the district. Only films/videos with administrative approval may be shown as part of the school program.

Teachers should not assign the viewing of a film as a part of course work unless the film/video meets the requirements outlined in Board policy IIABB.

For more information and/or restrictions refer to Board Policy [IIABB](#) and [IIABB-AR](#).

### FUNDRAISING

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 pre-approved by the building principal and superintendent prior to the activity being initiated and each event must be conducted under the direct supervision of appropriate staff or other authorized individuals.

A written application form (policy IGDF-AR) must be completed and turned in for approval.

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

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

For more information, refer to Board Policy [IGDF](#) and [IGDF-AR](#).

Parent Club or PTO groups are exempt from this policy, but must have prior approval for fundraisers taking place on school grounds.

Money collected by staff as a result of fundraisers or other school-related purposes is to be deposited in the office at the end of each work day. 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.

### GIFTS AND SOLICITATIONS

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 district approval.

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

For more information, refer to Board Policies [KI](#) and [KJ](#), as well as Oregon Government Ethics Commission (OGEC) [ORS Chapter 244](#).

### GRADING

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

Grading policy and procedure are established by the district in collaboration with building admin and teaching staff; these procedures will be outlined in student handbooks and will detail the process for students to dispute or challenge a grade. Teachers will contribute to the development of these grading processes.

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

Refer to Board Policy [IKA](#) for more information

### HAZING/HARASSMENT/INTIMIDATION/CYBERBULLYING/MENACING

Hazing, harassment, intimidation, cyberbullying or menacing by students, staff or third parties toward staff is strictly prohibited and shall not be tolerated by the district. Staff members who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be

referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC). Students will be subject to discipline up to and including expulsion.

An employee who has knowledge of conduct in violation of Board policy [JFCF](#) – Hazing/Harassment/Intimidation/Bullying/Cyberbullying – Student, shall immediately report his/her concerns to the designated district official.

For more information, refer to Board Policy [GBNA](#) and [GBNA-AR](#).

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

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

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

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

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

Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with [HIPAA](#), should contact the human resources office.

For more information, refer to Board Policy [EHA](#).

### HOMEWORK

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 independently. Homework should not require the use of reference materials not readily available in most homes, school libraries or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

### MAKE-UP WORK

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

Any student truant from school may be permitted to make up missed work at the discretion of the teacher and building administrator.

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up school work upon his/her return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. Students may, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension at the discretion of the building administrator.

### HUMAN SEXUALITY, HIV/AIDS, SEXUALLY TRANSMITTED DISEASES, HEALTH EDUCATION

The district shall provide developmentally appropriate comprehensive human sexuality instruction for all students.

The district shall coordinate the course with the local health department where applicable.

The district shall make known to parents and district residents that the human sexuality instructional materials used in class, in a course, assembly or school-sponsored activity are available for review.

Parents of minor students shall be notified in advance of any human sexuality instruction. The notice shall state an opportunity to review materials; no student shall be required to take or participate in the instruction; and a written objection submitted to the district will excuse a student with no disciplinary consequence.

For more information, refer to Board Policies [IGA1](#) and [IGAFA](#).

### 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. Badges are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, vehicles, etc.;
4. A report of a lost or stolen badge must be made to the appropriate administrator immediately.

### INJURY/ILLNESS REPORTS

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

Reports will cover property damage as well as personal injury.

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

For more information, refer to Board Policy [EBBB](#).

Automated External Defibrillators (AED). The district has made these devices available for use during medical emergencies by properly trained district staff. Training and maintenance requirements are set forth in Policy [EBBCC](#) – Automated External Defibrillators.

### KEYS

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

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, vehicles, etc.;
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to “run errands”, “unlock/lock” doors, etc.;
4. Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours;

### LATE START MONDAY SCHEDULE

Every Monday, Pendleton School District will observe a 1-hour late start student schedule, as outlined in the following table. Teachers and staff report as normal as the day is a regular work day. The purpose of the late start is to ensure PLC's, Staff Meetings and District Initiatives take place. See Article 9.4 and 9.6 of the [CBA](#).

	Start Time	End Time	Teacher Work Day
PELC	8:55 am	2:30 pm	7:30-3:15
McKay, Washington and Sherwood	9:00 am	2:35 pm	7:30-3:15
Sunridge Middle School	9:35 am	3:15 pm	7:45-3:30
Pendleton High School	9:35 am	3:35 pm	8:00-3:45

## 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. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the building principal.

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

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

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

## LICENSE REQUIREMENTS

Teachers offered employment in the district must either demonstrate they hold a valid Oregon teaching license or demonstrate the ability to obtain a valid Oregon license before the Board will consider approving their employment.

New teachers not presenting their valid Oregon teaching license prior to the beginning of school or the first day employment is to begin, will not be employed until such license has been submitted or verified by TSPC.

