



# Klamath Falls City Schools

## Staff Handbook

2020-2021

## Table of Contents

PREFACE.....	4
GENERAL INFORMATION.....	4
ASSOCIATIONS.....	4
BOARD MEETINGS/COMMUNICATIONS .....	5
BOARD MEMBERS.....	5
DISTRICT OFFICE HOURS .....	5
COMMUNITY USE OF BUILDING.....	5
STAFF OPERATIONS.....	6
ABSENCES – Board Policy GCBDD/GDBDD .....	6
FAMILY MEDICAL LEAVE (FMLA)/(OFLA)- Board Policy GCBDA .....	6
Eligibility.....	6
Length/Purpose of Leave.....	6
Calculating the 12-Month Period for Leave.....	7
Paid/Unpaid Leave .....	7
Application.....	8
Medical Certification.....	8
Continuation of Health Insurance Benefits .....	9
Return to Work.....	9
ABUSE OF A CHILD REPORTING – Board Policy JHFE .....	9
ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES – Board Policy DFEA .....	11
ANIMALS IN DISTRICT FACILITIES – Board Policy ING .....	11
BREAKS.....	11
CARE/USE OF DISTRICT PROPERTY -Board Policies EDC/KGF; ECAB.....	12
CASH IN DISTRICT BUILDINGS- Board Policy DH .....	13
CLASSROOM SECURITY.....	13
COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES- Board Policies EBBA; EBBAA; GBEB; GBEGA .....	13
HBV*/Bloodborne Pathogens Training and Immunization.....	13
Infection Control Procedures.....	14
COMPLAINTS.....	15
Staff Complaints – Board Policy GBM.....	15
Student/Parent Complaints - Board Policy KL.....	16
COMPUTER USE – Board Policy IIBGA .....	17
COPYRIGHT – Board Policy EGAAA.....	18

CRIMINAL RECORDS CHECKS/FINGERPRINTING – Board Policy GCDA/GDDA ..... 20

DRUG-FREE WORKPLACE- Board Policy GBEC..... 21

EMERGENCY CLOSURES – Board Policy EBCD ..... 22

EMERGENCY DRILLS – Board Policy EBCB ..... 22

EMPLOYEE ASSISTANCE PROGRAM ..... 23

EVALUATION OF STAFF – Board Policy GCN/GDN..... 23

EXPRESSION OF MILK OR BREAST FEEDING IN THE WORKPLACE- Board Policy GBDA ..... 24

FUND RAISING- Board Policy IGDF ..... 25

GIFTS AND SOLICITATIONS – Board Policies GBI; KI; KJ ..... 25

HARASSMENT, WORKPLACE – Board Policy GBEA/GBEA-AR ..... 26

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/CYBERBULLYING – Board Policies GBNA; JFCF ..... 27

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) – Board Policy EHA..... 28

IDENTIFICATION BADGES..... 28

INJURY/ILLNESS REPORTS – Board Policy EBBB..... 28

INVENTORY – Board Policy DID ..... 29

LESSON PLANS..... 29

LICENSE REQUIREMENTS – Board Policy GCA ..... 30

MATERIALS DISTRIBUTION..... 30

PARENTAL RIGHTS/SURVEYS- Board Policy KAB..... 31

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA – Board Policy GCAB..... 31

PERSONNEL RECORDS – Board Policy GBL ..... 33

PETTY CASH- Board Policy DJB ..... 33

PROHIBITED USE, POSSESSION, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS- Board Policy GBK/KGC ..... 34

PURCHASE ORDERS- Board Policies DJ; DJC; IGDG;..... 35

RELEASE OF GENERAL STAFF INFORMATION – Board Policy KBA ..... 36

RESIGNATION OF STAFF – Board Policy GCPB/GDPB..... 38

SAFETY COMMITTEE..... 38

SEXUAL CONDUCT (*Reporting Requirements*) – GBNA/JHFF; JHFF/GBNA ..... 38

SEXUAL HARASSMENT Board Policies GBN/JBA; GBN/JBA-AR ..... 40

SICK TIME – Board Policy GCBDD/GDBDD.....	43
SPECIAL INTEREST MATERIALS – Board Policy IIAD.....	44
STAFF DEVELOPMENT – Board Policy GCL/GDL.....	44
STAFF ETHICS – Board Policy GBC.....	45
SUPERVISION OF STUDENTS – Board Policy JHFA.....	49
UNMANNED AIRCRAFT SYSTEM (UAS) a.k.a. DRONE- Board Policy ECACB.....	49
VOLUNTEERS – Board Policy IICC.....	50
WEAPONS – Board Policy JFCJ.....	51
WHISTLEBLOWER – Board Policy GBMA.....	53
STUDENT OPERATIONAL PROCEDURES.....	53
AIR QUALITY INDEX.....	53
CORE TEACHING STANDARDS – Board Policy GCN-AR.....	54
CORPORAL PUNISHMENT – Board Policy JGA.....	55
DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION - IGAEB.....	55
FIELD TRIPS AND SPECIAL EVENTS- Board Policy IICA.....	57
FLAG SALUTE - INDB.....	57
GRADING – Board Policy IK.....	58
MEDICATIONS – Board Policy JHCD/JHCDA.....	58
NON-SCHOOL-SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS- Board Policy IGDK.....	63
RESTRAINT AND SECLUSION – JGAB.....	64
RETENTION OF STUDENTS – Board Policy IKE.....	67
STUDENT CONDUCT – Board Policy JFC.....	67
STUDENT TRANSPORTATION IN PRIVATE VEHICLES.....	68
VISITORS- Board Policy KK.....	68

## **PREFACE**

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

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 Opportunity and Non-Discrimination**

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

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

Renee Clark, Human Resources Director

## **GENERAL INFORMATION**

### **ASSOCIATIONS**

The Klamath Falls Education Association (KFEA) represents the bargaining unit for all licensed staff.

The Klamath Falls Association of Classified Employees (KFACE) represents the bargaining unit for classified staff excluding custodial and maintenance staff.

The Classified Personnel of Klamath Falls (CPOKF) represent the bargaining unit for classified maintenance and custodial staff.

## **BOARD MEETINGS/COMMUNICATIONS**

Regular Board meetings are held on the 2<sup>nd</sup> Monday at the Lucile O’Neill Education Center Boardroom, 1336 Avalon Street, Klamath Falls, OR. Meetings begin at 6 p.m. Any exceptions to this schedule will be listed on the District website, [www.kfalls.k12.or.us](http://www.kfalls.k12.or.us). All regular, special and emergency meetings of the Board are open to the public unless otherwise provided by law.

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

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

## **BOARD MEMBERS**

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

Zone 1	Carol Usher
Zone 2	Lori Theros
Zone 3	Mychal Amos
Zone 4	Dawn Ambers
Zone 5	Trina Perez
Zone 6	Michael Moore
Zone 7	Carlos Soriano

Contact information is available on the District website: [www.kfalls.k12.or.us](http://www.kfalls.k12.or.us)

## **DISTRICT OFFICE HOURS**

The District Office is open during the course of the school year between 8 a.m. and 5 p.m. weekdays.

## **COMMUNITY USE OF BUILDING**

District buildings are open to community groups during the week and weekends for approved use when such use does not interfere with District programs.

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

## **STAFF OPERATIONS**

### **ABSENCES – Board Policy GCBDD/GDBDD**

Staff members unable to report to work for any reason must notify their building principal or District supervisor prior to their scheduled work schedule or as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified. Absences that exceed five (5) days require a physician's statement and application for FMLA/OFLA leave.

Final decisions regarding substitute use or nonuse will be made by the District.

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

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

Staff members that must leave during the day must use their building's check in and out process.

### **FAMILY MEDICAL LEAVE (FMLA)/(OFLA)- Board Policy GCBDA**

Employees should contact the Human Resources Director and review policy GCBDA/GDBDA

#### Eligibility

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

#### Length/Purpose of Leave

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

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

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

Contact the Human Resources Director for additional information regarding length of leave, intermittent leave, and alternative duty under state and federal law and provisions governing two family members eligible for FMLA or OFLA leave.

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

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

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

Leaves to care for covered service members has its own 12-month year beginning on the first day of leave regardless of the District's method of calculating the 12-month period for leave.

#### Paid/Unpaid Leave

Family leave under federal law is generally unpaid. Under state law, employees are entitled to access any accrued paid leave including paid sick leave for any OFLA qualifying event. Contact the Human Resources Director for information regarding accessing any accrued paid leave for a qualifying event.

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

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



### Application

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

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

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

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

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

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

### Medical Certification

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

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

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

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

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

Continuation of Health Insurance Benefits

Under federal and state law, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid in the absence of the leave. The District will continue to pay the District's contribution toward the employee's premium. The employee will continue to pay the employee's share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. The District's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The District will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

Return to Work

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

**ABUSE OF A CHILD REPORTING – Board Policy JHFE**

Employees should contact the Human Resources Director and review policy JHFE

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse<sup>1</sup> shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that any adult or student with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419.010. If known, the report shall contain the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors, agents, volunteers, or students will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulation. Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the Oregon Department of Human Services (DHS) or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.

The district will designate a licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the Director of Operations who shall also report to the Board chair.

