



“Where Excellence in Education is Treasured”

2018-2019

STAFF HANDBOOK

7445 Perrydale Rd
Amity, OR 97101

Website Address: Perrydale.k12.or.us

Perrydale School Staff Handbook

Preface

Perrydale School District was established by pioneer settlers back in the 1800's. As with many of the pioneers, this group was a very independent and self-reliant group. They believed in community, hard work, honesty and education. These were important ways to make the most of their lives.

The District continues to honor the traditional values and is dedicated to "Excellence in Education" as we move into the 21st Century. We pride ourselves as a School of Excellence and continue to work hard to improve the educational opportunities for each and every student who enters Perrydale School.

There have been many changes in education since the opening of this school. The purpose of this handbook is to acquaint you with the way we operate here at Perrydale School. This handbook will better acquaint you with the policies and procedures adopted by the Perrydale School Board, in order to meet State and Federal education requirements. Our ultimate aim is to insure that we provide the high quality of education that each student deserves.

All information contained in this handbook is subject to revision or elimination as Federal and State regulations do change. No information in the handbook shall be viewed as a guarantee or offer.

Perrydale School District is an equal opportunity employer. The District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504, of the Rehabilitation Act of 1973, as amended; and the American Disabilities Act.

The Superintendent has been designated to coordinate compliance with all legal requirements and may be contacted at the District Office for additional information and/or compliance issues.

*Mr. Eric Milburn
Superintendent
(503) 835-3184 or (503) 623-2040*

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GENERAL INFORMATION

STAFF ORGANIZATION

<i>Administrative Team</i>	Eric Milburn Dan Dugan Erin Henery	District Superintendent/Principal Athletic Director/Vice Principal Special Education Director
<i>Confidential Staff</i>	Amy Lieuallen Troy Lieuallen	Business Manager/Deputy Clerk Maintenance and Facilities
<i>Office Staff</i>	Missy Locke Cindy Cruickshank Denise Dickey	Secretary Secretary Secretary
<i>Other Services</i>	Christy Ford Erika Wilmes Tammy Ruegsegger	TAG ELL Title Programs

ASSOCIATIONS

The Association of Perrydale Teachers is the bargaining unit for licensed staff.
The Classified Staff is non-union and bargains together as a unit.

BOARD MEMBERS

The Legislature of the state of Oregon delegates to the Board responsibility for governance of district schools including both policy setting, and vision building. Though management of the District is the responsibility of the administrative team, the Board does make decisions regarding acceptance of grants, approval of contracts for personnel, dismissals and renewals, as well as working with the budget committee to adopt the District Budget.

Board members, as elected by residents of this district or in some cases appointed by the Board, are as follows:

Dan Jones – Chair	Trina Comerford	Amber Burns
Anna Scharf – Vice Chair	John Cruickshank Jr.	

BOARD MEETINGS/COMMUNICATIONS

Regular Board meetings are held on the third Monday of each month at the school. Meetings begin at 7:00 PM unless otherwise posted. All regular and special meetings of the Board are open to the public.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through the superintendent in accordance with established lines of authority as set in policy or procedure.

All official Board communications, policies and information will be communicated through the Superintendent. Likewise, staff communications with the Board are to be channeled through the Superintendent as required by Board Policy.

COMMUNITY USE OF BUILDINGS Policy KG

The buildings are open to community groups after regular building hours during the week and weekends for approved use when such use does not interfere with district programs. Likewise, the school grounds including athletic fields may be reserved for public use.

The District Office will arrange all facility use. For this reason it is extremely critical that staff clear and post all school activities, athletic practices and competitions with the Office for inclusion on the Facility Use Calendar.

As classrooms may be scheduled outside regular building hours, all staff is encouraged to leave their rooms in order and to secure personal items. The district is not responsible for personal items left on district property. Reports of misuse of facilities should be made immediately to the District Office so appropriate actions or adjustments can be initiated.

OFFICE HOURS

The office is open at minimum between the hours of 7:00 and 4:30, Monday through Thursday, which more than covers the required teaching staff hours. (7:15 to 4:15 each contract day) On Fridays the office is open from 8:00 to 2:30 at minimum. During the school year the District Office follows the established teaching calendar. During summer months when school is not in session the office hours will be posted.

STAFF OPERATIONS

ABSENCES

Our substitute calling service is handled through the Willamette ESD. The Substitute Finder System will be your contact for securing a substitute when you unexpectedly are unable to report to work for any reason. Teachers must arrange for a substitute by contacting the WESD Finder System (<http://aesop.wesd.org>) as early as possible, preferably the day before so you get the sub you want and at the latest 6:00am the day of the absence in case of a last minute illness. Even if a teacher personally arranges a substitute, they must still enter that information in the system for recording keeping purposes. In the event it is impossible to call by 7:00 AM contact the Perrydale office. Substitutes are assigned on a daily basis unless a longer duration is specified.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day need to arrange for a substitute by again contacting the WESD Finder System as early as possible. Calling the prior day is advisable to insure you get the substitute you want.

Paid and unpaid leaves are provided in accordance with negotiated agreements, established Board policy and law. Failure to follow Leave Requests Procedures results in a violation of contract and law and therefore will not be tolerated.

Both licensed staff and classified staff are required to request a leave. All leave requests must be submitted to the business manager in advance with the exception of unexpected illness or emergencies where the leave slip is submitted on your return to school. The Leave Request Form serves as a request for leave and includes a place for written approval. Forms are available in the office, **on-line** and in the staff room.

ACCIDENT/INCIDENT REPORTS Policy EBBB

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

Reports will cover property damage as well as personal injury. In the case of a back, neck or head injury the report must be made regardless of the perceived severity.

A completed accident report form must be submitted to the building principal as soon as possible and within 24 hours or the next scheduled district workday, as appropriate.

In the event of a work related accident or injury resulting in overnight hospitalization whereby medical treatment other than first aid is provided, this must be reported on an accident report. The building safety officer will inform the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law.

If there is a suspicion that a non-edible substance has been ingested call Poison Control at 1-800-222-1222. Promptly contact administration/parent and fill out an accident report form.

All accidents/incidents will be promptly investigated and corrective measures implemented as appropriate.

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES Policy GBC-AR

Complimentary passes are provided to all staff to attend school-sponsored extracurricular activities held in the district. Staff members are expected to assist as needed in the supervision of students and in general crowd control while attending such events.

BREAKS

Scheduled breaks are provided for all classified employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work four or more consecutive hours are entitled to one 10-minute break. Those working eight-hour days are entitled to two 10-minute breaks.

Classified employees are expected to adhere to the break schedule established by the building principal or the Supervisor. Deviation from the regularly scheduled break period requires prior approval by the principal or immediate supervisor.

CARE OF CLASSROOMS

Teachers are required to demonstrate and model responsible care and maintenance of the classroom and other public school facilities. At the end of each lesson or class period it is essential to hold students accountable for leaving the learning station clean and in an orderly condition. An effective way to manage this requirement is to wrap up a lesson in a timely manner to provide a minimal amount of time for students to clean up after themselves.

The bell for passing period is a signal for the teacher to dismiss students. A simple check of the room prior to dismissal of students goes a long way toward providing the structure required for students to learn to take responsibility for leaving the classroom or learning station in the same clean and orderly condition as when they arrived.

This is a highly valuable and meaningful use of class time since teaching responsibility and respect are two of the most important skills we teach our young people. Our custodial staff works hard to keep the school clean. As with all of us, their job is too important to have them picking up after people who have a responsibility to pick up after themselves.

CARE/USE OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, computers, 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. District Policy is very clear with regards to students being required to pay for any damages done at school or at school events.

Certain district-owned equipment including computers may be checked-out by staff if approved by the building administrator. Such equipment may not be used for personal financial gain. An equipment use form or written request must be submitted and approved. There are no equipment use fees but proof of either homeowner or renter's insurance is required. The request and proof of insurance must be submitted in advance for staff to use District property.

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

Teachers are required to distribute and monitor the condition and return of all textbooks. Missing or damaged books cannot be tolerated. Midterm book checks and even periodic locker checks can go a long way toward setting high expectations. Teachers must communicate with students and parents immediately to insure the books are located or replaced. Quality and timely communication with parents is required as soon as the problem is detected. Lost or damaged

books also need to be reported to the building principal on a periodic basis, as established by the building administrator. Ideal timing for monitoring is one week prior to each grading period.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fund raisers or other school related purposes is to be counted, receipted and deposited within 24 hours in the school office whenever the sum accumulated 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 or off school grounds.

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

CHILD ABUSE REPORTING Policy JHFE

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report or cause an oral report to be made to (SCF), Services to Children and Families or local law enforcement agency. The building principal and counselor will also be immediately informed. Written documentation of this report must be completed and submitted to the building principal. Forms are available in the office.