Licensed staff members are required to submit copies of all license endorsements to the human resources office. It is the responsibility of each licensed staff member to keep his/her Oregon license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

## MAIL AND DELIVERY SERVICES

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

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

All staff members are to check their mailboxes 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 district for approval by the superintendent. 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 - STAFF**

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

Association representatives may be excused with advance approval from the building administrator to attend meetings held before or after school as long as the meetings do not interfere with student contact time or assigned duties.

The Association shall have the right to conduct meetings at employee work locations before or after regular work hours or during meal periods. The Association shall inform the building administration of the time and place of the meeting. The meetings will not interfere with the District's operations. The Association shall have the right to conduct meetings without undue interference.

### **PARENT/TEACHER CONFERENCES**

Planned conferences between teachers and parents/guardians are essential to the district's efforts to further understanding and improve cooperation between the home and school. Parent-teacher conferences are scheduled each fall and spring.

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

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

### **PARENTAL RIGHTS/SURVEYS**

Staff are advised that parents/guardians of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents/guardians may also

inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian;
- Mental or psychological problems of the student or the student's parent/guardian;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents/guardians;
- 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, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s)/guardian(s) or the student, if age 18 or older.

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

For more information, refer to Board Policy [KAB](#) and [KAB - AR](#).

### **PARTICIPATION IN POLITICAL ACTIVITIES**

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

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their 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 their campaigning, nor may they use any time during the working day for campaign purposes.

Generally, ORS 260.432 states that a public employee\* may not, while on the job during working hours, promote or oppose election petitions, candidates, political committee or ballot measures. Additionally, no person (including elected officials) may require a public employee (at any time) to do so.

\*A “public employee” includes public officials who are not elected, whether they are paid or unpaid (including appointed boards and commissions).

For more information, refer to Board Policy [GBG](#).

### **PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA**

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

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

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

Staff members will utilize social network sites including but not limited to facebook, twitter, etc. judiciously and will not post confidential information about students, staff or district business. Staff members will treat fellow employees, students and the public with respect while posting. Communication with students using personal communication devices will be appropriate, professional and related to school assignments or activities. If communicating with students electronically, staff will use district e-mail while using mailing lists to a group of students (when appropriate) rather than individual students. Texting students is discouraged.

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

Staff are subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is illegal or violates the terms of this policy. The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by

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

Staff are prohibited from using cell phone jammers or any other similar device that may be in violation of law.

For more information, refer to Board Policy [GCAB](#) and [GCAB-AR](#). [Executive Order](#) [ODE Policy](#)

### PERSONAL PROPERTY

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

### PERSONNEL RECORDS

An official personnel file will be established for each person employed by the district. Personnel files will be maintained in a central location.

All records containing employee 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. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The superintendent will be responsible for establishing regulations regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions to be placed in their personnel file. 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.

Each employee shall have the right to review the contents of their own personnel file in the presence of a witness from the human resources office except that all confidential material supplied by outside agencies concerning an original employment may be removed from the file and shall not be subject to review by the employee. The employee may request a third party to accompany them in such a review.

Access to personnel files shall be as follows:

1. The immediate supervisor of the employee as designated by the superintendent;
2. The superintendent;
3. Members of the superintendent's staff so designated;
4. As designated in any duly authorized collective bargaining agreement and under conditions stipulated in the agreement;
5. Any other access required by laws of the state of Oregon or the United States.

For more information, refer to Board Policy [GBL](#) and to collective bargaining agreements as applicable.

### PROGRESS UPDATES

Teachers are expected to report their students' progress to the students and their parents/guardians. Progress is formally reported regularly during all grading periods (timing varies by level) indicating citizenship and academic performance to date.

Teachers are expected to make a personal parent/guardian contact on any student who is failing a class prior to issuing a failing grade.

Gradebooks and online grading systems are to be updated on a consistent basis (at least weekly in most cases) to reflect an accurate account of the student's performance.

### PURCHASE ORDERS

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

All building purchase orders will be processed according to individual building procedures.

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

For more information, refer to Board Policies [DJ](#), [DJC](#), and/or [IGDG](#).

### RELEASE OF GENERAL STAFF INFORMATION

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

For more information, refer to Board Policies [KBA](#) and [KBA - AR](#).

### RELEASE TIME FOR RELIGIOUS INSTRUCTION

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

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

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

For more information, refer to Board Policy [JEFB](#)

### RESEARCH/COPYRIGHTS AND PATENTS

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

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

Publications, instructional materials, articles, models and other devices prepared by staff members for district use with district time, money and/or 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 their own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

For more information, refer to Board Policy [GCQBA](#)

### RESIGNATION/RETIREMENT OF STAFF

A resigning staff member is required to deliver a written and signed notice of resignation to the human resources office. If the superintendent decides to accept the resignation, 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 by the superintendent.

