

A scenic photograph of a river flowing through a forested area. The river is surrounded by lush green trees and foliage, with rocky banks visible. The water appears to be moving quickly, creating white rapids in some areas. The sky is overcast, and the overall atmosphere is serene and natural.

Staff Handbook

Glide School District
2024-2025

Table of Contents

PREFACE.....	2
GENERAL INFORMATION	3
ASSOCIATIONS	3
BOARD MEETINGS/COMMUNICATIONS.....	3
ABSENCES.....	6
ABUSE OF A CHILD/ MANDATORY REPORTING RESPONSIBILITIES ..	7
ACCIDENT/INCIDENT REPORTS	7
ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES	8
ANIMALS IN DISTRICT FACILITIES	8
BREAKS	8
CARE/USE OF DISTRICT PROPERTY	9
CASH IN DISTRICT BUILDINGS.....	9
CHECKOUT	9
CLASSROOM SECURITY	11
COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES	11
COMPLAINTS.....	13
COMPUTER USE.....	14
CONFERENCES.....	15
CONFIDENTIALITY	15
CONTRACTS AND COMPENSATION	15
COPYRIGHT	16
CRIMINAL RECORDS CHECKS/FINGERPRINTING.....	21
CURRICULUM	22
DISCIPLINE AND DISCHARGE.....	22
DISTRIBUTION OF MATERIALS	22
DRUG-FREE WORKPLACE.....	22
ELECTRONIC COMMUNICATIONS SYSTEM ACCESS	23
PASSWORD MANAGEMENT AND ACCOUNT SECURITY	24
USE OF DISTRICT DEVICES (ELECTRONICS).....	24
EMERGENCY CLOSURES.....	25
EMERGENCY PROCEDURES AND DISASTER PLANS.....	26
EMPLOYEE ASSISTANCE PROGRAM.....	26
EMPLOYEE CONDUCT	26
EMPLOYEE RELATIONSHIPS	27
EMPLOYEE-CREATED MATERIALS AND INTELLECUTAL PROPERTY (IP) RIGHTS	27
EVALUATION OF STAFF	28
EVERY STUDENT BELONGS	29
FAIR LABOR STANDARDS ACT	29
FIELD TRIPS AND SPECIAL EVENTS.....	29
FUNDRAISING	29
GIFTS AND SOLICITATIONS	30
GUEST SPEAKERS / CONTROVERSIAL SPEAKERS.....	30
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)	31
IDENTIFICATIONS BADGES	31
JURY DUTY	32

KEYS.....	32
LESSON PLANS	32
LICENSE REQUIREMENTS.....	32
MAIL AND DELIVERY SERVICES	33
MANDATORY REPORTING.....	33
ABUSE OF CHILD REPORTING	33
SEXUAL CONDUCT	34
MEDIA ACCESS TO STUDENTS	36
MEETINGS	36
MOTHER FRIENDLY WORKPLACE.....	36
PARTICIPATION IN POLITICAL ACTIVITIES	36
PAYROLL & FRINGE BENEFITS	37
PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA	37
PERSONNEL RECORDS.....	38
PERSONAL REFERENCES FOR EMPLOYMENT.....	39
PHONES.....	39
PROGRESS REPORTS	39
PROHIBITED USE, POSSESSION, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS.....	40
PURCHASE ORDERS	40
RELEASE OF GENERAL STAFF INFORMATION.....	40
RESEARCH/COPYRIGHTS AND PATENTS	41
RESIGNATION OF STAFF	41
RETIREMENT	41
SAFETY COMMITTEE	42
SECURITY SYSTEM.....	42
SEXUAL HARASSMENT	42
SITE COUNCIL.....	46
SPECIAL INTEREST MATERIALS	47
STAFF DEVELOPMENT.....	47
STAFF DRESS AND GROOMING	47
STAFF ETHICS	48
STAFF HEALTH AND SAFETY	48
STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES.....	49
STAFF INVOLVEMENT IN DECISION MAKING.....	49
STAFF MANDATORY TRAININGS.....	49
STAFF/PARENT RELATIONS	50
STUDENT DISCIPLINE	51
SUICIDE AWARENESS AND PREVENTION	51
SUPERVISION OF STUDENTS.....	51
TEACHING ABOUT RELIGION	52
TUTORING.....	52
USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS.....	52
VACANCIES/TRANSFERS	52
VISITORS	52
VOLUNTEERS	52
WEAPONS.....	53

SUPERINTENDENT'S MESSAGE

As a Glide School District employee, you have become associated with a professional staff and a school district recognized for educational leadership, quality instructional programs and services, and success in achieving a fine record of academic achievement by our students. I am confident you will share our pride in this reputation and experience an exciting and rewarding personal and professional association with the Glide School District.