Oregon law recognizes these types of abuse:

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

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

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

CLASSROOM SECURITY

When leaving a classroom, locker room or other work area between classes or at the end of the day, teachers are required to turn out the lights and secure all doors. Windows should also be secured at day's end. This is a safety and security requirement.

Inside doors shall remain locked at all times during school hours.

All staff is asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of personal items due to break-in, vandalism or theft.

COMMUNICABLE DISEASE/BLOOD BORNE PATHOGENS INFECTION CONTROL PROCEDURES

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 contaminated fluids 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 State Health Division 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*/Blood borne 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 blood borne pathogens to the building principal. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential medical evaluation and follow-up.

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 blood borne pathogens.
2. Whenever possible, students should 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 running water as soon as feasible.
7. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed 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 allowed to air dry. Other disinfectants as recommended by the Center for Disease Control may be used. These surfaces include equipment, counters, mats (including those used in physical education and athletic events), toys or changing tables.
8. An EPA approved disinfectant such as bleach 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. Any such items found must be disposed of in closable puncture resistant, leak proof containers that are appropriately labeled or color-coded.

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 wound with spurting blood.
 14. If a first aid situation occurs, students should report to a person in authority, staff should report to a supervisor.
- * HIV - Human Immunodeficiency Virus
AIDS - Acquired Immune Deficiency Syndrome
HBV - Hepatitis B Virus
 - ** Disinfectants which can be used include bleach items such as Purex, Clorox, etc.

COMPLAINTS

Student/Parent Complaints Policy KL

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

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

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

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

Staff Complaints Policy GBM

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

Board policy specifically states that Board members are not to counsel staff. Staff is required to work toward resolution of problems as close to their origin as possible. If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy. The complaint may be taken to the superintendent only after giving the immediate supervisor a chance to complete necessary interventions to resolve the issue.

Staff communication with school board members regarding complaints or criticism must first go through required channels starting with the immediate supervisor and then on to the superintendent. At that point the Superintendent and the staff member may develop a communication plan that will involve the school board as appropriate.

Licensed staff complaints and criticisms which also involve a possible violation of the Collective Bargaining Agreement are handled through the grievance procedure. The grievance procedure is outlined clearly in the Collective Bargaining Agreement and will be used to resolve disputes and disagreements related to the provisions of any negotiated agreement.

CONTRACTS AND COMPENSATION Policy GCQG

Contracts for all licensed employees will be issued. All non-licensed staff will receive an "Employment Agreement" that will detail pertinent employment information, requirements and benefits of employment. The original contract or employment agreement will be signed and filed in the employee's district file.

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

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

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

If the teacher's contract has not been extended for a new two-year term, the Board, upon recommendation of the superintendent, may elect by written notice to the teacher no later than March 15 of the second year of the teacher's contract not to extend the teacher's contract based on any ground specified in ORS 342.865. A contract teacher whose contract is not extended may appeal the non-extension to the Fair Dismissal Appeals Board.

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

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the payroll clerk in accordance procedures and timelines established by the district and negotiated agreements.

CONFERENCES

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

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

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

COPY MACHINES/FAX MACHINES

The District makes a major budgetary commitment each year to provide staff with the ability to make copies. We are working to keep costs down to allow us to spend the money on other educational needs. With the high cost of the technology required to assist staff, it is important that staff follow the requirements for use of each of these machines.

1. Students may not use the machines unless they are student assistants and have gone through the training with our office staff.

Copyright Policy EGAAA

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

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

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

"Fair use" guidelines are as follows:

Fair Use Policy EGAAA

I. Printed Materials

A. Permissible uses:

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

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

C. Prohibited uses:

1. Copy more than one work or two excerpts from a single author during one class term
2. Copy more than three works from a collective work or periodical volume during one class term
3. Copy more than nine sets of multiple copies for distribution to students in one class term
4. Copy to create or replace or substitute for anthologies or collective works
5. Copy "consumable" works, such as workbooks, exercises, standardized tests and answer sheets

6. Copy the same work from term to term
 7. Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
- D. All sound recordings, including phonograph records, audio tapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

II. Sheet and Recorded Music

A. Permissible Uses:

1. Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course
2. Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement or aria, but in no case no more than 10 percent of the whole work
3. Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the "unit" is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class
4. Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist
5. Copy complete works which are out of print or unavailable except in large works and used for teaching purposes
6. Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes
7. Make a single copy of a sound recording, such as a tape, disc or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes

B. Prohibited uses:

1. Copy to create or replace or substitute for anthologies, compilations or collective works
2. Copy works intended to be "consumable", such as workbooks, exercises, standardized tests and answer sheets
3. Copy for the purpose of performance, except as noted above (A. 1.) in emergencies
4. Copy to substitute for purchase of music except as noted above (A. 1., 2. and 3.)
5. Copy without inclusion of the copyright notice on the copy

III. Television-Off-the-Air Recording

A. Permissible uses:

1. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite re-transmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

Unless authorized by the [library/media supervisor, at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.

Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the "Request for Off-Air Video Taping" form to the library/media supervisor for each program videotaped. The library/media supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.

2. Retain videotapes of commercial programs only with written approval of appropriate copyright holders
3. Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first ten consecutive school days of the 45-consecutive calendar day retention period
4. Use off-air recordings for evaluation purposes only, after the first ten consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum
5. Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels
6. Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program
7. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day. Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).
8. Channel 1 will be used in accordance with the requirements as set in contract with the corporation.

B. Prohibited Uses:

1. Record off-air programs in anticipation of an educator's requests
2. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast

3. Use the recording for instruction after 45-consecutive calendar days
4. Hold the recording for weeks or indefinitely because:
 - a. Units needing the program concepts are not taught within the 45-day use period
 - b. An interruption or technical problems delayed its use, or
 - c. Another teacher wishes to use it, or any other supposedly "legitimate" educational reason
5. Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind
6. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works
Off-air recordings, however, need not be used in their entirety
7. Exchange program(s) with other schools in the district or other school districts without the approval of the media/library supervisor

Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized

8. Use the recording for public or commercial viewing
9. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools.

"Pay" programs received via satellite dish are also subject to these prohibitions.

IV. Rental, Purchase and Use of Videos

A. Permissible uses:

1. Use purchased or rented videos such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction
2. Use only rented lawfully-made videos
3. Arrange for the local school to transmit videos over their closed circuit television systems for direct instruction
4. Use off-air videos made at home for classroom instruction and only in accordance with television-off-air guidelines and district policy

B. Prohibited use:

1. Use rented or purchased videos where a written contract specifically prohibits such use in the classroom or direct teaching situation
2. Use rented or purchased videos such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights

A. Permissible uses:

1. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time
 2. Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner
 3. Make a new copy from the archival program in the event that the program in use is damaged or destroyed
 4. Use a purchased program sent from a manufacturer labeled "archival" simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement
 5. Make an archival copy of a rightfully-owned disk that is labeled "archival" by the software manufacturer
 6. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement
 7. Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs
- B. Prohibited uses:
1. Load the contents of one disk into multiple computers at the same time in the absence of a license permitting the user to do so
 2. Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so
 3. Make or use illegal copies of copyrighted programs on district equipment
 4. Allow any student to surreptitiously or illegally duplicate computer software or access any data base or electronic bulletin board
 5. Make copies of software provided by a software publisher for preview or approval
 6. Make multiple copies of copyrighted software (or a locally produced adaptation or modification) even for use within the school or district
 7. Make replacement copies from an archival or back-up copy
 8. Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users
 9. Make multiple copies of the printed documentation that accompanies copyrighted software
- C. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

VI. Reproduction of Works for Libraries/Media Centers

- A. Permissible uses:
1. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work

2. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material
 3. Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research
 4. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price
 5. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes
 6. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price
- B. Prohibited uses:
1. Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually
 2. Copy without including a notice of copyright on the reproduced material

VII. Performances

- A. Permissible uses:
1. Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed.

This is particularly important if admission is to be charged or recordings of the performance are to be sold.

CRIMINAL RECORDS CHECKS/FINGERPRINTING Policy GCDA/GDDA-AR

All newly licensed educators and those applying for renewal of a license are required to submit to a nationwide criminal records check and fingerprinting in accordance with rules established by the Teacher Standards and Practices Commission (TSPC).

This includes any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist who has not submitted to a criminal records check within the previous year.

All staff not requiring licensure as a teacher, administrator, personnel specialist or school nurse, working in a position having direct, unsupervised contact with students as identified by the District, who have not already submitted to nationwide criminal records check are required to submit to a nationwide criminal records check and fingerprinting as required by Board policy and law.

The district has determined that individuals hired into the following positions may have such contact:

1. Classroom aides/Educational assistants
2. Library/Media aides;
3. School office secretaries;
4. Custodians;
5. Cooks;
6. Bus Drivers;
7. Extracurricular activity staff, including:
 - a. Coaches/Athletic trainers;
 - b. Club, organization or other extracurricular advisors

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

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

The following procedures will be used for all newly hired non-licensed employees subject to criminal records checks and/or fingerprinting:

Processing the Checks and Fingerprints/Reporting

1. The individual shall, as part of the application process, complete either a Criminal History Verification of Applicants form or a Fingerprint Based Criminal History as provided by the ODE.
2. Following acceptance of an offer of employment, the Criminal History Verification of Applicants form for those not subject to fingerprinting will be sent to the **ESD** for processing. A copy will be kept on file by the district in the individual's personnel file.