The district will post the name and contact information of the designees for each school building designated to receive reports of suspected abuse

and the procedures the designee will follow upon receipt of a report, the contact information for local law enforcement and the local DHS office or its designee and a statement that the duty to report suspect abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, or its designee, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support the report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following: 1. A description of conduct that may constitute abuse; 2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and 3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

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

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

**ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES – Board Policy DFEA**

The athletic director may provide complimentary passes to the following: 1. District residents 65 years of age and older; 2. Volunteers (i.e., doctors, fire department, police department); 3. Unpaid officials who perform frequently at athletic events (i.e., scorekeepers, public address personnel, photographers). 4. Participants designated by the principal with responsibility at extracurricular activities would be admitted free of charge. Participants would include, but not be limited to, students, staff, parents or district patrons; 5. Children under age 6 that are accompanied by an adult.

Board members will be assessed the uniform district admission rate. Board members may be reimbursed, when paid admission is required of the general public, for attending district sporting events and other activities as part of their responsibilities of being informed about district operations. District staff will be admitted at no charge in order to promote employee participation in district extracurricular activities. The district will establish accounting procedures, including any possible income tax liability, consistent with this policy.

**ANIMALS IN DISTRICT FACILITIES – Board Policy ING**

Permission is to be obtained from the principal before animals are brought into the school.

Animals may not be transported on a school bus.

Animals must be properly cared for and housed. 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.

Service animals serving a person with a disability are exempt from this policy

**BREAKS**

All employees of the KFACE bargaining unit shall be granted a minimum of ten (10) to a maximum of fifteen (15) minutes rest period with pay for each 3.50 hours of continuous work. Rest periods shall be utilized as near the middle of each 3.50 hour period as feasible within the operational needs of the District as determined by the employee's immediate supervisor.

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

**CARE/USE OF DISTRICT PROPERTY -Board Policies EDC/KGF; ECAB**

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

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

Certain District-owned equipment, including, but not limited to, computers, cell devices or iPads, 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.

**Maintenance and Control of Materials**

Employees will exercise continuous and vigilant care of all District-owned equipment. If apparent negligence is associated with the loss of, or damage to, equipment, the employee will be held responsible and the Board may order appropriate reimbursement in addition to disciplinary action.

Vehicles, musical instruments, computer equipment, video equipment and typewriters are priority items for theft and damage. These items may require specific loan procedures. Such equipment, other than vehicles, will have a non-removable inventory number and all such numbers will be properly recorded.

The superintendent is authorized to develop appropriate regulations regarding the care and use of all District-owned materials and equipment, including portions of a facility such as art room, labs, shops and athletic facilities. Employee use of materials, equipment and facilities will comply with ORS Chapter 244 and Board policy.

**Authorized Use of District Equipment and Materials**

District materials and equipment will be used only for school purposes by District personnel.

**CASH IN DISTRICT BUILDINGS- Board Policy DH**

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

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

**CLASSROOM SECURITY**

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

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

**COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES- Board Policies EBBA; EBBA; GBEB; GBEB**

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

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

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

HBV\*/Bloodborne Pathogens Training and Immunization

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

1. At the time of initial assignment to tasks where occupational exposure may take place;

2. At least annually thereafter and within one year of their previous training;
3. When changes such as modification of tasks or procedures or new tasks or procedures affect the staff member's occupational exposure. Additionally, HBV vaccination and vaccination series will be made available after training and within 10 days of initial assignment to all staff that have been identified by the District as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the building principal/supervisor. Following a report of an exposure incident, the District will immediately make available to the exposed staff member a confidential post-exposure evaluation and follow up.

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

#### Infection Control Procedures

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

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

Environmental Protection Agency (EPA) approved disinfectant following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables;

8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the District's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
10. Needles, syringes, broken glassware and other sharp objects found on District property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood;
14. If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

\* HBV – Hepatitis B Virus

\*\* HIV – Human Immunodeficiency Virus

## **COMPLAINTS**

### Staff Complaints – Board Policy GBM

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

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

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



## Student/Parent Complaints - Board Policy KL

A parent or guardian of a student attending a school in the district, person who resides in the district, a staff member, or a student may petition the district with a complaint. A complainant will be referred through the proper administrative process for resolution of a complaint before investigation or action by the Board. An exception will be a complaint against the superintendent or one that involves Board actions or Board operations.

The complaint procedure is available at the district's administrative office and on the home page of the district's website.

The Board advises that there is a process available for resolving complaints, including but not limited to complaints in one or more of the following areas: 1. Instruction; 2. Discipline; 3. Learning materials; 4. Compliance with State Standards; 5. Restraint and/or seclusion; 6. With a staff member; or 7. Retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation.

The complainant must follow the complaint procedure as outlined in administrative regulation KL-AR(1) Public Complaint Procedure).

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

Complaints against the principal should be filed with the superintendent or designated representative. (See KL-AR(1) – Public Complaint Procedure).

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. (See KL-AR (1) – Public Complaint Procedure)

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. (See KL-A(1) – Public Complaint Procedure) Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure). A complainant must file a complaint within the later of either time limit set below, in accordance with state law: 1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or 2. Within one year after the affected student has graduated from, moved away from or otherwise left the district. The superintendent will administer the complaint process, as appropriate. If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 - 339.303 or OAR 581-021-0550 - 581- 021-0570 (Restraint and Seclusion), or

ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal the district's final decision to the Oregon Department of Education under OARs 581-002-0001 - 581-002-0023 (See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction).

Charter Schools of which the District Board is a Sponsor

The Board, through this policy, will not review an appeal of a decision reached by the Board of Eagle Ridge High School on a complaint alleging a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of Eagle Ridge High School as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.

### **COMPUTER USE – Board Policy IIBGA**

Staff may be permitted to use the District's electronic communications system for personal use, in addition to official District business, consistent with Board policy, the general use prohibitions/guidelines/etiquette and other applicable provisions set forth in administrative regulations. Personal use of District-owned computers including internet and email access by employees, is prohibited during the employee's work hours. Additionally, employee use of District-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the District's policy governing use of District equipment and materials.

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. Violations of applicable Teacher Standards and Practices Commission (TSPC) and Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

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

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

## **COPYRIGHT – Board Policy EGAAA**

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

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students. All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

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

### **Reproduction of All Copyrighted Materials**

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies. All personnel must understand that unauthorized reproduction and/or use of copyrighted materials is illegal and unethical and may result in criminal or civil suits.

The new copyright law in Section 107 describes the conditions under which “fair use” of copyrighted material may be made by educators. The guidelines of the American Association of Publishers, as printed below, shall be used by the District in determining “fair use.” These brief guidelines apply to print/non-prints.

1. The fact that a duplication is for non-profit use has no bearing on the question of “fair use;”
2. The synthetic interlibrary exchange of copies of copyrighted material. Serving as a substitute for purchasing more subscriptions, is beyond the bounds of “fair use;”
3. Photocopying or duplicating by an individual, for his/her own use, of a single copy or small portion of the work as a whole, is generally considered fair;
4. Synthetic duplication, whether making multiple copies at one time or single copies that in the aggregate add up to multiple ones, is beyond the boundaries of “fair use.”

If an individual questions the legality of duplicating materials, he/she should seek permission from the copyright holders. Comprehensive and specific information on “fair use” guidelines are available in the media center, building main office and District office. They are assessed and updated annually or as necessary.

### **Reproduction of All Copyrighted Materials**

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

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

Violations may result in criminal or civil suits.

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

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

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

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

Unlawful copies of copyrighted materials may not be produced on District-owned equipment. Unlawful copies of copyrighted materials may not be used with District-owned equipment, within District-owned facilities or at District-sponsored functions. The legal and/or insurance protection of the District may not be extended to employees who willfully violate copyright laws.

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

The superintendent will develop administrative regulations that provide guidelines for the “fair use” of copyrighted materials that meet the requirements of Section 107 of the Copyright Act of 1976 and applicable amendments.

### **Guidelines for the Use of Copyrighted Materials**

The director of media is responsible for the establishment of practices which will ensure compliance with the provisions of the U.S. Copyright Law as they affect the District and its employees.

1. General Responsibilities
  - a. The principal or his/her designee will be designated with the responsibility for disseminating and interpreting copyright regulations at the building level. He/she will provide employee training as needed, distribute and review District policy and administrative regulations with employees, control the approval process and maintain written records regarding permissions, response to requests and license agreements as may be necessary;
  - b. The principal will ensure that budget recommendations include appropriate funds for the purchase of multiple copies of needed software;
  - c. The building principal or his/her designee will ensure that appropriate warning notices are posted to educate and warn individuals using District equipment of the applicable provisions of the copyright law. Warning notices will be posted as follows:
    - 1) On or near all copiers;
    - 2) On all forms used to request copying services;
    - 3) On all video recorders;
    - 4) On all computers;
    - 5) At the library or other places where inter-library loan orders for copies of materials are accepted.
  - d. The principal or his/her designee will ensure that building computers and computer labs are used only with proper supervision to help protect against unauthorized copying;
  - e. The principal or his/her designee will annually inspect the library/media center and any video collections to ensure all copies are

- f. acquired and maintained in accordance with applicable provisions of the copyright law;
- f. The employee reproducing a copyrighted work will determine whether copying is permitted by law in accordance with District policy and administrative regulations;
- g. The employee will obtain written permission to reproduce material from the copyright holder(s) whenever copying does not fall within the “fair use” guidelines of copyright law. Permission forms, as provided by the District, will be used;
- h. Employees using emerging technology will be responsible to ensure that the intended use of the media does not conflict with copyright law. Such technology includes, but is not limited to, digital video, videodisc, satellite transmission, distance learning, CD-ROM, on-line data bases (and their down-loading), informational networks and other emerging electronic information which can be manipulated into new copyrightable forms of expression.

In the absence of clearly granted rights, the employee must contact the copyright holder in writing for permission to manipulate or use these technologies in alternative ways.