This staff handbook is intended to provide you with some basic information regarding practices and expectations of the district. It is not intended to take the place of District policies, negotiated employment agreements, or laws governing public school employees, but should help you become familiar with the policies, rules, procedures, benefits, and expectations that apply to your employment.

Please read this handbook carefully and keep it handy for future reference. One of your primary responsibilities as an employee is to become familiar with it. Please direct any questions you may have to your principal, supervisor, or fellow staff members.

You will notice that district policies are referenced throughout this handbook. For more detailed information concerning the topics of this handbook, please refer to the Policy Manual link on our website or your collective bargaining agreement.

This handbook will be revised as needed and distributed to all employees.

Again, we are glad to have you as a member of our truly fine staff of dedicated and conscientious educators. No matter what our job may be, our mission is the same – to ensure the successful learning of students in the Glide School District.

Sincerely,

Robert Freeman
Superintendent

IMPORTANT NOTICES:

Significant changes were made to several board policies over recent years. Please pay special attention to and review the following policies on the District Website:

- **ACB** Every Student Belongs
- **IIBGA** Electronic Communication System
- **GCAB** Personal Communication Devices and Social Media
- **GBN/JBA** Sexual Harassment and **GBN/JBA-AR 1, 2** Complaint Procedures [Federal Law (Title IX)]
- **GBNA** Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying-Staff
- **JHFE/GBNAB** Abuse of a Child/Mandatory Reporting Responsibilities
- **JHFF/GBNAA** Suspected Sexual Contact with Students and Reporting Requirements

PREFACE

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

Any information contained in this staff handbook is subject to unilateral revision or elimination without notice. No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

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

Annual Notice of Nondiscrimination

It is the policy of the Glide Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having a question about equal opportunity and nondiscrimination should contact the Human Resources Coordinator at the District Office, 541-496-3521.

All Career and Technical Education (CTE) programs in this school District are open to all students. The District will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in CTE programs.

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

<i>Student Loan Forgiveness Contact</i>	Tracy Powell	(541) 496-3521
<i>District 504 Coordinator:</i>		
Elementary	Erin Weber	(541) 496-3524
Middle/High School	Chris Clair	(541) 496-3554
<i>Title II Coordinator:</i>	Tammy Beard	(541) 496-3554
<i>Title IX Coordinator:</i>	Tracy Powell	(541) 496-3521
<i>Civil Rights Coordinator:</i>	Tracy Powell	(541) 496-3521

Complaint Procedure

Any person who feels they have been the victim of discrimination should contact the Human Resources Coordinator at 541-496-3521. The District has a complaint process in place. This process (including procedures, forms, and timelines) can be found in School Board Policy KL and KL-AR which are available on the District website or at the District office, 18990 North Umpqua Highway, Glide, OR. The goal of the process is to provide prompt and equitable resolution of student, employee, or parent allegations of discrimination. The process begins with a written complaint and includes informal and formal conversations, discussion with District employees involved, and an investigation, if necessary, it may be taken to the School Superintendent, the local school board, and ultimately the Superintendent of Public Instruction at the Oregon Department of Education.

GENERAL INFORMATION

ASSOCIATIONS

The Glide Education Association represents the bargaining unit for all licensed staff.

The Oregon School Employees Association, Chapter No. 134, represents the bargaining unit for all classified staff.

BOARD MEMBERS

Tracy Adevai, Chair
Timothy Shaw, Vice-Chair
Dan Metz
John Quimby
Janet Holland

BOARD MEETINGS/COMMUNICATIONS

The Legislature of the State of Oregon delegates to the Board responsibility for the conduct and governance of district schools.