3. If the individual is subject to fingerprinting, he/she will be required to report within three working days to an authorized fingerprinter for fingerprinting. Fingerprints may be collected by one of the following:
 - a. Contracted agent of employing district;
 - b. Local or state law enforcement agency.

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

4. The individual is responsible for obtaining two fingerprint cards from an Oregon school district, education service district, an Oregon approved teacher education institution, ODE or TSPC.
5. The individual is responsible for submitting to the authorized fingerprinter two fingerprint cards and an 8 1/2" x 11" or larger envelope with postage affixed and addressed to the district personnel clerk.
6. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter. The fingerprinter will require that the individual submit a photo ID (driver's license or other) containing the individual's name and picture in order to verify the identity of the individual intended to be fingerprinted.
7. The authorized fingerprinter will return the fingerprint cards to the district in the envelope provided. The Fingerprint Criminal History Verification form and fingerprint cards will be sent to the ODE. A copy of the form will be kept in the employee's personnel file.

Termination of Employment

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

Appeals

A non-licensed individual may appeal to the Oregon Superintendent of Public Instruction, a determination which prevents their employment or eligibility to contract with the district. Individuals eligible to appeal as a contested case will be so notified in writing by the Oregon Department of Education.

CURRICULUM

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure for the education of district students.

The standards established for the courses and grade levels of this district provide the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.

Deviations from established standards are not permitted without building principal approval. Use of outdated curriculum requires that an Independent Adoption be duly filed with the Department of Education. Teachers with questions should contact the building principal.

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

DAILY BULLETIN/ANNOUNCEMENTS

A daily bulletin is prepared by the office each day and read 3rd period. The daily bulletin will be posted in the student lounge and teachers will post a copy in the classroom. Disseminating the announcements to students is essential communication as it helps keep students informed about district and school activities. Announcements will also be used to promote the school's effort to recognize the accomplishments of staff and students. The student leadership class will also assist in disseminating pertinent school information through their news program.

Staff may place an announcement in the daily bulletin by completing the appropriate form and returning it to the office no later than 4:00 P.M., one day in advance. Announcements that are not timely will become part of the next day's daily bulletin. Announcements generally are not run more than three days unless otherwise authorized by the Principal or Superintendent.

DISCIPLINE AND DISCHARGE

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

DRUG-FREE WORKPLACE Policy GBEC

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

"Workplace" is defined to mean the site for the performance of work done. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property

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

Each 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 a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

EMERGENCY CLOSURES Policy EBCD

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

If possible the school will use the automated calling system to inform staff of delayed openings and school closure. A staff emergency phone tree will be distributed to all staff for use in the event the automated system is disabled. Additionally, the following radio stations regularly report delayed openings and school closures:

EMERGENCY RADIO STATIONS

KSLM	1390 AM	KWIP	880 AM
KBZY	1490 AM	KINK	102 FM
KWBY	94 AM	KKCW	103.3 FM
KUPL	1330 AM	Z100	100 FM
KRKT	990 AM	KUPL	98.7 FM
KXL	750 AM	KRKT	99.9 FM
KEX	1190 AM	Q105	105.1 FM

EMERGENCY TELEVISION STATIONS

KATU	Channel 2	KPTV	Channel 12
KOIN	Channel 6	KCI	Channel 56
KGW	Channel 8		

Staff members should refer to their negotiated agreements if there are questions about whether they are required to report to work on school closure days. Personnel are not required to report to work during emergency closures with the exception of maintenance/custodial staff.

Emergency closure information may also be found at <https://www.flashalert.net/id/PerrydaleSD>

EMERGENCY PROCEDURES AND DISASTER PLANS Policy EBC/EBCA

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

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

EVALUATION OF STAFF Policy GCN/GDN

The purpose of the District evaluation program is to assist the teacher in making continuing professional growth and to determine the teacher's performance level with relation to all teaching responsibilities and District Standards. The District's program also provides for performance assessments of classified and confidential employees to insure job responsibilities are met with a performance level that meets District Standards.

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

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

Licensed probationary staff will be observed several times annually. All other licensed staff will have their teaching observed as per state law. The goal will be to provide multiple observations with an annual evaluation for all licensed staff.

Classified staff will be evaluated at least twice during their first year of employment with the first evaluation to be completed within the initial three months of employment. The goal is to evaluate classified staff at least annually thereafter.

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

FAIR LABOR STANDARDS ACT (Classified Staff)

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

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

All time cards must be a true reflection of daily work completed, whether work time is more or less than regularly scheduled work hours. Under no circumstance is staff to record hours that they did not actually work.

Any deviation from assigned hours must receive prior written approval from the immediate supervisor. In the case of sudden illness or unforeseen emergencies, timely notification to office staff will suffice. A Leave Request Form is to be completed by staff ASAP and no later than the day of return to work. Leave Request Forms are available on-line or in the office and staff room for staff convenience.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Saturday through Friday. Regular working hours for all classified staff will be set by the administrative team. Classified staff are not to work before, beyond or outside their established working hours and are not to work overtime without prior written authorization from the immediate supervisor and the superintendent.

Overtime must be compensated at not less than one and one-half times the employee's rate of pay. Since no overtime is budgeted it is the intent of the District to use trade time rather than overtime. The work week will be figured from Saturday to Friday for overtime calculating. Trade Time Request Forms are available at the office for classified staff to request prior approval when a deviation from the assigned work schedule is needed. Trade time is cannot be used to build days off. All trade time accumulated must be used by the end of the following pay period.

Administrators are required to initiate corrective action whenever staff fails to follow required procedures. Failure to comply with personnel requirements will result in disciplinary action up to

and including dismissal in accordance with applicable provisions of labor law, Board policy, administrative regulations and negotiated agreements.

FAMILY LEAVE Policy GCBDA/GDBDA-AR (1)

Federal Family and Medical Leave Act (FMLA)/ Oregon Family Leave Act (OFLA) See new policy # GCBDA/GDBDA-AR(1)

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.

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 (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a spouse, child or parent with a serious health condition; or
4. The staff member's own serious health condition.

Additionally, an employee eligible for OFLA leave is entitled to such leave to care for a parent-in-law with a serious health condition and for the care of a sick or injured child who requires home care but who is not suffering from a serious health condition. An additional 12 work weeks leave within any one-year period is available for an illness, injury or condition related to pregnancy or childbirth that disables the employee from performing her work duties.

Contact the business manager for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA and OFLA leave.

A serious health condition is defined differently under federal and state law. Contact the business manager 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 work week FMLA and OFLA leave entitlements occur for all employees. The district will use the 12-month period measured forward from the date the employee's leave begins.

Paid/Unpaid Leave

Family leave under federal and state law is generally unpaid.

The district requires the employee to use any accrued paid leave, including sick leave or accrued vacation leave before taking FMLA and/or OFLA leave without pay for the leave period. The employee may select the order in which the paid leave is used.

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and the accrued paid leave shall be used during the leave period. 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 following payday. If the payday is less than one week after the oral notice is given, written notice will be provided 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 situations, 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 oral notice. Therefore, the staff member may designate a family member or friend to notify the district during that period of time. In either case, proper documentation must be submitted within three working days of the employee's return to work.

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

Medical Certification

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

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

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

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

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

Continuation of Health Insurance Benefits

Under FMLA leave, 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.

Under OFLA leave, benefits are not required to accrue.

Return to Work

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

FUND RAISING

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

All fund raising activities at athletic events require a coordinated effort by the building administrator and the Athletic Director.

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

Fund raising request forms are available in the office. Dates of the approved fund raiser must be recorded on the calendar in the front of the fund raisers notebook.

All money raised must be receipted and deposited in the district office within 24 hours unless otherwise approved by the superintendent. Exceptions require prior written justification, with documentation of approval recorded at the school office.

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

GIFTS AND SOLICITATIONS Policy GBC

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 approval.

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

GRIEVANCES

The grievance procedure is set up to assist with communication between staff and the District when an alleged violation of the Collective Bargaining Agreement (CBA) occurs. This process is clearly detailed in the CBA for your reference.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

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

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

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

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

1. Profanity, vulgarity and lewd comments are prohibited;
2. Sexist, racial remarks or derogation of any group or individual prohibited.

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

HARASSMENT/SEXUAL HARRASSMENT Policy GBN/JBA

Harassment by staff and students is strictly prohibited and shall not be tolerated in the District or at school activities on non-district property. Likewise, sexual harassment by staff and students is strictly prohibited and shall not be tolerated in the District or at school activities on non-district property. District includes district facilities, district premises, and non-district property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Sexual harassment of student means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term condition of a student's participation in district programs or activities;
2. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student;
3. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating offensive or hostile educational environment;
4. Such conduct has the purpose or effect of demanding sexual favors in exchange for benefits.