**CRIMINAL RECORDS CHECKS/FINGERPRINTING – Board Policy GCDA/GDDA**

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees not requiring licensure under Oregon Revised Statute (ORS) 342.223 to submit to a criminal records check and fingerprinting as required by law. Other individuals, as determined by the district that will have direct, unsupervised contact with students shall submit to criminal records checks and fingerprinting as established by Board policy and as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

Pursuant to state law, a criminal records check and fingerprint-based criminal records check shall be required of the following individuals: 1. All individuals employed as or by a contractor whether employed part-time or full-time and considered by the district to have direct, unsupervised contact with students; 2. Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a K through 12 school site during the regular school day; 3. Any individual who is an employee of a public charter school and not requiring licensure under ORS 342.223; and 4. Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

The district will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms.

The procedure for processing fingerprint collections is further outlined in GCDA/GDDA- AR – Criminal Records Checks and Fingerprinting.

A subject individual shall be subject to the collection of fingerprint information only after the offer of employment or contract from the district and may be charged a fee by the district. A subject individual may request the fee be withheld from the amount otherwise due to the individual.

The district may begin the employment of an individual or terms of a district contractor on a probationary basis pending the return and disposition of the required criminal records checks upon approval by the superintendent or his designee. Criminal Records Checks and Fingerprinting – GCDA/GDDA 2-2

When the district is notified of a subject individual who has been convicted of any crimes prohibiting employment or contract the individual will not be employed or contracted, or if employed will be terminated. When the district is notified of a subject individual who knowingly made a false statement as to the conviction of any crime, the individual will not be employed or contracted with by the district, or if employed by the district may be terminated. A subject individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law may be employed or contracted with by the district.

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

The service of a volunteer allowed to have direct, unsupervised contact with students will not begin before the return and disposition of a criminal records check.

A volunteer who knowingly made a false statement or has a conviction of crime listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district.

The superintendent shall develop administrative regulations as necessary to meet the requirements of law.

#### Appeals

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

A volunteer may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

### **DRUG-FREE WORKPLACE- Board Policy GBEC**

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

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

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

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

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

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

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

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

**EMERGENCY CLOSURES – Board Policy EBCD**

In case of snow, earthquakes, fog, ice or other hazardous or emergency conditions, the superintendent may alter school and transportation schedules as are appropriate to the particular condition. Such alterations may include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, and early dismissal of students.

The superintendent will develop and maintain such plans and procedures as are necessary to carry out alternate school and transportation schedules.

At the beginning of each school year students, parents and staff will be informed of the procedures that will be used to notify them in case of an emergency closure.

**EMERGENCY DRILLS – Board Policy EBCB**

Each building administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes (ORS). All schools are required to instruct and drill students on emergency procedures so that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, which shall include tsunami procedures in a coastal zone, and safety threats. Instruction on fires, earthquakes and safety threats, and drills for students shall be conducted for at least 30 minutes each school month.

#### Fire Emergencies

The District will conduct monthly fire drills. At least one fire drill will be held within the first ten days of the school year. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

#### Earthquake Emergencies

At least two drills on earthquakes shall be conducted each year. Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the District may include additional response procedures for earthquake emergencies.

#### Safety Threats

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

The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the District.

### **EMPLOYEE ASSISTANCE PROGRAM**

Solutions Counseling Services offers employees and their families cost-free counseling services upon appointment.  
(541) 274-4548 or Toll Free 1-800-651-4548

### **EVALUATION OF STAFF – Board Policy GCN/GDN**

An effective evaluation program is essential to a quality educational program. It is an important tool to determine the current level of a teacher’s performance of the teaching responsibilities. It is also an important assessment of classified employees and current performance of their job assignments. Under Board policy, administrators are charged with the responsibility of evaluating the staff. An evaluation program provides a tool for supervisors who are responsible for making decisions about promotion, demotion, contract extension, contract non-extension, contract renewal or nonrenewal, dismissal and discipline.

#### Licensed Staff

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

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



Evaluations must attempt to: 1. Strengthen the knowledge, skills, disposition and classroom practices of teachers; 2. Refine the support, assistance and professional growth opportunities offered to a teacher, based on the needs of the teacher and the needs of the school and district; 3. Allow the teacher to establish a set of classroom practices and student learning objectives that are based on the individual circumstances of the teacher, including classroom and other assignments; 4. Establish a formative growth process for each teacher that supports professional learning and collaboration with other teachers; 5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the teacher.

#### Classified Staff

All classified employees will be formally evaluated by their immediate supervisor at least twice during their first year of employment and at least once a year thereafter.

#### **EXPRESSION OF MILK OR BREAST FEEDING IN THE WORKPLACE- Board Policy GBDA**

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

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

The following locations have been identified in each facility for milk expression or breast feeding. 1. District office: A room located in the district office off the kitchen will be used for this purpose; it has a locking door; no windows; a table and chair; electricity; and access to water just outside the door. 2. Conger Elementary School - A room located next door to the staff room as been designated; it has a locking door without windows, a sink, electricity, tables and chairs as well as a storage closet in which to keep personal items. 3. Mills Elementary School – The boy's playroom, located downstairs in the building, there are no windows and the door is lockable. Additionally, teachers are invited to use their classrooms, putting a sign on their door indicating that no entry is permitted. 4. Pelican Elementary School – Room 106 has been designated for this purpose, it has a locking door and no windows, a table and chairs. It is located immediately adjacent to the staff restroom and kitchen. 5. Roosevelt Elementary School – A room located just off the gymnasium on the main floor has been designated for this purpose, it has a locking door, no windows, a table and chairs. 6. Ponderosa Middle School- A room located in the back medical office of the school will be used for this purpose, it has a locking door, no windows and a table and chair. There is access to electricity, a private refrigerator and water just outside the room. 7. Klamath Union High School - The student lounge area in the arts building has been designated for this purpose. The door can be locked from the inside for privacy. There is access to electricity and water just outside the room. 8. Klamath Learning Center The private room located between modules #2 and #3 is designated for this purpose, it has a locking door and a curtained window. 9. Transportation & Food Service: The location designated for this purpose is the break room in the food service department, it has a lock door, a curtained window and access to electricity and water.

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

This policy and the list of designated locations is published in the employee handbook. The list of designated locations is available upon request in the central office of each school facility and in the district's central office.

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

### **FUND RAISING- Board Policy IGDF**

Fund raising projects involving the sale of products must be approved by the principal/supervisor before the activity is initiated. Solicitation of cash donations is expressly prohibited without the superintendent's approval.

If fund raising consists of selling food and beverage items to students during the regular or extended school day, the food and beverage items must comply with state and federal nutrition standards, rules and laws.

This does not apply to food and beverage items sold at school-related or nonschool-related events for which parents and other adults are a significant part of the audience.

If fund raising consists of selling food, see Board Policy EFA – Local Wellness Program.

### **GIFTS AND SOLICITATIONS – Board Policies GBI; KI; KJ**

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

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

No 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 building principal/supervisor approval.

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

## **HARASSMENT, WORKPLACE – Board Policy GBEA/GBEA-AR**

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

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

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

The district, upon receipt of a report from a district employee who believes they are a victim of workplace harassment, shall provide information about legal resources and counseling and support services, including any available employee assistance services. The district employee receiving the report, whether a supervisor of the employer or the district employee designated to receive reports, is advised to document any incidents of workplace harassment, and shall provide a copy of this policy and accompanying administrative regulation to the victim upon their disclosure about alleged workplace harassment.

All incidents of behavior that may violate this policy shall be promptly investigated.

Any person who reports workplace harassment has the right to be protected from retaliation.

The district may not require or coerce a district employee to enter into a nondisclosure or nondisparagement agreement.

The district may not enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment that occurred between district employees or between a district employee and the district, in the workplace or at a work related event that is off district premises and coordinated by or through the district, or between a district employee and employer off district premises.

The district may enter into a settlement agreement, separation or severance agreement that includes one or more of the following provisions only when a district employee claiming to be aggrieved by workplace harassment requests to enter into the agreement: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with the district as a term or condition of the agreement. The agreement must provide the district employee at least seven days after signing the agreement to revoke it.

If the district determines in good faith that an employee has engaged in workplace harassment, the district may enter into a settlement, separation or severance agreement that includes one or more of the provisions described in the previous paragraph.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop workplace harassment, prevent its recurrence and address negative consequences. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional workplace harassment awareness training, as appropriate. Other individuals (e.g., board members, witnesses, and volunteers) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

The district shall make this policy available to all district employees and shall be made a part of district orientation materials provided and copied to new district employees at the time of hire.

The superintendent will establish a process of reporting incidents of workplace harassment and the prompt investigation.

**HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/CYBERBULLYING – Board Policies GBNA; JFCF**

The Board is committed to providing a positive and productive learning and working environment.

Hazing, harassment, intimidation, bullying, menacing and acts of cyberbullying of staff, or third parties by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

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

Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board. Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion. Individuals may also be referred to law enforcement officials.

Licensed staff may be reported to the Teacher Standards and Practices Commission, if required by OAR 584-020-0041.

The superintendent is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures, and provisions to ensure annual notice of this policy is provided to students, staff, and third parties.

See board policy JFCF.

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) – Board Policy EHA**

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

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

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

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

Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about District compliance with HIPAA, should contact the Human Resources Office.

**IDENTIFICATION BADGES**

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

**INJURY/ILLNESS REPORTS – Board Policy EBBB**

All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee, occurring on District property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal supervisor immediately. Reports will cover property damage as well as personal injury. A completed injury/illness report form must be submitted to the building principal/supervisor within 24 hours or the next scheduled District workday, as appropriate.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the building principal/supervisor will inform the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A “catastrophe” is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or equivalent medical facility.