Regular Board meetings are usually held on the third Wednesday of each month at 7:00 p.m. at the Glide High School Library. Other meetings are held as needed. All regular, special, and emergency meetings of the Board are open to the public unless as otherwise provided by law. Board meeting schedules and agendas are posted on the district website.

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

Official Board communications, policies, and information of staff interest will be communicated to staff through the superintendent to local building administrators and supervisors. (Policies BD/BDA, BG)

The School Board usually meets on the third Wednesday of each month at 7:00 p.m. in the High School Library at 18990 N Umpqua Hwy. (Call 496-3521 to confirm meeting dates.) These are public meetings. Notices of board meetings are posted on the district's website.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, <u>cover</u> and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Receipt of Staff Handbook

(To be signed and dated by staff member and returned to assigned building.)

I have received the revised Staff Handbook and have reviewed its contents.

Name of Employee _____

Signature of Employee

Date

ABSENCES

All personnel are expected to come to work regularly and as scheduled, missing on average no more than one day per month worked for illness or injury. In addition, using no more than the other leave days provided in the employment agreement, except in the case of days missed due to disabilities or other serious medical conditions documented by a health care provider.

Staff members unable to report to work for any reason must notify the Absence Management System at 800-942-3767 or <https://app.frontlineeducation.com> as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

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

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy, and law. (Policies GCBD/GDBD, GCEA)

Oregon Sick Leave transfer ORS 332.507. The transfer of sick leave from another Oregon district shall not be effective until the teacher has completed 30 working days in the district. Transferred sick leave is only available after other District accrued leave has been exhausted

Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA)

Statutory Family Leave

Appropriate Statutory Leave types under the Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), and Paid Family Medical Leave (PFML) will be granted to eligible employees and administered in accordance with current state and federal laws and regulations. Unless approved for PFMLI, employees are required to use any available accrued leave prior to going into an unpaid FMLA/OFLA status. The district will pay for the employee's insurance premium to the extent required by FMLA/OFLA/PFML.

The OFLA/PFMLI leave year is calculated using the forward measurement year method commencing on the date leave is first taken in a leave year beginning on the Sunday immediately preceding the date on which leave commences. Each approved leave year lasts 52 consecutive weeks. The FMLA leave year is calculated using the same forward measurement method, except the start date is the date on which leave commences. Although PFMLI is not run concurrently with OFLA, PFMLI (if elected) will run concurrently with FMLA; OFLA will run concurrently with FMLA when taking leave for a non-PFMLI eligible reason.

Contact the Human Resources Department for additional information regarding length of leave entitlements under state and federal law.

Paid Family Leave

Applications for Paid Family Medical Leave Insurance (PFMLI) may be submitted to the [American Fidelity Assurance Company](#). PFMLI applications must be submitted by the employee or an employee's representative; these applications are not submitted by the employer. Employees must notify Human Resources and their supervisor at least 30 days in advance of any anticipated FMLA/OFLA/PFMLI eligible leave.

If applying for PFMLI, applications not received by American Fidelity within 30 days of the date in which leave commences may be denied.

Additionally, claimants that do not file their application within 30 days may also see a reduction in PFMLI benefits otherwise owed in the form of a late filing penalty.

In emergency situations, you must notify your supervisor within 24 hours; written notice must be submitted to Human Resources within three days of starting your emergency family leave period.

ABUSE OF A CHILD/ MANDATORY REPORTING RESPONSIBILITIES

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

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom the employee has come in contact has suffered abuse or neglect, by any adult or by a student with whom the employee is in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services or local law enforcement agency. The building principal is also to be immediately informed.

Written documentation of this report must be completed and submitted to the building principal and the Human Resources Coordinator. Forms are available in the office and on the website: <https://staff.glide.k12.or.us>

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

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

ACCIDENT/INCIDENT REPORTS

STAFF

All incidents occurring on District property or during the course of school-sponsored activities, including field trips and other away events, must be reported to the supervising administrator immediately. Reports will cover property damage as well as personal injury.

A completed incident/injury report form must be submitted to the building principal within 24 hours or the next scheduled District workday, as appropriate. If the employee seeks medical treatment, **SAIF Form 801** must also be submitted.

In the event of a work-related accident or injury resulting in a hospital admission whereby medical treatment other than first aid is provided, the Department of Human Resources will inform the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours.