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

1. The employee's submission to the conduct or communication is made a term or condition of employment;
2. The employee's submission to or rejection of the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication as the purpose or effect of unreasonably interfering with the employee's ability to perform the job;
4. The conduct or communication has the effect of creating an intimidating, hostile or offensive working environment;
5. The conduct has the purpose or effect of demanding sexual favors in exchange for benefits.

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

Step I Any sexual harassment complaint shall be presented in writing or orally to the building principal, or superintendent. If the complaint is submitted in writing, it should include the specific nature of the sexual harassment and corresponding dates.

Step II The administrator receiving the complaint or designee shall promptly investigate the complaint. He/She will arrange such meetings as may be necessary to discuss the complaint with all concerned parties within 5 working days after receipt of the complaint. The administrator conducting the investigation shall notify the complainant in writing when the investigation is concluded.

The letter, together with any other documentation related to the sexual harassment incident will be forwarded to the superintendent.

Step III If the complainant is not satisfied with the decision at step II, he/she may submit a written appeal to the superintendent's or designee. Such appeal must be filed within 10 working days after receipt of the Step II 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 will provide a written decision to the complainant's appeal within 10 working days.

Step IV If the complainant is not satisfied with the superintendent's or designee's decision, a complaint with the Board may be filed within 10 working days after receipt of the Step III decision. The board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Step V If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights X,915 2nd Ave., Room 3310, Seattle, WA., 98174-1099. Direct appeals may be filed with an enforcement agency at any time.

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

There will be no retaliation by the district against any person who, in good faith, reports sexual harassment.

JOB SHARING

The district recognizes the value of job sharing and may approve such arrangements on a case by case basis. Job sharing is defined as the sharing and occupation of a single staff position by two individuals with each assignment being half time.

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

Job sharing requests are considered on an individual basis and subject to approval of the principal, superintendent and the school board. Applications and additional guidelines are available in the office.

KEYS

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

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.

3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Five days will be allowed for the finding or recovery of keys before any charges is assessed;
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within five days;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued, in the following amounts:
 - a. Room or other keys---\$25;
 - b. Maximum charge may include the cost for re-keying with the charge to the staff member not to exceed actual cost to re-key;
7. All keys are to be checked in at the end of the school year. The office is open all summer with daily hours posted. Staff with summer work needs or duties necessitating regular building access for school business outside regular school hours may make arrangements with the building principal and superintendent to keep their keys as appropriate. Documentation of approval will be completed by the principal and teacher and turned in at the District Office along with all keys prior to summer vacation. Staff needing building keys during the day may check out keys for day use through the District Office throughout the summer.

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 are expected to be turned in to the principal by 4:00 PM on the first instruction day of each week..

Teachers are expected to prepare lesson plans on a weekly basis prior to the beginning of the week. Copies of lesson plans are to be visible to the building principal when they enter the classroom. Teachers, at the discretion of the principal, may be asked to submit lesson plans the week prior to the lessons. The goal is ongoing planning rather than waiting until the weekend. In the interest of maintaining positive staff morale, we value your weekend time for family and friends. Special arrangements can be taken to the principal to insure this expectation is one that will serve us well.

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

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs is to 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 building principal and/or student and parent review.

LICENSE REQUIREMENTS

Teachers offered employment in the district must present their original teaching license to the district office before the Board will consider approving their employment.

Applicants not presenting their license prior to the beginning of school or the first day of employment will not be employed until such license has been submitted.

Licensed staff is required to submit copies of all license endorsements to the district office. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. The District is responsible for forwarding the renewal notices promptly. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district. It is therefore of paramount importance that teachers make necessary arrangements and plans that insure their license renewal is submitted in a timely manner.

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

MAIL AND DELIVERY SERVICES

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

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

All staff are to check their mailboxes before school, at noon and after each working day and remove mail. The building principal may change this requirement if he/she finds a better way to maintain quality mail communication. To maintain required confidentiality, students are not allowed to pick up mail from staff mailboxes. E-mails should be checked on a regular basis.

District mailing and postage may be used for school district business only. Batch mailing is to be handled by the group or staff member initiating the mailing. A purchase order is required for batch posting, and all mailing/posting tasks are to be completed prior to submitting the batch to the office for mailing.

MATERIALS DISTRIBUTION Policy KJA

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

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. An open pre-posted agenda is available for staff input. Staff meetings are scheduled at 7:00 AM on the 1st Tuesday of the month if needed and routinely at 3:45 PM on the 3rd Tuesday. If there is not a need for a meeting staff will be notified by e-mail the meeting has been canceled. Additional meetings will be scheduled as needed. Grade level meetings and committee meetings will also be held as needed at a mutually agreed time during the contracted day.

All staff are required to attend staff meetings unless prior arrangements have been made with the building principal. Staff members are expected to schedule their time accordingly to not conflict with these meetings. If a staff member must miss a meeting, it is the responsibility of that staff member to arrange for a briefing and necessary handouts from the principal. The principal will designate one individual to cover office duties including answering the phone nine hours per day from at minimum 7:00 to 4:00.

Any meeting sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the superintendent. Requests for meetings during contract hours are discouraged based on the ethical concern that public employees should only be paid for work that is education oriented. Attendance of staff members at such meetings is left to the discretion of each employee.

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

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

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

PETTY CASH

In order to expedite the purchase of minor school supplies, and other emergency items, a petty cash account has been established. Staff members may purchase items costing less than \$25 with prior approval from the building principal contingent on budgeted funds. Receipts are required for all reimbursements.

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

PERSONNEL RECORDS 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, and 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.

Personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee: an employee or designee may arrange with administrative staff to inspect the contents of his/her personnel file on any day the district office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their 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(s) 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 supervise the employee;
7. Attorneys for the district or the district's designated representative on matters of district business.

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.

PROGRESS REPORTS/GRADING

Teachers are expected to report their students' progress to each student and their parents. With the Home Access Center (HAC) teachers are required to input progress on at least a weekly basis so parents and students are informed. Please inform parents to contact the office if they do not have internet access and they will be mailed a hard copy of students' progress at any time.

No grade of "D" or "F" should be issued without a written/on-line progress report having been sent home notifying the student and their parents of academic deficiencies. In the event a student's grades drop drastically, documentation of necessary student and parent communication is required. Communication is the key to correcting the problem. Parents' e-mail addresses are available through our HAC system to make this type of communication timely and convenient. Parents also welcome telephone calls and personal conferences so they have the opportunity to intervene when a student is struggling academically.

Additional ongoing communication with students and parents is expected whenever the success of a student is in question. If a student is not performing at a satisfactory level, both student and parent communication needs to intensify immediately to increase cooperation and help motivate the student to succeed.

Special education students are to receive progress reports/grades based on progress toward goals stated in the Individual Education Program (IEP). Grades for students on Individual Education Plans require ongoing communication and cooperation between the regular teacher and the special education teacher. If a student is not succeeding, continued attempts to adapt the program must be documented. Grades of D or F require involvement/collaboration with the special education teacher. In addition, communication with and involvement of parents is essential whenever student success is in question.

PURCHASE ORDERS Policy DJ

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

No purchases, including purchases from student activity funds, will be authorized unless covered by a Purchase Order with a prior signature of approval by the Superintendent. Likewise, all contracts require prior approval of the Superintendent and an approved purchase order before any contract or agreement can be signed by a staff member. Staff members do not have the authority to commit district funds.

Within 14 days of receipt of a completed Purchase Order, the order will be considered for approval and the order will be placed. A copy of the P.O. will be sent to the staff member.

District standards require staff to plan well in advance to avoid the creation of urgent situations. All orders will be processed in the order received by the business office and must be completed with the following information and 11 requirements:

1. Date
2. Vendor
3. Delivery address
4. Item quantity costs
5. Item description
6. Unit value
7. Total amount including shipping
8. Budget code
9. Name of requesting individual
10. Signature of administrator verifying that sufficient funds exist in the budget line item to cover the purchase.
11. A review by the business manager and the superintendent along with a final signature by the superintendent is required before staff can expend any funds.

Failure to follow these simple requirements is a violation of District Policy, District Performance Standards, and State Budget Law regarding expenditure of public funds and will result in discipline up to and including dismissal.

All purchases over \$5,000 are subject to the Board's policy governing Bidding Requirements, and administrative regulations specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the business manager for details.

RELEASE OF GENERAL STAFF INFORMATION

Staff member's personal information is exempt from public disclosure. A staff member's address and personal phone number may be released or published in the staff directory by the district only if a staff member notifies the District Office in writing unless otherwise excepted by law.