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

### **INVENTORY – Board Policy DID**

The District will maintain an inventory of all fixed assets in accordance with governmental accounting standards. The District’s inventory will be updated annually to include property newly purchased and disposed.

Fixed assets includes all District-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than \$5,000 as defined by the *Program Budget and Accounting Manual*, published by the Oregon Department of Education.

Other District supplies with a value greater than \$1,000 will be included as part of the District’s annual inventory. Current records shall be maintained for the receipt, distribution/disposal and inventory of commodity foods as required by federal law.

The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

### **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.

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

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

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

### **LICENSE REQUIREMENTS – Board Policy GCA**

The Board, in adhering to Oregon Revised Statutes (ORS), shall require all applicants selected for employment for positions that require licensing, to hold a valid Oregon license issued by the Teacher Standards and Practices Commission (TSPC) as a condition of employment. The district must be able to verify the current license of applicants offered employment before the Board will consider approving their employment.

If an applicant's teaching license application with the TSPC is pending, the applicant may teach with Board approval for 90 calendar days after the date of submission of the application, if the applicant has: 1. Submitted an application in the manner and form required by the TSPC, including payment of all required fees; 2. Completed a background clearance conducted by the TSPC that includes having: a. Furnished fingerprints, if required; b. Provided satisfactory responses to character questions in the form and manner required by the TSPC; and c. Completed a criminal records check pursuant to state law and a background check through the interstate clearinghouse for revoked or suspended licenses, and is eligible for a teaching license. 3. Not been employed by the district under this 90 calendar day provision during the previous 12 months with a pending application for the same license.

The district will complete a review of the applicant's employment history and verify through TSPC if there is an ongoing investigation or a substantiated report that may constitute sexual conduct as required by law prior to beginning employment.

The district will verify through TSPC the employee is properly licensed on the 91st calendar day after the application was submitted to the TSPC, if the employee's license application is pending and the employee is teaching in the district.

This 90 calendar day teaching option will only be applied to those positions of high need, specialty areas or emergency assignments as determined by the district.

The verification of licensure includes all license endorsements. It shall be each licensed staff member's responsibility to keep all endorsements current and to submit them to the Human Resources office.

### **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 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.

**PARENTAL RIGHTS/SURVEYS- Board Policy KAB**

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

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

A student’s personal information (name, address, phone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification. A student's parents or a student 18 years of age or older will be given an opportunity to inspect any instrument used to collect such information and will be released only with permission.

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

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

**PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA – Board Policy GCAB**

Staff possession or use of personal electronic devices on district property, in district facilities during the work day and while the staff is on duty in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the superintendent. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students. While on district property and/or while on duty, staff will be required to comply with all guidelines contained in the District Internet Use Agreement.

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

Personal electronic devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device



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

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

Staff members, while on duty and off duty, will utilize social media websites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business.<sup>1</sup> Staff may not post images of district facilities, staff, students, volunteers or parents without written authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting on social media websites, etc., in order to prevent substantial disruption in school.

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

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

Staff is subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is illegal or violates the terms of this policy. Staff actions on social media websites, public websites and blogs, while on or off duty, which creates a substantial disruption to the school environment, are subject to disciplinary action up to and including dismissal. A disruption for the purposes of this policy, includes, but is not limited to, one or more parents threaten to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened or actual negative impact on the learning environment.

The taking, disseminating, transferring, or sharing of obscene, pornographic, 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.

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

The superintendent shall ensure that this policy is available to all employees.

**PERSONNEL RECORDS – Board Policy GBL**

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

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

1. The individual employee. An employee or designee may arrange with the Human Resources Office to inspect the contents of his/her personnel file on any day the Human Resources Office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the Human Resources Office;
8. Attorneys for the District or the District’s designated representative on matters of District business;
9. The disciplinary records of a District employee convicted of a crime listed in ORS 342.143 are not exempt from the disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records the District shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a District employee who is the subject of the disciplinary record;
10. Upon request from a law enforcement agency, the Department of Human Services or the Teacher Standards and Practices Commission, a District shall provide the records of investigations of suspected abuse of a child by a District employee.

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

**PETTY CASH- Board Policy DJB**

Designated staff members may purchase items from a petty cash fund. The administrator shall request such a fund to the business manager and shall

be responsible for maintaining the petty cash account not to exceed \$400. Money expended from the fund will be replaced as needed. Petty cash funds will not be used to circumvent established purchasing procedures, but will be used as a convenience for immediate purchases of low-cost goods and services. Records will be kept of all expenditures from the petty cash fund and receipts will be furnished to account for all money expended. Expenses will be assigned to the proper budget account.

**PROHIBITED USE, POSSESSION, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS-  
Board Policy GBK/KGC**

The Board establishes a school and working environment that is free of smoke, aerosols and vapors containing inhalants.

The use, distribution or sale of tobacco products or inhalant delivery systems by staff on district property, including parking lots, at district-sponsored events, in district-owned, rented or leased vehicles or otherwise while on duty on or off district premises is prohibited. Use, distribution or sale of tobacco products or inhalant delivery systems by all others on district property, in district vehicles or at District sponsored events on or off district premises, on all district grounds, including parking lots, is prohibited. Staff and/or all others authorized to use any private vehicles to transport district students to school-sponsored activities are prohibited from using tobacco products or inhalant delivery systems in those vehicles while students are under their care.

For the purposes of this policy, "tobacco products" is defined, to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, or snuff, in any form. This does not include products that are USFDA-approved for sale as tobacco cessation products, or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

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

Clothing, bags, hats and other personal items used by staff to display, promote or advertise tobacco products or inhalant delivery systems are prohibited on all district grounds, including parking lots, at school-sponsored activities or in district vehicles. Advertising is prohibited in all school-sponsored publications in all school buildings, on district grounds, including parking lots, and at all school-sponsored events. District acceptance of gifts or funds from the tobacco products and inhalant delivery system industries is similarly prohibited. The district will not contract with other public or private alternative schools that allow the use of tobacco products or inhalant delivery systems on campus.

Staff violations of this policy will lead to disciplinary action up to and including dismissal.

Violations by all others will result in appropriate sanctions as determined and imposed by the superintendent or the Board.

Information about community resources and/or cessation programs to help staff may be provided.

The superintendent shall consult with local officials to promote enforcement of law that prohibits the use or possession of tobacco products or inhalant delivery systems by persons under 21 years of age on or off district grounds or at district-sponsored activities.

This policy shall be enforced at all times. The superintendent will develop guidelines as necessary to implement this policy, including provisions for notification of the district's policy, through such means as staff handbooks, newsletters, inclusion on school event programs, signs at appropriate locations; disciplinary consequences; and procedures for filing and handling complaints about violations of the district's policy.

**PURCHASE ORDERS- Board Policies DJ; DJC; IG DG;**

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

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

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget or by Board action and/or Board policy. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system must be used. Purchase orders for necessary supplies, services and equipment will be authorized only by the superintendent, principals, business manager, and directors as assigned. No purchase will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

The business manager is authorized to issue purchase orders without prior approval of the Board where formal bidding procedures are not required by law and when budget appropriations are adequate to cover such obligations.

No purchase, with the exception of a petty cash purchase, will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds for products, materials, supplies, capital outlay and services that are within current budget appropriations.

The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service and transportation services.

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

No Board member, officer, employee or agent of this district shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or for any business with which the Board member or a relative is associated.

See also Board Policies DJC- Public Contracting, IGDG- Student Activity Funds

### **RELEASE OF GENERAL STAFF INFORMATION – Board Policy KBA**

“Public record” means any information that:

1. Is prepared, owned, used or retained by the district; 2. Is related to an activity, transaction or function of the district; and 3. Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the district.

Public record does not include messages on voice mail or on other telephone message storage and retrieval systems or spoken communication that is not recorded.

Board meetings and records will be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.

The Board’s official minutes, its written policies and its financial records will be available at the superintendent’s office for inspection by any citizen desiring to examine them during hours when the superintendent’s office is open. All such information will be made available to individuals with disabilities in any appropriate format upon request and with appropriate advanced notice. Auxiliary aids and services available to ensure equally effective communications to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

The Board supports the right of the people to know about programs and services of their schools and will make every effort to disseminate information. Each principal is authorized to use all means available to keep parents and others of his/her particular school’s community informed about the school’s program and activities.

No records will be released for inspection by the public or any unauthorized persons – either by the superintendent or any other person designated as custodian for district records – if such disclosure would be contrary to the public interest, as described in state law.

If a copy of a record is requested, the district will provide a single certified copy. If a request to inspect a record is made and the public record is maintained in a machine readable or electronic form, the custodian shall provide the record in the form requested, if available. If not available in the form requested, it will be provided in the form the public record is maintained. If a person who is a party to a civil judicial proceeding to which the district is a party or who has filed notice under ORS 30.275 (5)(a), asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of district records and at the same time to the district's attorney.

Employee and volunteer addresses, electronic mail addresses (other than district electronic mail addresses assigned by the district to district employees), social security numbers, dates of birth and telephone numbers contained in personnel records maintained by the district are exempt from public disclosure pursuant to ORS 192.445 and ORS 192.502 (3). Such information may be released only upon the written request of the employee or volunteer or as otherwise provided by law. This exemption does not apply to a substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member. District electronic mail addresses assigned by the district to district employees are not exempt. Additionally, the district will not disclose the identification badge or card of an employee without the employee's written consent if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the district to identify district employees. A duplicate of the photograph used on the badge or card shall not be disclosed.