An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Medical treatment includes managing

or caring for a patient for the purpose of combating disease or disorder.

The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or equivalent medical facility.

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

STUDENTS

A Student Incident Report Form must be completed and submitted to the building principal immediately anytime an accident occurs which involves students. Forms are available in the school building offices.

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

Staff members designated by the building principal with responsibility at extracurricular activities will be admitted free of charge. League, Oregon High School Coaches Association, and officials' cards will be honored. All other staff members attending district extracurricular activities are assessed at the uniform district admission rate, as established by the Board. (Policy DFEA)

ANIMALS IN DISTRICT FACILITIES

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

Approved animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals.

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

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

BREAKS

Scheduled breaks are provided to all nonexempt employees to ensure safety and efficiency, and to meet the requirements of law. All nonexempt staff members who work 2.25 or more consecutive hours are entitled to one 15-minute paid break. Those working more than five hours are entitled to one 15-minute paid break and a half-hour unpaid lunch break. Those working more than six hours are entitled to two 15-minute paid breaks and a half-hour unpaid lunch break.

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

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 and musical instruments are priority items for theft and damage.

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

Certain district-owned equipment may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain or avoidance of personal financial loss. An "Equipment Use Request" must be submitted and approved. Forms are available in the office. There is no equipment use fees.

In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs. (Policies KGF/EDC, ECAB, EDB)

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fundraisers or other school related purposes is to be deposited in the office whenever the sum accumulated in any one day by a class, staff member, or others exceeds \$50. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials. (Policies DH, DM, IGDF)

CHECKOUT

Workday Checkout

Teachers may leave the building and district grounds during lunch as necessary. Departures during preparation periods must be approved by the building principal or designee.

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

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

Year End Checkout

All staff will complete the following checkout procedures:

Checkout List for Staff

The following items are to be signed off:

- ___ 1. Student assessment sheets completed and turned in, including attendance and citizenship marks for all students.
- ___ 2. Copies of all finals, test/finals key and grading scales turned in for students who need to make up final tests.

The following item is to be signed off by media staff:

- ___ 3. Library/media equipment/materials checked in.

The following items are to be signed off by athletic director:

- ___ 4. All activities/athletic materials/equipment, including all team equipment and uniforms checked in.
- ___ 5. All year end reports turned in including inventory, list of participants and award winners, records/competition results, etc.

The following items are to be signed off by office staff/building principal:

- ___ 6. Inventory of all classroom furniture, equipment, and textbooks/instructional materials stored in classroom. Retain one copy for classroom files and one copy to office.
- ___ 7. Furniture and equipment in need of repair has been labeled and list submitted to office.
- ___ 8. Room check completed. Desks, lab, shop professional technical equipment cleaned, whiteboards cleaned, personal property removed, and all district equipment and textbooks/instructional materials properly stored. Bulletin board materials and other materials posted on doors and walls have been removed.
- ___ 9. Daily class record books completed including:
 - a. Teacher name, date and subject/class clearly marked
 - b. First and second quarter grades and final quarter test grades for first semester clearly marked
 - c. Third and fourth quarter grades and final quarter test grades for second semester clearly marked
 - d. First and second semester grades and final semester test grades clearly marked
 - e. Students not receiving a final grade and enrolled in class at any time are clearly marked as a drop or withdrawal as appropriate. Include grade earned to last date of enrollment in class.
 - f. Grading scale, curve, etc. that indicates how grade was determined clearly marked for all classes/subjects
 - g. Total number of absences for each quarter and total cumulative absences for each semester clearly marked
 - h. Common curriculum goals/essential learning skills assessed clearly marked.

- ___ 10. Purchase orders for supplies, instructional materials and textbooks needed for start of next school year completed and turned into office
- ___ 11. Student portfolios completed and stored in designated area
- ___ 12. Mailbox emptied
- ___ 13. Summer address, phone number and alternate/emergency phone number turned into office
- ___ 14. Return any district-owned electronic devices, i.e., iPads, cell phones, etc.

CLASSROOM SECURITY

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

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

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

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

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

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law. Please see Board Policies GBEB, GBEB A, GBEBAA/JHCCBA/EBBAB, GBEB C/JHCC/EBBAA, GBEB D/JHCCD, and GBEB E/JHCCE/KBCAA

HBV*/Bloodborne Pathogens Training and Immunization

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

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

Additionally, HBV vaccination will be made available after training and within 10 days of initial assignment to all staff who have been identified by the district as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the district safety officer.

Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential post exposure evaluation and follow-up.

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

Infection Control Procedures

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

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV* and/or bloodborne pathogens.
2. Whenever possible, students 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 the care giver will not come into contact with blood or wound drainage.
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit.
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials.
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary.
6. In the event hand washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible.
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant** following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys, or changing tables.

8. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces.
 9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
 10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, or by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. 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. The 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.
- * HBV - Hepatitis B Virus
- ** Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers. Other disinfectants recommended by the Center for Disease Control may be used.

COMPLAINTS

Student/Parent Complaints

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

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

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

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

Staff Complaints

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

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

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

COMPUTER USE

Purpose:

This policy sets out the expectations and guidelines for the use of district-owned devices (electronics) by staff members.

Scope:

This policy applies to all staff members of the school district, regardless of their role or level of seniority. It covers the use of all district-owned devices (electronics), including but not limited to laptops, tablets, and smartphones.

Policy:

The school district provides district-owned devices (electronics) to staff members for the purpose of conducting district business and supporting student learning.

Staff members are responsible for the proper care and maintenance of district-owned devices (electronics) in their possession. This includes keeping the devices clean and secure, protecting them from damage or loss, and reporting any issues or problems to the district's IT department.

Staff members may use district-owned devices (electronics) for personal use, provided that such use does not interfere with the performance of their job duties or violate any laws or district policies. Personal use of district-owned devices (electronics) should be limited and occasional.

Staff members must not disclose or use any confidential or proprietary information belonging to the district or third parties on district-owned devices (electronics). They must also ensure that any personal information stored on the devices is kept private and secure.

Staff members are strictly prohibited from displaying or projecting sensitive platforms, such as email interfaces or internal software like Synergy, on view boards or any other public-facing displays. This prohibition is in place to eliminate the risk of unintentional exposure of sensitive or confidential information, even if accidentally left open or accessed during class.

The district reserves the right to monitor and review the use of district-owned devices (electronics) by staff members, including their internet and email activity, to ensure compliance with this policy and district policies.

To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system follow Board policy, administrative regulations and law, school administrators may routinely review user files and communications. Any violations of this policy may result in disciplinary action, up to and including termination of employment

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.

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

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

CONFIDENTIALITY

Educators are involved in the lives of our students. It is that involvement that allows us to make a difference in their lives. Occasionally, a student who is experiencing difficulty in class or a student's family who is experiencing difficulty in the community may benefit from the professional consideration an educator can bring to the situation. No one receives benefits, particularly the educator, by breaches of confidentiality or disregard for the right to privacy.

The only appropriate place for discussion of student or family problems is in a meeting called specifically for the purpose of problem solving. It is never appropriate to discuss students or their families in any setting where confidentiality cannot be protected such as the staff room, restaurants, grocery stores, etc.

Thank you for your understanding, cooperation, and compliance with this legal and ethical issue.

CONTRACTS AND COMPENSATION

Contracts will be issued for all licensed district employees.

Contract teachers are employed pursuant to two-year employment contracts. A "contract teacher" is any teacher who has been regularly employed by a district for a probationary period of not more than three successive school years and who has been retained for the next succeeding school year.

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

If the teacher's contract has not been extended for a new two-year term, the Board upon recommendation of the superintendent, may elect by written notice to the teacher prior to March 15 of the first year of the contract. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts.

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

It is the staff member's responsibility to provide all information necessary (official transcripts and Summary of College Credits form) for placement, including horizontal movement, on the salary schedule to the superintendent's office not later than September 30 each year.