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

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

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

RESEARCH/COPYRIGHTS AND PATENTS Policy CGQBA

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

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

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

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

RESIGNATION OF STAFF Policy GCPB/GDPB

A resigning staff member is required to deliver a written and signed notice of resignation to the office of the superintendent. If the Board accepts and approves the resignation, acceptance shall be by letter from the Superintendent to the employee.

The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the superintendent's acceptance letter.

A licensed staff member who wishes to resign from his/her position with the district must give written notice at least 60 days prior to the date he/she wishes to leave district employment. The Board 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 to suspend the teacher's license for the remainder of the school year. 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.

RETIREMENT

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

SAFETY/FACILITY COMMITTEE Policy EBAC-AR

Safety/**facility** committees are to be established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff and others while on district property.

The District 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. Communication including meeting minutes and reports or summary of needs will be submitted to the District Office each month.

All potential hazards are to be reported immediately to a member of the safety committee. The safety concern will be investigated promptly by the safety committee member and a written report/recommendation will go to the Safety Committee Chair.

In the event a potential hazard is found, the building administrator will be informed of the problem along with a recommendation for resolving the problem. Corrective action must be planned and carried out in a prudent manner to maintain a safe environment. Failure to correct a safety hazard will lead to a corrective plan and may include disciplinary action.

The Safety Committee is established to oversee and monitor safety and to insure response to safety needs. The District Safety Team will plan and conduct district-wide safety inspections on a regular basis to maintain a safe environment. A schedule of inspections will be made and documentation kept. All safety concerns and records of action need to be documented in a notebook in the committee chair's office.

SITE COUNCIL- Policy IFCA

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

The Site Council responsibilities stem from student performance. The Site Council's primary responsibility is the improvement of instruction. The Council is responsible for analyzing student performance assessments and developing an action plan that will help increase student performance at the school.

Action by the Site Council may include the development of plans to improve curriculum and the school's instructional program. Increasing student performance, curriculum development, and ongoing professional growth of staff are provided for in Oregon Revised Statutes and Oregon Administrative Rules.

All council decisions are subject to review including acceptance or rejection by the Administrative Team and the Board. Ongoing communication with the Board includes

submission of a yearly plan of action and monthly reports to the Board. Council decisions may not abolish any provision of district labor agreements or law.

Meeting times and location will be announced through the office and will follow the notice, meeting and record keeping requirements of the Public Meetings Law.

All staff is invited to attend Site Council meetings.

SPECIAL INTEREST MATERIALS Policy IIAD

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

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

STAFF DEVELOPMENT Policy GCL

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

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

All requests for district payment of college course work tuition must follow procedures as outlined in the Collective Bargaining Agreement. Tuition payments are handled by the business manager and are budgeted as per the Collective Bargaining Agreement. Professional growth application forms are available in the school office.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and job assignment. Requests require both building principal and superintendent approval. Workshop/Training Request Forms are available in the office. Substitutes are often part of the workshop request. Substitutes for all purposes are arranged based on school procedures set up by the building principal.

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

STAFF DRESS AND GROOMING

All staff is expected to be neat, clean and to wear appropriate dress for work that is professional and suitable for the job at hand.

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

STAFF ETHICS Policy GBC

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

This means that:

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

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

STAFF CODE OF CONDUCT

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

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

Application of Rules

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission in accordance with Oregon Revised Statutes.
2. Oregon Administrative Rules may be used as criteria by the Teacher Standards and Practices Commission in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notice of charges under Oregon Revised Statutes.
3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The commission will promptly investigate complaints:
 - a. The commission may at its discretion defer action to charge an educator against whom a complaint has been filed under Oregon Revised Statutes when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;

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

Definitions

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

1. Administrator - Any person who holds a valid Oregon administrative license;
2. Competent - Discharging required duties as set forth in these rules;
3. Educator - Any licensed person who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising;
4. Ethical - Conforming to the professional standards of conduct set forth in these rules;
5. Sexual contact - Includes:
 - a. The intentional touching of the breast or sexual or other intimate parts of a student;
 - b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator; or
 - c. Sexual advances and verbal or physical conduct of a sexual nature and directed towards a student;
6. Sexual harassment - Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - c. Such unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment;
7. Teacher - Any person who holds a teacher's license as provided in Oregon Revised Statutes.

The Competent Educator

The teacher demonstrates a commitment to:

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

Curriculum and Instruction

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

The competent teacher demonstrates:

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

Supervision and Evaluation

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

The competent teacher demonstrates:

1. Ways to assess progress of individual students;
2. Skill in the use of assessment data to assist individual student growth;
3. Procedures for evaluating curriculum and instructional goals and practices;
4. Skill in the supervision of students.

Management Skills

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

The competent teacher demonstrates skills in:

1. Establishing and maintaining classroom management that is conducive to learning;
2. Using and maintaining district property, equipment and materials appropriately;
3. Using and maintaining student records as required by district policies and procedures;
4. Using district lawful and reasonable rules and regulations.

Human Relations and Communications

The competent educator works effectively with others such as students, staff, parents and patrons. The competent educator is aware of the ways the community identifies with the school, as well as community needs and ways the school program is designed to meet these needs. The competent educator can communicate with knowledge, clarity and judgment about educational matters, the school and the needs of students.

The competent teacher demonstrates:

1. Willingness to be flexible in cooperatively working with others;
2. Skill in communicating with students, staff, parents and other patrons.

The Ethical Educator

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing the ethical educator considers the needs of the students, the district and the profession.

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

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues.

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

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

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

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

STAFF HEALTH AND SAFETY Policy GBE

To assure the safety of staff and students, the necessary information and/or training is provided to recognize and respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage and disposal of such materials.

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

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

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

9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between any objects such as moving machinery, steam pipes or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

Providing a safe and healthy learning environment for all students is the responsibility of each educator. This is an important requirement of employment for all employees of the District. In addition to the legal aspect of this requirement, the example we are setting for our students and the public is critical to our mission.

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

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

STAFF INVOLVEMENT IN DECISION MAKING

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff is encouraged to become involved on the school's Site Council and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning.

Staff is strongly encouraged to attend Board and Budget Meetings.

Contact the building principal for additional information regarding possible building and district level committee work that may be available.

STAFF/PARENT RELATIONS

The district encourages parents to be involved in their student's school experience.

Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

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

Non-custodial parents will not be granted visitation or telephone access to their child during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

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

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

STAFF ROOM

A staff room is provided for staff use during break, lunch and preparation periods. Responsibility for maintaining the staff room in a clean and orderly fashion will be shared on a rotating basis. Though this person will be in charge of the staff room for the week, all staff are expected to "pitch in", as needed, to help keep this gathering area clean and orderly.

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

Students & volunteers are not permitted in the staff room.

SUNSHINE/HOSPITALITY COMMITTEE

This committee is encouraged at the building level to address the social needs within the school community. Recognition of others is an important goal district-wide. This committee provides an important service and deserves our support. This is an excellent way to maintain a healthy and caring staff.

SUPERVISION OF STUDENTS

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

All teachers are expected to be at the main entry to their teaching station prior to the arrival and dismissal of students throughout the day. Supervision of students in hallways as well as in the

classroom is essential during passing periods in order to provide needed structure to help prevent behavior problems.

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. No student shall be left unattended while in the school or while involved in extra-curricular activities after school hours. Legally we have to provide constant, quality supervision of students while at school regardless of the time of day. This is a safety and security issue.

Teachers or supervisors who may need to temporarily leave their classroom or their assigned duties in an emergency situation while students are present are expected to contact a neighbor teacher to supervise students briefly. Contact the office to arrange for additional coverage as needed.

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

TEACHING ABOUT RELIGION

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

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

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

TELEPHONE/FAX

Telephones and fax machines are available for staff convenience. Long distance calls or fax for district business may be placed. Staff members are responsible for all costs related to long distance calls or fax made for personal use. All long distance calls that do not involve district business require use of personal phone. Under no circumstances may staff charge personal calls to District phones.

Personal use of the fax machine requires pre-payment at the District established rate of \$.25 per page. These procedures will help us avoid the possibility of a diversion of public school funds for private benefit. Our careful self-monitoring will help protect public funds.

TOBACCO-FREE ENVIRONMENT Policy GBK/JFCG/KGC

In order to protect the health of students, staff and the general public, to provide a healthy working environment and to promote good health for students, tobacco use is prohibited on school grounds and in all district buildings.

For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes).

TUTORING

No tutoring for which a staff member receives a fee is permitted in district schools or on school time and no district-owned materials or equipment may be used except as follows:

1. Private lessons, such as music lessons and other enrichment activities that are clearly beyond the scope of the regular curriculum may be given for remuneration outside of school time and away from school buildings;
2. Teachers may tutor for remuneration outside of normal school hours students eligible for homebound services according to district procedures;
3. District authorized and/or sponsored programs.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS Policy EEBB

The use of private vehicles for district business, including the transportation of students, is generally discouraged due to safety and liability concerns. Staff members should use the mini-bus or a district-owned vehicle whenever possible, scheduling activities and transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff member may use a private vehicle for district business without written permission from the building principal. Transportation of students in a private vehicle also requires prior approval of parents and the principal.