A licensed staff member who wishes to resign from their 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 they must continue teaching for part or all of the 60-day period.

Where less than a 60-day notice is given, the Superintendent may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee.

All other staff members are expected to submit a written and signed notice of resignation at least two weeks prior to the date they wish to leave district employment.

For more information, refer to Board Policy [GCPB/GDPB](#) and applicable provisions of collective bargaining agreements.

### **RETENTION OF STUDENTS**

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.

Exceptions will always be made after prior notification and explanation to the student's parents/guardians, but the final decision will rest with the building principal.

For more information, refer to Board Policy [IKE](#).

### **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 pre-k 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/GBNAB](#) and JHFE/GBNAB-AR ([1](#) & [2](#)) Reporting of Suspected Child Abuse.

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

If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process.

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. When the superintendent, or designee, 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/guardians and students regarding the prevention and identification of sexual conduct. The district will provide to employees at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in [ORS 339.370](#) for all district employees.

For more information, refer to Board Policy [JHFF/GBNAA](#) and [JHFF/GBNAA-AR](#)

### SEXUAL HARASSMENT

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

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

1. The conduct or communication has the purpose or effect of soliciting sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform their 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.

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

Refer to Board policy [GBN/JBA](#) for more information.

### **SITE COUNCIL**

In an effort to encourage community involvement in shared decision making and to foster the collaborative efforts of staff, students, parents/guardians and community members, a Site Council has been established.

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

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

Meeting times and locations will be announced through the office and will follow the notice, meeting and record-keeping requirements of the Public Meetings Law. All staff members are invited to attend Site Council meetings.

Membership selection information may be obtained by contacting an association representative or the building principal.

For more information, refer to Board Policy [IECA](#).

### **STAFF CONDUCT**

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

Additionally, all licensed staff members 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 – Any supervisory educator who holds a valid Oregon administrative license or registration.
2. Competent – Discharging required duties as set forth in these rules.
3. Educator – Any licensed or registered person who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising.
4. Ethical – Conforming to the professional standards of conduct set forth in these rules.
5. Sexual 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 – 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.
7. Teacher – 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.
6. Pride in Profession

### 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/guardians 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. A willingness and skills to communicate with students, staff, parents/guardians and other patrons and stakeholders.

### **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 maybe, 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 district's or school's name, property or resources for non-educational benefit without approval of the educator's supervisor or the appointing authority.

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

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Respond to requests for evaluation of colleagues and to keep such information confidential, as appropriate.

## STAFF DEVELOPMENT

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

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

All requests for district payment of college coursework tuition or professional development that will incur a cost to the district 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 building principal approval.

Continuing professional development plan 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.

For more information, refer to Board Policy [GCL](#) and applicable provisions of collective bargaining agreements.

## STAFF DRESS AND GROOMING

Staff are expected to maintain a professional appearance that reflects the values and inclusivity of our school community. Clothing with written messages, images, or symbols should align with the following expectations:

- **Positive and Inclusive:** Messages should promote respect, kindness, and inclusivity.
- **Neutral on Controversial Issues:** Clothing should not display political statements, campaign endorsements, or messages related to controversial social issues during instructional time or school-sponsored events.
- **Free from Inappropriate Content:** Prohibited messages include those that reference violence, drugs, alcohol, tobacco, hate speech, profanity, or sexually explicit language or imagery.
- **School Spirit Encouraged:** Apparel with our school logo or positive educational messages is always welcome.

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.

All staff members are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Team pride days in which grade level or department teams wear themed shirts/T-shirts. This includes wearing PHS team jerseys on game or spirit days. Team pride or themed days need to be culturally appropriate and respectful.

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

### **STAFF ETHICS**

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

This means that:

1. Staff members shall not solicit for financial remuneration from students, parents/guardians 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 or be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

Refer to Board Policy [GBC](#) and Oregon Government Ethics Commission (OGE) [ORS Chapter 244](#) for more information.

### **STAFF HEALTH AND SAFETY**

The Board authorizes the superintendent to take appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties.

The superintendent, in consultation with district and building safety committees, will develop training and written procedures necessary to accomplish this goal and to meet the requirements of the law.

All employees will be trained to recognize and respond appropriately to the presence of hazardous materials.

All employees shall conduct their work in compliance with the safety rules of the district. As outlined in Board Policies [GBE](#).

For more information, refer to Board Policies [GBEBAA/JHCCBA/EBBAB](#) and [GBEBC/JHCCC/EBBAA](#).