Upon receipt of a request, the district will respond as soon as practicable and without unreasonable delay. The response must acknowledge the receipt of the request and one of the following: 1. A statement that the district does not possess, or is not the custodian of, the public record; 2. Copies of all requested public records for which the district does not claim an exemption from disclosure under ORS 192.410 to 192.505; 3. A statement that the district is the custodian of at least some of the requested public records, an estimate of the time the district requires before the public records may be inspected or copies of the records will be provided and an estimate of the fees that the requester must pay as a condition of receiving the public records; 4. A statement that the district is the custodian of at least some of the requested public records and that an estimate of the time and fees for disclosure of the public records will be provided by the district within a reasonable time; 5. A statement that the district is uncertain whether the district possesses the public record and that the district will search for the record and make an appropriate response as soon as practicable; 6. A statement that state or federal law prohibits the district from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanction. A statement under this paragraph must include a citation to the state or federal law relied upon by the district.

The district may request additional information or clarification from the requester for the purpose of expediting the district's response to the request.

The Board reserves the right to establish a fee schedule which will reasonably reimburse the district for the actual cost of making copies of public records for the public. There will be no additional charge for auxiliary aids and services provided for qualified persons with disabilities.

Requests for copies of documents shall be in writing and will be presented to the superintendent's office.

The district shall retain and maintain its public records in accordance with OAR 166, Division 400.

**RESIGNATION OF STAFF – Board Policy GCPB/GDPB**

A resigning staff member is required to provide a written and signed notice of resignation to the Human Resources Office. Upon acceptance by the Human Resources Director, the resignation acceptance shall be by letter from the director to the employee. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the director’s acceptance letter.

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

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

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

A separation of employment form is available in the Human Resources Office or from your administrator/supervisor.

**SAFETY COMMITTEE**

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

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

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

**SEXUAL CONDUCT (*Reporting Requirements*) – GBNAA/JHFF; JHFF/GBNAA**

Sexual conduct by district employees, contractors, agents, and volunteers is not tolerated. All district employees, contractors, agents, and volunteers are subject to this policy.

“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that

are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance, or of creating an intimidating, hostile or offensive educational environment. "Sexual conduct" does not include touching that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent.

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

Any district employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the principal for their school building or the Director of Operations. If the superintendent is the alleged perpetrator the report shall be submitted to the Director of Operations who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

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

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

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

The district will post in each school building the names and contact information of the employees designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

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

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



The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following: 1. A description of conduct that may constitute sexual conduct; 2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and 3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

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

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

#### **SEXUAL HARASSMENT Board Policies GBN/JBA; GBN/JBA-AR**

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, staff or third parties 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. The prohibition also includes off-duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students, staff or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when: 1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits; 2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff; 3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

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

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

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

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

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC. The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent and staff handbooks. The district's policy shall be posted in all schools. Such posting shall be by a sign of at least 8 ½" by 11".

The superintendent will establish a process of reporting incidents of sexual harassment.

#### Reporting Procedures

The principals and the superintendent or designee have responsibility for investigations concerning reports of hazing, harassment, intimidation,

bullying, menacing or cyberbullying of staff or third parties. The investigator(s) shall be a neutral party having had no involvement in the report presented.

Any employee or third party who has knowledge of conduct in violation of Board policy JFCF- Hazing/Harassment/Intimidation/Bullying/Menacing/ Cyberbullying/ Teen Dating Violence or Domestic Violence - Student shall immediately report concerns to the designated district official. Any employee or third party who has knowledge of conduct in violation of Board policy GBNA - Hazing/Harassment/Intimidate/ Bullying/Menacing or Cyberbullying - Staff and this administrative regulation or feels they have been hazed, harassed, intimidated, bullied, cyberbullied, or menaced in violation of Board policy or this administrative regulation shall immediately report concerns to the designated district official.

All reports and information will be promptly investigated in accordance with the following procedures:

Step 1 Any reports or information on acts of hazing, harassment, intimidation, bullying, menacing, cyberbullying (e.g., complaints, rumors shall be presented to the principal or superintendent or designee. Reports against the principal shall be filed with the superintendent. Information may be presented anonymously. Reports against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The district official receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The district official(s) conducting the investigation shall notify the person making the report within 10 working days of receipt of the information or report and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying Reporting Procedures – Staff – GBNA-AR 3-3

Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days. A copy of the notification letter or the date and details of notification to the person making the report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the information or report.. The Board shall provide a written decision to the person making the report within 10 working days following completion of the hearing.

Reports against the superintendent should be referred to the Board chair on behalf of the Board. The Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide within 20 days, in open session what action, if any, is warranted.

Reports against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any is warranted. Reports against the Board chair may be made direction to the Board vice chair on behalf of the Board. The Board vice chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide within 20 days, in open session what action, if any, is warranted.

Timelines may be extended upon written agreement between both parties. This also applies to reports filed against the superintendent or any Board member.

Direct complaints of discriminatory harassment related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Documentation related to the incident may be maintained as a part of the employee's personnel file.

See also Board Policy GBN/JBA-AR

### **SICK TIME – Board Policy GCBDD/GDBDD**

Sick time provisions:

1. Can be used for customary sick time reasons plus expanded reasons similar to FMLA/OFLA.
2. Provides a minimum of 40 hours for full-time employees who work a full year or sick time accrued at 1 hour for every 30 hours worked.
3. Employees are eligible to use sick time on the 91st calendar day of employment.
4. Accrues based on actual time worked.
5. There is a 180-day window of time after the employee last works for an employer to retain eligibility, accrual, and balance of sick time.
6. Shall be used in one-hour increments unless the employer can establish this results in an undue hardship.
7. Must notify workers at least quarterly of their sick time balance.

### **SPECIAL INTEREST MATERIALS – Board Policy IIAD**

In general, supplementary printed materials from non-school sources should have the approval of the superintendent or designee before being used in the schools. This approval may be given to materials that are of obvious educational quality, supplement and enrich text; and reference book materials for definite school courses; and are timely.

Printed materials from non-school sources should not be displayed or distributed in the schools or on the school grounds without approval of the superintendent or designee. Students may not be used as agents for distributing non-school materials to the homes without the superintendent's approval.

Teachers may use special aids such as models, films, slides, pictures, charts and exhibits for educational purposes with the express approval of the superintendent/principal even though these materials may bear the name of a commercial business firm that provided the aid.

**Educational films and all video rentals secured from or through commercial sources will be approved by the principal prior to their use in the schools.**

**All copyright laws regulating the use of such material will be strictly followed.**

### **STAFF DEVELOPMENT – Board Policy GCL/GDL**

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

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

In order to strengthen and refine professional skills of District personnel, the superintendent or his/her designee will develop a staff development program for all employees.

Requests for release time for attendance at professional development activities may be approved as deemed appropriate by the District with the following stipulations: (1) an employee must submit a request to the supervisor with sufficient advance notice for the supervisor to consider the request; and (2) if release time is granted, the employee will submit a written report, upon request after attending the meeting or conference.

Staff development programs, whether provided directly by the District or through District contracts with third parties, will provide appropriate reasonable accommodations to ensure such programs are available to employees with disabilities.

Completion of continuing professional development (CPD) requirements, as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) for license renewal, are the sole responsibility of the employee.

A tuition reimbursement program is available to KFEA members. See collective bargaining agreement for details.

## **STAFF ETHICS – Board Policy GBC**

### **Conflict of Interest**

No District employee will use his/her District position to obtain personal financial benefit or avoidance of financial detriment or financial gain or avoidance of financial detriment for relatives, household members or for any business with which the employee, household members or relative is associated. This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the \$50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the District employee.

District employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members. This means that:

1. Employees will not use their position to obtain financial gain or avoidance of financial detriment from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be District property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
4. No District employee may serve as a Board or budget committee member in the District;
5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any District facilities, equipment or materials in performing outside work;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized. If an employee has a potential or actual conflict of interest, the employee must notify his/her supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter giving rise to the conflict.

In order to avoid both potential and actual conflicts of interests, District employees must abide by the following rules when an employee's relative or member of the household is seeking and/or holds a position with the District:

1. A District employee may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless he/she complies with the conflict of interest requirements of ORS Chapter 244. This rule does not apply to employment decisions regarding unpaid volunteer position, unless it is a Board-related position;

2. A District employee may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee;
3. More than one member of an employee's family may be hired as a regular District employee. In accordance with Oregon law, however, the District may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family. Employees who are members of the same family may not be assigned to work in the same building except by the superintendent's approval.

In the *conflict of interest context*:

"Member of household" means any person who resides with the employee.

"Relative" means the spouse, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits to the employee, or who receives any benefit from the employee's public employment.

### **Gifts**

District employees must comply with the following rules involving gifts:

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the District employee. All gift-related provisions apply to the employee, their relatives and members of their household. The \$50 gift limit applies separately to the employee and to the employee's relatives or members of household, meaning that the employee and each member of their household and relative can accept up to \$50 each from the same source/gift giver. "Gift" means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

"Relative" means the spouse, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits to the employee, or who receives any benefit from the employee's public employment.

"Member of the household" means any person who resides with the employee.

### **Determining the Source of Gifts**

Employees should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the employee's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the District employee. If the giver does not have a legislative or administrative interest, the ethics rules on gifts do not apply and the employee need not keep track of it, although they are advised to

do so anyway in case of a later dispute.