VACANCIES/TRANSFERS

Announced vacancies for licensed and classified positions, including extra duty assignments, are posted in the staff room and/or on the job posting board in the office hallway. Copies of the posting are also available to staff on request. During summer break, such notices are mailed to the association presidents. All vacancies are posted on the school website as well.

The District will consider in-District applicants when filling positions. Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and negotiated agreements. This is a management right that allows us to better meet the needs of the students of our District.

VOLUNTEERS Policy IICC

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff. Volunteers must file a criminal history check at their own expense before volunteering.

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

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

Supervision of volunteers is the responsibility of staff. Volunteers are not allowed to work with students in unsupervised settings unless the volunteer has been certified for such work. State law requires fingerprinting and record checks on all non-licensed individuals who work with students outside the direct supervision of licensed staff.

The use of volunteers requires prior building principal approval. A volunteer log is kept as well to track the level of volunteerism. Forms are available in the office.

STUDENT OPERATIONAL PROCEDURES

ADMINISTERING PRESCRIPTION/NONPRESCRIPTION MEDICINES TO STUDENTS (Policies JHCD and JHCDA)

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary.

Training will be provided to designated school staff authorized to administer medication to students within individual schools and while participating at school-sponsored activities on or off district property.

Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy, and administrative regulations and include, but not limited to safe storage, handling, monitoring medication supplies disposing of medications, record keeping and reporting of medication administration and errors in confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.

When directed by a physician or other licensed health care professional, students in grades K-12 will be allowed to self-administer prescription medication, including medication for asthma or severe allergy as defined by state law, and subject to age-appropriate guidelines. A request to the

district to allow a student to self-medicate with a nonprescription medication shall include written permission and instruction from a parent or guardian, and shall include an assurance from the parent or guardian that the student has received appropriate instruction for its use. The right to self-medicate may be revoked by the Superintendent if there are any abuses of required procedures.

Administering medication will follow these procedures:

1. A permission form and written instructions have been submitted as requires above for all prescription and nonprescription medications.
2. All prescription and nonprescription medication must be kept in its appropriately labeled, original container as follows:
 - a. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction;
 - b. Nonprescription medication must have the student's name affixed to the original container.
4. In the event of approved self-medication, the student may have in his/her possession only the amount of medication needed for that school day;
5. Sharing and /or borrowing of prescription medication is strictly prohibited;
6. Any medications required for use longer than ten school days will be permitted only upon the written request of the parent.

Students will be administered medication only by designated school staff after receipt of required parent permission forms and written instructions.

AIDS, HIV AND HBV* HEALTH EDUCATION Policy IGAEA

An AIDS, HIV and HBV curriculum has been developed cooperatively by parents, teachers, administration, local health department staff and others. All teachers are expected to teach the age-appropriate curriculum annually in grades K-12 in accordance with established curriculum.

The purpose of the curriculum is to present current, accurate information to help students learn infection control procedures for preventing the spread of HIV/AIDS-causing virus and to assist them in making decisions about protecting their health and the health of others. The value of abstinence must be stressed.

Teachers are expected to notify parents of minor students in advance that the material regarding AIDS/HIV/HBV will be taught. Any parent may request his/her student be excused from the class.

The health teacher, with the cooperation of the school nurse, has been designated to facilitate communications between the Oregon Health Division, Oregon Department of Education and the teaching staff regarding the following district health education programs:

- * AIDS - Acquired Immune Deficiency Syndrome
- HIV - Human Immunodeficiency Virus

HBV - Hepatitis B Virus

ASSEMBLIES

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

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

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

ASSIGNMENT OF STUDENTS TO CLASSES

The assignment of students and classes to teachers is the responsibility of the administration. It is the intent of the District to assign staff to the areas in which they have sufficient preparation and to avoid misassignment of teachers. The District encourages teachers to obtain additional endorsements to better serve students. Staff input is an important part of the decision making process with regards to assignments. Parents may also discuss student class assignments with counselors and the administration. The final decision on teacher and student assignments is the responsibility of the superintendent.

Specific criteria are used in formulating classes such as student-teacher ratio, total students per teacher, preps, support staff availability, nature of the subject, facilities and equipment available, course goals, and class size.

Any request to change a student's assignment to a particular class by a student, parent or teacher is to be referred to the building principal. No changes are allowed without the written approval of the principal. A class change should be justified with an obvious educational advantage, with sufficient input from the classroom teacher.

Students are to be added or dropped from teacher class rosters only when the student presents an add/drop slip, or other appropriate form or when otherwise notified by the office. Involvement of each teacher affected and the principal is required.

Any students with the proper add slip or who has otherwise been added to a particular class is to be admitted to class within the first 4 days of the semester. Teachers have no authority to exclude a student from instruction. Teachers with questions regarding a student's placement should contact the guidance counselor for assistance.

CLASS INTERRUPTIONS

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Other than the regular daily bulletin, special announcements for specific

grades or groups should not go school-wide. (Students are not to be permitted to interrupt a class in session without authorization from the office.) Intercom use, as with all school-wide communications require prior administrative review and approval.

COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS* Policy JHCCA

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in Oregon Revised Statutes and rules of the county health department. A student with certain school restricted diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting.

In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the district will inform the appropriate staff member to protect against the risk of exposure, as necessary.

Parents of a student who is infected with HIV positive or HBV and not a special risk student as defined by Oregon Health Division, are not required by law to notify the district of the student's condition. These students also, as provided by law, have the right to continue school. "Special risk students" means those students infected with HBV or HIV whose health care provider has reasonable grounds to believe, present a special risk to other student or adults in an educational setting. Such special risks include but are not limited to a student's ongoing history of biting others, spitting or scratching, lack of control of body secretions or liquids, or uncoverable oozing lesions.

- * HIV - Human Immunodeficiency Virus
- HBV - Hepatitis B Virus
- AIDS - Acquired Immune Deficiency Syndrome

CONTESTS FOR STUDENTS

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

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

The school may not be used to promote private or commercial interests. Nor may the school be used for the direct sales promotion of individual competitive goods or services. Materials or activities initiated by private sources are to be referred to the building principal for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

CORPORAL PUNISHMENT Policy JGA

The use of corporal punishment in any form is strictly prohibited by the district.

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 individual education program which has been signed by the parents and is carried out according to district procedures.

DISMISSAL OF CLASSES

The bell is a signal for the teacher to dismiss students. Teachers should never dismiss a class before the established dismissal time. At the same time, teachers are to dismiss only after adequate clean up is completed for the work period. A clean and orderly classroom is the responsibility of each person using the room. Respect for custodians and their role is essential.

Detaining the entire class after dismissal time is discouraged and in no case should a class be detained for more than five minutes. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic problems, as students out in the halls during class time will need to account for their tardiness.

DRUG AND ALCOHOL PREVENTION, HEALTH EDUCATION Policy IGAEB

The district will not tolerate the possession, sale, use or influence of alcohol, tobacco and other illegal and harmful drugs (illicit drugs, non-therapeutic use of prescribed drugs, misuse of solvents and other dangerous substances) in the schools, on school property, on a school bus or while participating in any school-sponsored activity, whether on school property or at sites off school property.

Given the extensive use and the formal and informal promotion of alcohol, tobacco and drug use in society, the school has an obligation to provide drug education that emphasizes prevention, describes intervention and referral procedures and outlines consequences.

An age-appropriate alcohol/drug prevention curriculum is provided for all students in grades K-12 as a part of the health education curriculum. For students in grades 9-12 not enrolled in health education classes, a program of activities which meet the requirements of the alcohol/drug prevention rule have been developed. At least annually, senior high school students will receive age-appropriate instruction.

Funds needed to support activities related to alcohol, drug and tobacco prevention are identified by source, particularly the 1986 Drug-Free Schools Act, moneys or other grants received from federal, state or local sources.

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

EMERGENCY DRILLS Policy EBCB

All teachers (grades K-12) are required to provide instruction on fire and earthquake dangers and drills for at least 30 minutes each school month in accordance with the requirements of law.

At least one fire drill will be conducted each month for grades K-12.

At least one drill on earthquakes will be conducted each year for grades K-12 including practicing "drop, cover and hold".

Additionally, students will be drilled for safety threats 2 times per year (HB2789).

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students.

The warning signal for a fire alarm/drill is a steady repeating sound of a bell/siren/buzzer depending on building and location. Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way
2. Turn off lights and leave door shut
3. Take roll book
4. Escort class to at least 50 feet from the building and take roll. Report any unaccounted students to the building principal
5. Upon "all clear" signal, announced by administration, escort students directly back to class. Check roll

The warning signal for an earthquake alarm/drill is a steady repeating sound of a bell/siren/buzzer depending on building and location. In the event of an earthquake, teachers are required to:

1. Immediately direct all students to "duck, cover and hold". Students should drop to a crouched position with head bent to knees, hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Crouch low to the ground and protect head and neck;
3. Wait until shaking stops, evacuate building following established evacuation procedures;
4. Take roll and report any unaccounted students to the administration;
5. Upon "all clear" signal announced by administration escort students back to class.