### 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 become involved or serve with the school's Site Council and may participate in such district and building activities as curriculum revision and adoption, selection of instructional materials, budget and facility planning. Contact the building principal for additional information regarding possible building and district level committee work that may be available.

### STAFF/PARENT RELATIONS

#### **Custodial Relations**

The Board encourages parents to be involved in their student's school affairs and, unless otherwise ordered by the courts, an order of sole custody to one parent shall not deprive the other parent access to the student's education records.

The parent having sole custody will be contacted before such records are released to a noncustodial parent. Only if the parent having sole custody presents a court document to the contrary will the noncustodial parent be denied access to the records.

Otherwise, the noncustodial parent may receive and inspect the student's education records and consult with school staff concerning the student's welfare and education to the same extent as provided the parent having sole custody.

Noncustodial parents will not be granted visitation or telephone access to the student during the school day nor will a student be released to the noncustodial parent without written permission of the parent having sole custody.

The district will use reasonable methods to identify and authenticate the identity of both parents. As stated in Board Policy GBH/JECAC.

#### **Timely Contact**

Teachers are expected to return contact to a parent/guardian within 24 hours of receipt of contact from the parent/guardian.

### STAFF ROOM

A staff room is provided to staff use during break, lunch and preparation periods, as may be appropriate. All staff members 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 staff rooms.

### **STUDENT ACTIVITY FUNDS**

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

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

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

For more information, refer to Board Policy [IGDG](#).

### **STUDENT CONDUCT**

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

In addition to adopted Board policies governing student conduct, school rules specifying student conduct expectations have been established. These 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. Disregarding these rules constitutes grounds for restitution and/or progressive discipline, suspension, expulsion or other reasonable disciplinary action.

All teachers are expected to review expectations with their students during the first week of the school year and throughout the year as necessary. A schedule developed by the building principal including particular areas to be emphasized will be provided to all staff.

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



For more information, refer to Board Policy [JFC](#) and [JFC-AR](#).

### **STUDENT DETENTION**

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

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

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

For more information, refer to Policy [JGB](#)

### **STUDENT DISCIPLINE**

Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff.

Each school, and its administration, is responsible for the implementation and use of a behavior matrix - which should include appropriate, reasonable and objective consequences for given acts of negative student behavior - a behavior referral, and a process for the progression of behavior.

Each instance of negative student behavior should be viewed as an opportunity for resolution toward positive behavior and a learning opportunity for the student.

Student with disabilities reference these policies [JGDA/JGEA-AR](#) , [JGDA/JGEA](#)

### **STUDENT TRANSPORTATION IN A PRIVATE VEHICLE**

Transportation of students will be by the district's transportation system or by a district employee's vehicle, properly insured, except as provided below. Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity:
2. A permission slip signed by the student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The parents, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district;

4. The vehicle contains 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 four feet nine inches 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 requirements under ORS 815.055. 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.

### 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. During transition times, teachers may be expected to supervise student movement within the classroom vicinity.

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.

Building administration may assign staff to specific areas for student supervision during a teacher's work day.

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.

### TELEPHONES

Telephones are available for staff convenience. All calls made during working hours from district telephones 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.

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

### REMOTE WORK

Remote Work, an arrangement in which employees do not report to the regular work location, but work from an alternate location (i.e. home), is prohibited unless authorized in writing by the superintendent/designee.

### TEXTBOOK/BOOK ISSUANCE

Staff members are responsible for all district media materials, including textbooks and library resources, which teachers have checked out.

### TOBACCO-FREE ENVIRONMENT

In order to comply with state law and to protect the public, tobacco use is prohibited on all district property and in district-owned buildings and vehicles and at district sponsored events.

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

For more information, refer to Board Policy [GBK/KGC](#) and [JFCG/JFCH/JFCI](#)

### TUTORING

Except as may be expressly authorized by the superintendent or his/her designee, no teacher shall:

1. Arrange to tutor any child enrolled in his/her class for compensation;
2. Provide tutoring in a school building for which the teacher receives compensation.
3. Provide tutoring services for compensation during school hours.

As stated in Board Policy [GCQAB](#).

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

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any nonemergency use of private vehicles. No staff member will use a private vehicle for district business, including the transportation of students, without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board.

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

A student will be allowed to participate in district activities with his/her own vehicle only with prior written consent from a parent or legal guardian and authorization from the designated district official.

### **VACANCIES/TRANSFERS**

Vacancies will be announced district-wide, pursuant to the respective collective bargaining agreement.

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

### **VISITORS**

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

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

For more information, refer to Board Policy [KK](#).

### **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.

Prior to volunteering, individuals must consult with the pertinent building office and complete the agreement form for processing.

For more information, refer to Board Policy [IICC](#), and [GCDA/GDDA](#).

## 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/guardians 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.

For more information, refer to Board Policy [JFCJ](#).