### **Determining Legislative and Administrative Interest**

A “legislative or administrative” interest means an economic interest distinct from that of the general public, in any action subject to the official decision of an employee. A decision means an act that commits the District to a particular course of action within the employee’s scope of authority and that is connected to the source of the gift’s economic interest. A decision is not a recommendation or work performed in an advisory capacity. If a supervisor delegates the decision to a subordinate but retains responsibility as the final decision maker, both the subordinate and supervisor’s actions would be considered a “decision.”

### **Determining the Value of Gifts**

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value. “Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns.

### **Value of Unsolicited Tokens or Awards: Resale value**

Employees may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

### **Entertainment**

Employees may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision of the employee unless:

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The employee is acting in their official capacity for a ceremonial purpose. Entertainment is ceremonial when an employee appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the employee at a special occasion associated with the entertainment. Examples of an appearance by an employee at an entertainment event for a ceremonial purpose include: throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

### **Exceptions**

The following are exceptions to the ethics rules on gifts that apply to employees:

1. Gifts from “relatives” and “members of the household” to the employee are permitted in an unlimited amount; they are not considered gifts under the ethics rules.
2. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties.



3. Food, lodging and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:

a. Organized Planned Events. Employees are permitted to accept payment for travel conducted in the employee's official capacity, for certain limited purposes:

(1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:

(a) The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the District; AND

(i) The giver is a unit of a:

1) Federal, state or local government;

2) An Oregon or federally recognized Native American Tribe; OR

3) Nonprofit Corporation.

(b) The employee is representing the District:

(i) On an officially sanctioned trade-promotion or fact-finding mission; OR

(ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the superintendent.

(2) The purpose of this exception is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

4. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the District. "Reception" means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.

5. Food or beverage consumed by employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(5)(b)(I)(i).

6. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement.

7. A gift received by the employee as part of the usual or customary practice of the employee's private business, employment or position as a volunteer that bears no relationship to the employee's District employment.

8. Reasonable expenses paid to employee for accompanying students on an educational trip.

### **Honoraria**

An employee may not solicit or receive, whether directly or indirectly, honoraria for the employee or any relative or member of the household of the employee if the honoraria are solicited or received in connection with the official duties of the employee. The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the employee.

**SUPERVISION OF STUDENTS – Board Policy JHFA**

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

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

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

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

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

**UNMANNED AIRCRAFT SYSTEM (UAS) a.k.a. DRONE- Board Policy ECACB**

Any employee, volunteer or representative of the district operating an unmanned aircraft system (UAS) shall do so in accordance with this policy, and all applicable Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA) regulations and local laws. A small unmanned aircraft, as defined by law, may be operated by the district.

A small unmanned aircraft must weigh less than 55 pounds, including the weight of anything attached to or carried by the aircraft and must be registered through the FAA and ODA. The district will register as user of such with ODA.

Publicly supported kindergarten through grade 12 school programs and publicly supported entities that support K-12 schools or after-school K-12 programs are exempt from the requirement to pay the ODA registration fee.

The district recognizes the academic value of student operation of a UAS as one component of curricula pertaining to principles of flight, aerodynamics and airplane design and construction, and can also serve as an academic tool in other areas such as television, film production or the arts in general.

Prior to operating a UAS, the district will review all airspace, certification, registration, and other requirements. When operating in the National Airspace System (NAS), the supervisor (instructor/teacher) of the educational UAS shall hold a current pilot certification described in 14 C.F.R. Part 107 or have a Certificate of Authorization as described in 49 U.S.C. § 44801, so any student(s) can fly under their direct supervision, and to be in compliance with current FAA regulations. District staff will not operate more than one UAS at the same time.

District employees shall work with administrators to ensure that proper insurance, registration as required by FAA and ODA, reporting to FFA and authorization from district administration are in place prior to use as a part of the district's curriculum.

A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA) at OSAA sanctioned events.

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

All data gathered by the district as part of a UAS operation will belong to the district. The data gathering by the district will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

The superintendent shall develop procedures for the implementation of this policy. The district shall post a copy of this policy, associated procedures and a copy of Oregon Revised Statute (ORS) 192.345 on the district's website.

#### Third Party Use

Third party use of a UAS on district property or at district-sponsored events or activities on district property for any purpose is prohibited, unless granted permission from the superintendent.

If permission is granted by the superintendent or designee, the third party operating a UAS will comply with all FAA and ODA registration and use regulations and shall provide the following to the district: 1. Proof of insurance that meets the liability limits established by the district; 2. Proof of UAS registration and authorization (including a certificate identified in 14 C.F.R. Part 107 or a Certificate of Authorization described in 49 U.S.C. § 44801) issued by FAA and proof of user registration with ODA when required<sup>3</sup>; and 3. A signed agreement holding the district harmless from any claims of harm to individuals or damage to property.

#### **VOLUNTEERS – Board Policy IICC**

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

A volunteer authorized by the district for service into a position shall be required to undergo a state and national criminal records check (See Board policy GCDA/GDDA – Criminal Records Checks and Finger printing and its accompanying administrative regulation). A volunteer that will

not likely have direct, unsupervised contact with students will not be required to undergo an in-state criminal records check.

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

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

Nonexempt employees may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.

The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. 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.

### **WEAPONS – Board Policy JFCJ**

Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization.

For purpose of this policy, and as defined by state and federal law, “weapons” include: 1. A “dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury; 2. A “deadly weapon” means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury; 3. A “firearm” means any weapon (including a starter gun), which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any destructive device; 4. A “destructive device” means any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or

other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

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

Prohibited weapons, replicas of weapons, fireworks and pocketknives are subject to seizure or forfeiture.

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

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

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement as appropriate. The superintendent or his designee may, on a case-by-case basis, modify this expulsion requirement. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA - Discipline of Disabled Students and accompanying administrative regulations.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports.

The district may post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function, and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

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

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

### **WHISTLEBLOWER – Board Policy GBMA**

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

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.
4. Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:
  - a. Any member of the Legislative assembly;
  - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
  - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service District.

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

### **STUDENT OPERATIONAL PROCEDURES**

#### **AIR QUALITY INDEX**

Klamath Falls City Schools takes pride in having exciting, competitive extracurricular activities for our students. While it is important to build competitive programs, the health and safety of our students must come first. Because our District is in a region where wildfire smoke can impact the air quality levels, it is incumbent for the District to take precautions.

The administrative rules that follow will define the protocols in regard to environmental exposure of our students and coaches.

The Oregon Department of Environmental Quality (DEQ) has a valuable website that provides hourly updates on the Air Quality Index rating (AQI). Listed below are the restrictions Klamath Falls City Schools has adopted in regard to the various air quality ratings and index levels.

Air Quality Rating	Air Quality Index (AQI)	Restrictions (Outside Practice/Conditioning)
(Green) = Good	0-50	No Restrictions
(Yellow) = Moderate	51-100	No Restrictions
(Orange) = Unhealthy for Sensitive Groups	101-150	Students must have signed permission slip from parent/guardian to practice outside. (Example below)
(Red) = Unhealthy	151-200	No Outside Practices/Conditioning
(Purple) = Very Unhealthy	201-300	No Outside Practices/Conditioning
(Dark Purple) = Hazardous	>301	No Outside Practices/Conditioning

The air quality ratings are updated hourly and can be accessed online at <http://www.deq.state.or.us/aqi/>

Coaches will check and record the accurate AQI and follow any applicable restrictions prior to the students-athletes participating in any outside team activity.

Example of permission slip:

Dated: \_\_\_\_\_

I give permission for (print name) \_\_\_\_\_ to participate in team activities outside when the Air Quality Index is between \_\_\_\_\_ and \_\_\_\_\_ (Orange). I understand that this rating is considered unhealthy for Sensitive Groups.

According to the U.S. Environmental Protection Agency (EPA), "When air quality is in this range, people that are included in the sensitive group, whether the sensitivity is due to medical conditions, exposure conditions, or inherent susceptibility, may experience varied respiratory effects." The sensitive group includes children; people with lung diseases, such as asthma, chronic bronchitis, and emphysema; older adults; and active people who work or exercise outdoors.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **CORE TEACHING STANDARDS – Board Policy GCN-AR**

The core teaching standards must:

1. Consider multiple measures of teacher effectiveness that encompass a range of appropriate teaching behaviors. These measures use multiple evaluation methods that utilize multiple measures to evaluate teacher performance which may include, but is not limited to: a. Student performance; b. Student assessment; c. Classroom-based assessments, including observations, lesson plans and assignments; d. Portfolios of evidence; e. Supervisor reports; and f. Self-reflections and assessments.
2. Consider evidence of student academic growth and learning based on multiple measures of student progress, including student performance data;
3. Be research based;

4. Be separately developed for each teacher; and
5. Be customized to the district, which may include individualized weighting and application of standards.

Local evaluation and support systems established by the district for teachers must be:

1. Designed with four performance level ratings of effectiveness as defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems;
2. Based on significant consideration of student learning, which may include, but is not limited to: a. Schoolwide academic growth, as determined by the statewide assessment system implemented by the Oregon Department of Education under ORS 329.485; b. Formative and summative assessments; and c. Classroom-level student learning goals set collaboratively between teachers and evaluators.
3. On a regular cycle.

Superintendents shall regularly report to the Board on implementation of the evaluation and support systems and educator effectiveness.

#### **CORPORAL PUNISHMENT – Board Policy JGA**

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

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

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

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

#### **DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION - IGAEB**

Students have a right to attend school in an environment conducive to learning. Since student drug, alcohol and tobacco use is illegal and harmful



and interferes with both effective learning and the healthy development of students, the school has a fundamental legal and ethical obligation to prevent unlawful drug, alcohol and tobacco use and to maintain a drug-free educational environment.