FEATURE FILMS/VIDEOS Policy IIABB

Building principal approval is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated G, PG, PG-13 or unrated may be authorized for classroom use. G films may be shown without administrative approval and parental notification is **always** advised.

Feature films/videos with a PG, PG-13, and unrated must have prior parental consent as well as prior administrative approval.

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

All requests for administrative approval are to be submitted to the building principal at least five days prior to the proposed showing.

The following information should be included:

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

FIELD TRIPS AND SPECIAL EVENTS Policy IICA

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

Requests should be submitted to the building principal at least two weeks in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers.

Though the release to attend field trips is given at the beginning of the year, we are required to maintain quality communication throughout the year. Written parental permission must be obtained for each approved trip. Teachers are required to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines to the office one day prior to departure for the scheduled activity.

As with all planning involving a large group, teachers are required to take care of details well ahead of time. Effective planning will avoid creating an urgent situation, which tends to have a negative affect on staff morale. Staff members are to contact the office for then appropriate substitute, vehicle arrangements, related field trip procedures and forms at least two weeks prior to the trip.

Teachers must compile a complete list of students who will take part in the field trip. The list must be submitted to the office prior to departure and e-mailed to those other teachers who may have the involved students in their classes.

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

GRADING (6th – 12th grade)

Communication is our priority. This along with evaluation of the student progress is the primary responsibility of the teacher. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

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

Letter grades will be used as follows:

A+	4.0	C	2.0
A	4.0	C-	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	D-	0.7
B-	2.7	F	0.0
C+	2.3		

Grading will be on a nine-week basis. All grades must be turned in at the end of the grading period according to the assigned deadline. This also applies to quarter four requiring teachers to hand in grades prior to check out and final paychecks.

Punctual and regular attendance is essential to the academic success of the students. District staff will report attendance, especially in those classes requiring class participation as part of their personal management grade. Personal management skills will be reported on the same schedule as the academic grade and will include information on homework completion, punctuality, meeting deadlines, participation and classroom behavior.

At the beginning of the school year or course of study, teachers will inform students and parents how personal management skills are related to the instructional goals of the subject or course. In the middle school and high school, personal management will account for 30% of a student's grade. The academic grade, based on standard proficiency measured by assessments, projects and other graded work, will account for 70% of the grade.

Due process procedures will be provided to all students whose grade is reduced or credit denied for students who are absent from school 14 or more days during a semester and fail to meet the standards for the course content. Reasons for the student's absence will be considered. As detailed in item 4 above, no grade may be reduced or credit denied based on absence due to religious reasons, a student's disability or an excused absence. This is District Policy and is based on legal requirements. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

Rather than holding all students accountable for the same standard of performance, special education students are to receive grades based on progress toward goals stated in the student's Individual Education Program (IEP).

GRADE DAYS/ASSESSMENT DAYS

Teachers have a contract day to complete quarterly grades for students. For the first three quarters, grades will be due in the office at 4:00 the Tuesday following the grade day. **On the last assessment day of the school year grades are due by 4:00 and before the teacher can pick up his/her paycheck.**

It is important that every teacher work to meet this District standard to complete the requirement in a timely manner to insure that the grade cards get to the parents and students as scheduled.

HOMEWORK

Teachers at middle level and high school are encouraged to assign homework which is relevant to the student's attainment of knowledge and practice. Elementary teachers are encouraged to assign little homework and focus on strategies for attaining literacy skills.

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

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

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries or the public library. Homework should require the use of those materials only when the student has had instruction in such use. A grade for homework completion will be reported each nine weeks as part of the personal management grade.

MAKE-UP WORK

A student who has an excused absence from class is to be permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class for the work missed due to absence. Remember the rule for making up work is the number of missed days + one.

Any student truant from school will be required to make up missed work at the discretion of the teacher.

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up school work upon his/her return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty.

MEDIA ACCESS TO STUDENTS

The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive.

Media representatives are required to report to the building principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

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

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

MOVING CLASS/HOLDING CLASSES OUTDOORS

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of any change. Any off campus class or school related activity must be cleared with the principal in advance.

NON-SCHOOL SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS

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

Students who raise funds for their personal participation in such activities may not raise money for travel and other activity expenses as a representative of the school. Students may not use school supplies, materials or facilities in conjunction with such trips or their related fund raising.

Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by the district which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students. Any necessary exceptions to this requirement may be submitted to the superintendent for prior approval.

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

PROGRAM EXEMPTIONS Policy IGBHD

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district, upon the written request of the parent.

An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors and other district staff in the development of such alternative learning activities as needed.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

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

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

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

RESUSCITATION

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

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

Automated external defibrillator (AED) units are provided in all buildings and at the athletic fields when necessary to restore heart rhythms. Training for AED units is provided for staff.

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

RETENTION OF STUDENTS Policy IKE

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.

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

Parental decisions are final, but when the parents' decision is not in agreement with the school's recommendation, parents must sign a "release from responsibility" form to be placed in the student's file.

STUDENT ACTIVITY FUNDS Policy IGDG

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

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

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

STUDENT CONDUCT

Refer to Policy JFC

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

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

All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year. A schedule developed by the building principal including particular areas to be emphasized will be provided to all staff during in-service. Additionally the Discipline Matrix outlines consequences for inappropriate and severe behavior for your reference and communication with students and parents.

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

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

SERVICE DUTY AND FRIDAY SERVICE SCHOOL

Teachers may detain a student after school hours to attend make up time, complete a **Service Request** or attend Friday Service School for disciplinary reasons provided the parent has been notified of the detention. In the case of bus students, prior arrangements must be arranged for the student's transportation home.

Friday Service School is a required consequence to help correct behavior problems. Parents are asked to arrange for the transportation of the student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted. Students who are detained are not to be left unsupervised during their detention.

STUDENT DISCIPLINE

Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions have been divided into two categories, Severe Violations/Zero Tolerance and Inappropriate Behavior. These are listed in the Student/Parent Handbook.

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

Inappropriate Behavior

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

Step 1:

- The intervention may include a consequence such as a Service Duty to help teach the student responsible behavior.
- A student signature and documented student response is a needed record for the teacher to keep.

2. With a second offense, the staff member intervenes with the student, describes the inappropriate behavior, provides the student with an opportunity to be heard, describes appropriate behavior if necessary and informs the student that he/she is now on Step II.

Step 2:

- Contact parents with details and inform parents and student that further behavior problems will result in a referral to the office for disciplinary action. The intervention may include a consequence such as a Service Duty to help teach the student responsible behavior.
- Referral options include Discipline Committee, Principal, Counselor.
- Include student signature and document student response.

3. With a third offense, the staff member intervenes with the student, describes the inappropriate behavior, and provides the student with an opportunity to be heard.

Step 3:

- This constitutes a pattern of problem behavior which is unacceptable.
- Contact parents with details and inform parents and student that further behavior problems will result in a referral to the office for disciplinary action. The intervention may include a consequence such as a Service Duty to help teach the student responsible behavior.
- Friday School is assigned.

- Submit referral to office or Discipline Committee for disciplinary action.
- Referral options also include the Counselor and County Mental Health staff.
- Include student signature and document student response.

Severe Violations

Zero Tolerance

Perrydale School has a Zero Tolerance Policy for:

1. Weapons on the premises including "look alike", pepper spray, mace, knives, and anything used with the intent to harm another person.
2. Drugs including alcohol, chew, cigarettes, and drug paraphernalia
3. Physical violence
4. Vandalism/Theft/Harassment
5. Unsafe driving on or near school property

Violations of this nature will result in serious consequences up to and including expulsion from school. Police referrals will be made whenever a violation of the law is suspected.

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

Each student who is being provided educational services through an Individual Education Program (IEP) is subject to district discipline regulations unless, as provided by law, specific behavioral concerns are addressed as part of the student's IEP. The IEP Team will review violations before consequences are assigned including suspension.

Teachers are expected to work cooperatively with special education staff to resolve any concerns regarding the conduct and discipline of all students with disabilities.

STUDENT DISMISSAL PRECAUTIONS

No teacher may permit any student to leave class/school prior to the regular hour of dismissal except as authorized by the office. Classroom instruction time is at a premium. Students need to be in class and on task throughout the day. With educational and safety concerns in mind, teachers are required to supervise their students at all times. Anything less than adequate supervision leaves the teacher and the District open to serious liability based on negligence.

STUDENT/PARENT HANDBOOK

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

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

Teachers are expected to review the handbook with students during the days/times designated by the building principal. Generally this will be during the first week of school.

STUDENT PERFORMANCES

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

All performances involving students must be approved by the building principal and all attempts must be made so as not to interfere with other scheduled activities or classes within the school.

The extended use of one particular group of students is generally discouraged. Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES Policy EEAE

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

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 only with prior parent and building principal approval.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle or a district-owned vehicle. No student will be allowed to transport another student to any school function including athletic events without completing prior approval forms available in the office.

STUDENT WITHDRAWAL FROM SCHOOL

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

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment or other district property including replacement costs, if known submit the list to the office.

In accordance with law and district policy, certain education records may be withheld if fees and fines are not paid.

VISITORS Policy KK

Visitors to the schools must have official or legitimate business to visit the schools. The building administrator will grant visitations based on this criterion.

Students are not permitted to bring visitors to school without prior approval of the building principal. A visiting family member may be granted a one-day visit.
Area students whose school is not in session are not to attend Perrydale School.

Parents and community members are encouraged to visit the schools. All visitations need to be pre-arranged by checking in at the office. A building log is required for sign in and out of each building. The log is kept at the office to help maintain a safe school. Staff members are expected to report any unauthorized person on school property to the building principal immediately.

SPECIAL PROGRAMS

ALTERNATIVE EDUCATION PROGRAMS Policy IGBHA

Alternative educational programs have been developed and identified to meet the individual of students.

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

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

The district is responsible for determining both need the type of alternative education placement. The district also has the obligation to pay the actual alternative program cost or an amount equal to 80 percent of the district's estimated current year's average per-student net operating

expenditure when the student's attendance in the alternative program is considered a full time placement, whichever is less.

If a student is not successful in the alternative program, there is no obligation to propose or fund a second alternative.

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

1. When two or more severe disciplinary problems occur within a three year period. Severe disciplinary problems are defined in the student/parent handbook.
2. When attendance is so erratic the student is not benefiting from the educational program. Erratic attendance is defined on a case-by-case basis based on the compulsory school attendance law
3. When an expulsion is being considered
4. When a student is expelled
5. When a student's parent or an emancipated student applies for exemption from attendance on a semi-annual basis, at age 16 or 17 as provided by law

Teachers with questions concerning available alternative programs should contact the building principal.

ASSESSMENT PROGRAMS Policy IL

The district's assessment program has been developed to meet state requirements and local district needs. Assessment results are used to identify individual student's learning strengths and weaknesses and as a basis for planning learning activities.

Results are used as a factor in determining the educational progress of students and the success of school programs for program improvement planning purposes.

The district's assessment program consists of the following:

1. Performance-based achievement in all grades annually as funded by the Oregon Department of Education. Results are reported to the Board and parents;
2. Annual statewide benchmark testing in grades 3, 4, 5, 6, 7, 8 and 11. Results are reported annually to the Board, parents and community;
3. Criterion referenced assessment in selected areas/programs;
4. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
5. Individual teacher assessments;
6. District approved optional assessments.

Dates for district and state assessments will be announced by the building principal as appropriate.

BILINGUAL EDUCATION Policy IGBI

Students whose primary languages are languages other than English are provided appropriate assistance through the district's English Language Learner Program (ELL) until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

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

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

BREAKFAST/LUNCH PROGRAMS Policy EFAA/EFAA-AR

The district participates in the National School Lunch and School Breakfast programs.

Students who qualify for Free or Reduced priced meals will receive their meals at no cost to the families. General information, eligibility criteria and confidential application forms are available through the office.

COUNSELING AND GUIDANCE PROGRAM Policy IJ

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

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

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

Students generally schedule appointments to see a counselor through the counseling office. Prior notice to a teacher that a student will be missing class may not always be possible because of the emergency nature of many of the appointments.

Teachers may refer a student to a counselor by contacting the counselor directly or by completing a referral form, available in the office. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the counseling office.

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

Confidentiality is not to be divulged except:

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

CRISIS PREVENTION/RESPONSE PROGRAM

A detailed Crisis Management Manual has been compiled to help increase the safety and facilitate effective response to crisis that may arise. Likewise, an Emergency Procedures and Disaster Plan are available for staff. These are included as part of the Appendix of this Staff Handbook and are also available in the office and library.

HEALTH SERVICES PROGRAMS Policy JHC

The district has an established health services program which provides:

1. Pertinent health information on students, as required by Oregon statutes and regulations
2. Health appraisal services, including screening for possible vision, hearing or scoliosis problems
3. Health counseling for students and parents when appropriate
4. Emergency care and first-aid assistance for sick and injured students and staff
5. Control and prevention of communicable diseases as required by the State Health Division and the county health department
6. Assistance for students in taking medication according to established district procedures
7. Adaptation for students with special health needs

The district's nurse services are available as a resource to teachers in securing appropriate information and materials on health-related topics.

All staff will be informed of their responsibilities in these areas.

HOMEBOUND INSTRUCTION

Homebound instruction is provided to any student whose health or impairment causes him/her to be absent from school for at least 10 days. A physician's statement substantiating such absence is required in order for the district to authorize homebound instruction.

The amount of instructional service provided will be related to each student's educational needs and physical and mental health.

Teachers are expected to cooperate with counselors, students and parents to provide such assignments/homework as may be necessary to help students maintain satisfactory progress during the student's temporary absence from school.

HOME TUTORING SERVICES

Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of 20 consecutive school days.

A physician's statement substantiating such absence is required in order for the district to authorize home tutoring.

The home tutor will work with the student's teacher to provide the necessary instructional support needed to help the student maintain his/her academic progress.

LIBRARY/MEDIA SUPPORT SERVICES

Teachers should contact library/media staff for assistance in obtaining **internet assessable materials, computer software licensure** and other instructional media materials maintained by the district.

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

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

MULTICULTURAL EDUCATION

The district is committed to an educational system that will prepare students to function effectively and cooperatively in a multicultural society.

Intergroup relations are provided as a part of in-service and other employee training programs.

The development of community partnerships and curriculum which use every opportunity to present the many ethnic, racial and religious strands that are a part of the American fabric provide a process for incorporating multiculturalism into the district's educational program.

Instructional materials at all grade levels are expected to reflect and fairly portray the history, contributions and culture of both men and women and of various ethnic groups in society.

PREGNANT/PARENTING STUDENT PROGRAMS Policy JFE/JFE-AR

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

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

PSYCHOLOGICAL TESTING SERVICES

Psychological tests, excluding intelligence tests, may be administered to students only by licensed psychologists/psychometrists employed for this purpose or by interns under their supervision.

Psychological evaluations may be made only with the informed and written consent of parents. Psychological records of students are confidential. Written parental consent is required prior to the release of any such data.

SPECIAL EDUCATION SERVICES Policy IGBAJ

Students ages kindergarten through 21 living in the district that have been evaluated and found eligible for services or programs for students with disabilities are served by the district's special education department.

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

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

Placements are made by the building's IEP team, which consists of the student's parent(s); one regular education teacher, if the student is participating in the regular education program; at least one special education teacher; a representative of the district; an individual who can interpret the instructional implications of the evaluation results; the student when appropriate and other individuals, who have knowledge or special expertise regarding the student, at the discretion of the parent or district.

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

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

SPEECH AND LANGUAGE PROGRAM

Students with special needs in the area of speech, hearing and language are served by the District's Speech, Hearing & Language Specialist. This program serves students of all ages. Teachers with questions or concerns regarding student placement or scheduling in this program should contact the building principal.

STUDENT AIDE PROGRAM

Students have the opportunity to assist teachers as part of a local work experience program. Serving as an assistant allows participants to gain skills needed in the workplace. Placement and scheduling are completed in cooperation with the building principals.

STUDENT ASSISTANCE PROGRAM STUDENT INTERVENTION TEAM (SIT)

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

To assist students resolve problems arising from behavioral/medical problems, including alcohol and other drug abuse, the district has established a Student Assistance Program. The Student Intervention Team meets on a regular basis to coordinate an effective student assistance program.

Referral forms and procedures are available through the office.

TALENTED AND GIFTED PROGRAMS Policy IGBBC

The district has developed a written plan for the identification of and provision of programs and services for academically talented and/or intellectually gifted students.

Identified students must score at or above the 97th percentile on selected district tests. Additionally, talented and gifted students from special populations such as cultural and ethnic minorities, disadvantaged, underachieving gifted and disabled learners may also be identified.

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

The district offers an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district's program and who wish to request reconsideration. A complaint procedure has also been developed for parents to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students. Staff should refer parents with questions to the building principal.

TITLE I PROGRAM

To help meet the needs of disadvantaged students, the district participates in Title I, federally funded programs that provide basic skills instructional services for educationally disadvantaged students in grades K-8. The highest priority is to serve students in the primary grades to insure reading instruction is maximized at the most critical developmental level.

Students identified in need of Title I services are provided instruction on a regular schedule as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction.

Teachers with questions or concerns regarding student placement or scheduling in this program should contact the Title I staff and/or school administrator.