After consulting with parents, teachers, school administrators, local community agencies and persons from the drug, alcohol or health service community who are knowledgeable of the latest research information, the Board will adopt a written plan for a drug, alcohol and tobacco prevention and intervention program.

#### Drug Prevention Program

The district's drug, alcohol and tobacco curriculum will be age-appropriate, reviewed annually and updated as necessary to reflect current research and Oregon's Health Education Academic Content Standards.

Drug, alcohol and tobacco prevention instruction will be integrated in the district's health education courses for grades K-12. Students not enrolled in health education shall receive such instruction through other designated courses. At least annually, all high school students, grades 9-12, shall receive instruction about drug and alcohol prevention. Instruction shall minimally meet the requirements set forth in Oregon Administrative Rules.

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

"Intervention" is defined as the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of prohibited drug, alcohol and/or tobacco use.

Any staff member who has reason to suspect a student is in possession of, or under the influence of unlawful drugs, alcohol, other intoxicants or tobacco on district property, on a school bus or while participating in any district-sponsored activity, whether on district property or at sites off district property, will escort the student to the office or designated area and will report the information to the principal or his/her designated representative.

The principal or designee will: 1. Call law enforcement if deemed appropriate; 2. Call the parents for a meeting; 3. Discuss the incident with student, parents if available and police if contacted; 4. Impose the penalty for violations using due process procedures; 5. Tell parents about resources which offer treatment or assistance for young people suffering from drug-, alcohol- or tobacco-related problems.

Students possessing, using and/or selling unlawful drugs, including drug paraphernalia, alcohol and tobacco on district property, in district vehicles, at district-sponsored activities on or off district grounds shall be subject to discipline up to and including expulsion. When considering disciplinary action for a child with disabilities, the district must follow the requirements of Board policy JGDA/JGEA - Discipline of Students with Disabilities including those involving functional behavioral assessment, change or placement, manifestation determination and an interim alternative educational setting. Students may also be referred to law enforcement officials.

In general, drug-related medical emergencies will be handled like a serious accident or illness. Immediate notification of the community emergency care unit is required. Trained staff members will assist the student in any way possible. Parents shall be contacted immediately. A staff member shall be designated to accompany the student to the hospital or emergency medical facility. Procedures to be taken, including those for students participating in district-sponsored activities off district grounds, shall be included in the district's comprehensive first aid/emergency plan.

The district will actively seek funds from outside sources either independently or through coordinated efforts with other districts, community agencies or the education service district for drug-free schools grants.

A planned staff development program that includes current drug, alcohol and tobacco prevention education, an explanation of the district's plan and staff responsibilities within that plan will be developed by the superintendent. The input of staff, parents and the community is encouraged to ensure a staff development program that best meets the needs of district students.

The district will develop a public information plan for students, staff and parents.

The district's Drug, Alcohol and Tobacco Prevention, Health Education policy, related board policies, rules and procedures will be reviewed annually and updated as needed.

#### **FIELD TRIPS AND SPECIAL EVENTS- Board Policy IICA**

The district recognizes the value of special activities in the total curriculum and agrees that students profit from carefully-planned learning experiences. "Special activities" are defined as learning experiences which extend beyond the physical boundaries of the classroom.

Field trips and other student activities involving travel may be authorized by the superintendent or designee when such trips or activities contribute to the achievement of desirable educational goals. In planning and authorizing such trips, primary consideration will be given to educational values derived and the safety and welfare of the students involved.

Discretionary trips for organizations that are not national affiliates shall be planned during school break times and not during class time. All trips must be planned and approved by the building administration.

#### **FLAG SALUTE - INDB**

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

Each classroom shall display a United States flag of an appropriate size.

## **GRADING – Board Policy IK**

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

Teachers are expected to report, at least annually, a student's progress toward achieving academic content standards to the student and their parents. Parents will receive reports on their student's absences.

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

Grading will be conducted on a nine-week basis.

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

Grade reduction or credit denial determination may include student attendance. Student attendance may not be a sole criterion. If attendance is a factor, prior to a grade reduction or credit denial, the following shall occur:

1. The teacher will identify how the attendance and class participation is related to the instructional goals of the subject or course;
2. Parents and students will be informed;
3. Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for nonattendance are considered and the grade is not reduced or credit denied based upon absences due to:
  - a. Religious reasons;
  - b. A student's disability; or
  - c. An excused absence, as determined by the District's policy.

## **MEDICATIONS – Board Policy JHCD/JHCDA**

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

1. Definitions a. "Medication" means any drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken internally or externally but not injected except for premeasured doses of epinephrine, medication to treat adrenal insufficiency and glucagon to treat severe hypoglycemia. Medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student's Oregon licensed health care professional for asthma or severe allergies. Medication also includes naloxone or any similar medication that is in any form available for the safe administration and that is designed to rapidly reverse an overdose of an opioid drug. b. "Prescription medication" means any medication that under federal or state law requires a prescription by a prescriber. c. "Nonprescription medication" means medication that under federal law does not require a prescription from a prescriber. d. "Adrenal crisis" means adrenal crisis as defined in Oregon Revised Statute

(ORS) 433.800. e. “Adrenal insufficiency” means adrenal insufficiency as defined in ORS 433.800. f. “Notice of a diagnosis of adrenal insufficiency” means written notice to the district from a student or the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student’s primary care provider that includes the student’s diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered. g. “Prescriber “ means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, an Oregon-licensed, advance practice registered nurse with prescriptive authority, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon, a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon. h. “Qualified trainer” means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a doctor of medicine or osteopathy or a physician assistant licensed by the Board of Medical Examiners for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon. i. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen, dust or insect sting. j. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention. k. “Designated personnel” means the school personnel designated to administer medication pursuant to district policy and procedure.

2. Designated Staff/Training a. The principal will designate personnel authorized to administer prescription or nonprescription medication to a student while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, as required by Oregon law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this administrative regulation. b. The principal will ensure the training required by Oregon law is provided to designated personnel. Training must be conducted by a qualified trainer. Training will be provided annually to designated personnel authorized to administer medication to students. The first year and every third year of training requires in-person instruction; during the intervening years, designated personnel may complete an online training that has been approved by the Oregon Department of Education (ODE) so long as a trainer is available within a reasonable amount of time following the training to answer questions and provide clarification. c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects, allergic reactions or adrenal insufficiency and student confidentiality. Materials as recommended and/or approved by the ODE will be used. d. A copy of the district’s policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate. e. A statement that the designated personnel has received the required training will be signed by the staff member and filed in the district office.

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

4. Administering Naloxone or Other Similar Medication to a Student or Other Individual Naloxone or any other similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an opioid overdose.
5. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis A student experiencing symptoms of adrenal crisis while the student is in school, at a school sponsored activity, while under the supervision of school personnel, in a before-school or afterschool care program on school-owned property and in transit to or from a school or a school sponsored activity, may be treated by designated personnel and shall be subject to the following: a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal will designate one or more school personnel to be responsible for administering the medication to treat adrenal insufficiency; b. The designated personnel will successfully complete training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis in accordance with the rules adopted by the Oregon Health Authority; c. The student or the student's parent or guardian must provide adequate supply of the student's prescribed medication to the district; d. The district will require the development of an individualized health care plan for the student that includes protocols for preventing exposures to allergens, and establishes if or when a student may self-carry prescription medication when the student has not been approved to self-administer medication; e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.
6. Administering Medication to a Student a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following: (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include: (a) The written permission of the student's parent or guardian or the student if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and (b) The written instruction from the prescriber for the administration of the medication to the student that includes: (i) Name of the student; (ii) Name of the medication; (iii) Method of administration; Medications\*\* – JHCD/JHCDA-AR 4-8 (iv) Dosage; (v) Frequency of administration; (vi) Other special instructions from the prescriber, if any; and (vii) Signature of the prescriber. The prescription label prepared by a pharmacist at the direction of the prescriber, will be considered to meet this requirement if it contains the information listed in (i)-(vi) above. (2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following: (a) The nonprescription medication is necessary for the student to remain in school; (b) The nonprescription medication is provided in the original manufacturer's container by the parent or guardian of the student; (c) The written instruction from the student's parent or guardian for the administration of the nonprescription medication includes: (i) Name of the student; (ii) Name of the medication; (iii) Method of administration; (iv) Dosage; (v) Frequency of administration; (vi) Other special instructions, if any; and (vii) Signature of the student's parent or guardian. If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber. (d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include: (i) Name of the student; (ii) Name of the medication; (iii) Dosage; (iv) Method of administration; (v) Frequency of administration; (vi) A statement that

the medication must be administered while the student is in school; (vii) Other special instructions, if any; and (viii) Signature of the prescriber. b. An individualized health care and allergy plan will be developed for a student with a known life-threatening allergy and will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic reactions while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, and will include a determination on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication; c. It is the student's parent or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication; d. It is the student's parent or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that the school is informed in writing of any changes in medication instructions; e. In the event a student refuses medication, the parent or guardian will be notified immediately, except where a student is allowed to seek medical care without parental consent. No attempt will be made to administer medication to a student who refuses a medication; f. Any error in administration of a medication will be reported to the parent or guardian immediately, except where a student is allowed to seek medical care without parental consent, and documentation will be made on the district's Accident/Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration; g. Medication shall not be administered until the necessary permission form and written instructions have been submitted as required by the district.

7. Administration of Medication by a Student to Themselves a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer medication to themselves without assistance from designated personnel and is subject to the following: (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have: (a) A permission form from a parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675, and other documentation requested by the district must be submitted for self-medication of all prescription medications; (b) If the student has asthma, diabetes and/or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication; (c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a school setting. Medications\*\* – JHCD/JHCDA-AR 6-8 (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have: (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; (b) The student's name affixed to the manufacturer's original container; and (c) The permission to self-administer medication from a building administrator. (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have: (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and (b) A written order from the student's prescriber that includes: (i) Name of the student; (ii) Name of the medication; (iii) Dosage; (iv) Method of administration; (v) Frequency of administration; (vi) A statement that the medication must be administered while the student is in school; (vii) Other special instructions,

if any; and (viii) Signature of the prescriber. b. The student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, auto injectable epinephrine or bronchodilators/inhalers; c. Sharing and/or borrowing of any medication with another student is strictly prohibited; d. For a student who has been prescribed bronchodilators or epinephrine, the designated personnel will request that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency; e. Upon written request from a parent or guardian, and with a prescriber's written statement that the lack of immediate access to a backup auto injectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup auto injectable epinephrine to be kept in a reasonably secure location in the student's classroom; f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district; g. Permission for a student to administer medication to themselves may be revoked if the student violates the Board policy and/or this administrative regulation; h. A student may be subject to discipline, up to and including expulsion, as appropriate; i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication

8. Handling, Monitoring and Safe Storage of Medication Supplies for Administering Medication to Students a. Medication administered by designated personnel to a student or self-administered by a student, must be delivered to the school in its original container, accompanied by the permission form and written instructions, as required above. b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated personnel in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply. c. Designated personnel will follow the written instructions of the prescriber and the student or the student's parent or guardian, and training guidelines as may be recommended by the ODE for administering all forms of prescription and/or nonprescription medications. d. Medication will be secured as follows: (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box used solely for the storage of medication; (2) Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication; (3) Access to medication storage keys will be limited to the principal and designated personnel. e. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage. f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian or the student (in situations involving ORS 109.610, 109.640 and 109.675) immediately.

9. Emergency Response a. Designated personnel will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication or allergic reactions. The parent or guardian, school nurse and principal will be notified immediately. b. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675. c. Any available district staff will immediately call 911

and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.

10. Disposal of Medications a. Medication not picked up by the student's parent or guardian, or the student when allowed pursuant to ORS 109.610, 109.640 and 109.675, at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a nonrecoverable fashion as follows: (1) Medication will be removed from its original container and personal information will be destroyed; (2) Solid medications will be crushed, mixed or dissolved in water, liquid medications will be mixed or dissolved in water; and (3) Mixed with an undesirable substance, e.g., coffee grounds, kitty litter, flour; and (4) Placed in impermeable non-descriptive containers, e.g., empty cans or sealable bags, and placed in the trash. Prescriptions will be flushed down the toilet only if the accompanying patient information specifically instructs it is safe to do so. Other medication will be disposed of in accordance with established training procedures including sharps and glass. b. All medication will be disposed of by designated personnel in the presence of another school employee and documented as described in Section 10, below.

11. Transcribing, Recording and Record Keeping a. A medication log will be maintained for each student administered medication by the district. The medication log will include, but not be limited to: (1) The name of the student, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication; (2) Student refusals of medication; (3) Errors in administration of medication; (4) Incidents of emergency and minor adverse reaction by a student to medication; (5) Discrepancies in medication supply; (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved. b. All records relating to administration of medications, including permissions and written instructions, will be maintained in a separate medical file apart from the student's education record file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29). c. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with other staff with a legitimate educational interest in the student or others as may be authorized by the parent or guardian in writing or others as allowed under state and federal law.

**NON-SCHOOL-SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS- Board Policy IGDK**

The district may sponsor, endorse or financially contribute to outside-sponsored study and athletic tours/trips/competitions available to students with the approval of the Board.

The district does not recruit for, or have input into, the selection of programs, many of which are not open to all students. Such tours, trips and competitions are under the sole auspice and control of the sponsoring organizations/groups.

Students who raise funds for their personal participation in such activities may not raise monies for such travel as a representative of the school. The district or individual school name may not be used unless the communication clearly identifies the sponsor as a group other than the school. Students may not use school supplies, materials or facilities in conjunction with such trips or their related fund raising.



Staff members are not permitted to use their contact with students to advertise or recruit for summer or other holiday travel which involves their supervision of students without approval of the superintendent. Summer or other holiday travel must meet the criteria for travel services for students as outlined in policy KI – Public Solicitation in District Facilities. School staff will advise parents regarding selection of such trips or tours for their children. The counseling center may contain pamphlets which will assist parents who have questions about selection of such a tour.

Parents are advised to consider carefully the activities that are available to their sons and daughters. Parents have an obligation to ensure that patrons of the district do not assume such activities are school sponsored or funded.

### **RESTRAINT AND SECLUSION – JGAB**

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

The use of the following types of restraint on a student in the district is prohibited; Chemical restraint. Mechanical restraint. Prone restraint. Supine restraint. Any restraint that involves the intentional and nonincidental use of a solid object, including a wall or the floor, to impede a student’s movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon. Any restraint that places, or creates a risk of placing, pressure on a student’s mouth, neck or throat. Any restraint that places, or creates a risk of placing, pressure on a student’s mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite. Any restraint that impedes, or creates a risk of impeding, breathing. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student’s neck, throat, genitals or other intimate parts. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone. Any action designed for the primary purpose of inflicting pain.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the district.

Restraint may be imposed on a student in the district only under the following circumstances: The student’s behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and Less restrictive interventions would not be effective.

Seclusion may be used on a student in the district only under the following circumstances: The student’s behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and Less restrictive interventions would not be effective.

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

## Definitions

“Restraint” means the restriction of a student’s actions or movement by holding the student or using pressure or other means. Restraint does not include: a. Holding a student’s hand or arm to escort the student safely and without the use of force from one area to another; b. Assisting a student to complete a task if the student does not resist the physical contact; or c. Providing reasonable intervention with the minimal exertion of force necessary that if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339- 288 and the intervention is necessary to: (1) Break up a physical fight; (2) Interrupt a student’s impulsive behavior that threatens the student’s immediate safety including running in front of a vehicle or climbing on unsafe structures or objects; or (3) Effectively protecting oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.

“Seclusion” means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion includes, but is not limited to, the involuntary confinement of a student alone in a room with a closed door, whether the door is locked or unlocked. “Seclusion” does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving or a student being left alone in a room with a closed door for a brief period of time if the student is left alone for a purpose that is unrelated to the student’s behavior.

“Serious bodily injury” means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.

“Substantial physical or bodily injury” means any impairment of the physical condition of a person that requires some form of medical treatment.

“Mechanical restraint” means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student. “Mechanical” restraint does not include: a. A protective or stabilizing device ordered by a licensed physician; or b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle. c.

“Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that is not prescribed by a licensed physician or other qualified health care professional acting under the professional’s scope of practice for standard treatment of the student’s medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice.

“Prone restraint” means a restraint in which a student is held face down on the floor.

“Supine restraint” means a restraint in which a student is held face up on the floor.

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

The district shall utilize the Non-Violent Crisis Prevention and Intervention (NVCP) or Safety-First Crisis Intervention training program of restraint or seclusion for use in the district. As required by state regulation, the selected program shall be one approved by the Oregon Department of Education (ODE) and include, but not limited to: positive behavioral support, conflict prevention, de-escalation and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and/or seclusion.

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

The results of the review and annual report shall be documented and shall include at a minimum: The total number of incidents involving restraint; The total number of incidents involving seclusion; The total number of seclusions in a locked room; The total number of students placed in restraint; The total number of students placed in seclusion; The total number of incidents that resulted in injuries or death to students or personnel as a result of the use of physical restraint or seclusion; The total number of students placed in restraint or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the district to decrease the use of physical restraint and seclusion for each student; The total number of physical restraint or seclusion incidents carried out by untrained individuals; The demographic characteristics of all students upon whom physical restraint and/or seclusion was imposed; The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

This annual report shall be made available to the public at the district's main office and on the district's website and to the Board.

At least once each school year the parents and guardians of students of the district shall be notified as to how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL Public Complaints and KL-AR - Public Complaint Procedure. The complaint procedure is available at the district's administrative office and is available on the home page of the district's website.

The complainant, whether an organization or an individual, may appeal a district's final decision to the Oregon Department of Education pursuant to OAR 581-002-001 – 581-002-0023.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting and written documentation of the use of physical restraint or seclusion by district staff.

**RETENTION OF STUDENTS – Board Policy IKE**

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

Students 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.

In the case when retention is being considered, the district will meet with the parent and share all relevant information and assessments. The district staff will make a recommendation and plan for the student. In the event the staff and parents are in disagreement about the recommendation and plan the parent’s request will be implemented with provisions should a grade change be needed.

**STUDENT CONDUCT – Board Policy JFC**

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

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

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

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

The district will annually record and report expulsion data for conduct violations as required by the Oregon Department of Education.

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Transportation of students will be by the district's transportation system or by a district employee's vehicle, properly insured, except as provided as follows.

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 parent, 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 he/she is four feet nine inches tall or age eight and the adult belt properly fits.<sup>1</sup> 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 system 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.

The district will develop procedures to implement this policy.

## **VISITORS- Board Policy KK**

The Board encourages parents and other district citizens to visit the school and classrooms at any time to observe the work of students, teachers and other employees.

To assure that no unauthorized persons enter a school, all visitors will report to the school office when entering and will receive authorization to visit elsewhere in the building.

Any unauthorized person on school property will be reported to the principal or superintendent. The person may be asked to leave. Law enforcement may be called if the situation warrants such measures.

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

MP 7/7/2017