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

COPYRIGHT

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

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

All reproduction of copyrighted 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, as provided by the district, will be used. (Policy EGAA, EGAA-AR)

Fair Use

I. Printed Materials

A. Permissible uses — district employees may:

1. Make a single copy of the following for use in teaching or in preparation to teach a class:
 - a. A chapter from a book
 - b. An article from a periodical or newspaper
 - c. A short story, short essay or short poem, whether or not from a collective work
 - d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper

B. 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

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

D. Prohibited uses — district employees may not:

1. Copy more than one work or two excerpts from a single author during one class term
2. Copy more than three works from a collective work or periodical volume during one class term

3. Copy more than nine sets of multiple copies for distribution to students in one class term
 4. Copy to create or replace or substitute for anthologies or collective works
 5. Copy "consumable" works, such as workbooks, exercises, standardized tests and answer sheets
 6. Copy the same work from term to term
 7. Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner
- E. All sound recordings, including phonograph records, audiotapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

II. Sheet and Recorded Music

- A. Permissible Uses — district employees may:
1. Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course.
 2. Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as 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 — district employees may not:
1. Copy to create or replace or substitute for anthologies, compilations or collective works.
 2. Copy works intended to be "consumable", such as workbooks, exercises, standardized tests and answer sheets.
 3. Copy for the purpose of performance, except as noted above (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.
 6. Download / file share music from the internet that was originally intended for sale.

III. Television-Off-the-Air Taping

- A. Permissible uses — district employees may:
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 media specialist, 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 media specialist for each program videotaped.

The media specialist 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 using 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.
8. Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

B. Prohibited Uses — district employees may not:

1. Tape 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 specialist.
 - a. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.
8. Use the recording for public or commercial viewing.

9. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools.
10. Download programs originally intended for sale or pay for use from the internet.

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

IV. Rental, Purchase and Use of Videotapes

A. Permissible uses — district employees may:

1. Use purchased or rented videotapes 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 videotapes.
3. Arrange for the local school to transmit videotapes over their closed-circuit television systems for direct instruction.
4. Use off-air videotapes made at home for classroom instruction and only in accordance with television-off-air guidelines and district policy.

B. Prohibited uses — district employees may not:

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

V. Computer Software

A. Permissible uses — district employees may:

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 — district employees may not:

1. Load the contents of one disk onto 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 database 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 — district employees may:
1. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work.
 2. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical 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 — district employees may not:
1. Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually.
 2. Copy without including a notice of copyright on the reproduced material.

VIII. Performances

- A. Permissible uses — district employees must:
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

All staff requiring licensure or registration with TSPC or ODE shall, as part of the application process, complete a Criminal History Background Check Form. All staff not requiring licensure or registration as a teacher, administrator, personnel specialist, or school nurse and newly hired into any position are required to submit to a nationwide criminal record check and fingerprinting as required by Board policy and law. Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the results of such checks. Fees as required by the Oregon Department of Education (ODE) for individuals currently employed by the district and not requiring licensure shall be paid by the individual. Fees for all other individuals subject to such checks and/or fingerprinting, including non-licensed applicants for positions within the district, shall be paid by the individual.

A staff member not requiring licensure or registration may request that the required fees be withheld from his/her paycheck. A staff member may request periodic payroll deductions rather than a lump sum payment. The following procedures will be used for all newly hired non-licensed and non-registered employees subject to criminal records checks including fingerprinting: Processing/Reporting The individual shall, as part of the application process, complete a Criminal History Background Check Form. All non-licensed staff will be required to report within three working days to the District Office for completion of the required fingerprint forms. Individuals shall be subject to fingerprinting only after acceptance of an offer of employment or contract. 15 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 employment or contract status by the superintendent immediately upon the following: a) Refusal to consent to a criminal record check and/or fingerprinting; or b) Notification by the Superintendent of Public Instruction or his/her designee or the State Board of Education that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law. 2. Employment termination shall remove the individual from any District policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law. Appeals All appeals regarding a determination which prevents an individual's employment or eligibility to contract with the district will be directed to the Oregon Superintendent of Public Instruction. Individuals Termination of Employment or Withdrawal of Employment/Contract Offer

A subject individual required to submit to criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the district upon:

Refusal to consent to criminal records check and/or fingerprinting; or
Notification from the Superintendent of Public Instruction that the employee has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction, or in Oregon under a different statutory name or number.

A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law may be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals, and the provisions of Accountability for Schools for the 21st Century Law.

Any volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check, in accordance with law and/or Board policy, will be denied the ability to volunteer in the district.

If the district has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction for any crimes listed in ORS 342.143, or the substantial equivalent, or any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual may be denied the ability to volunteer.

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

Appeals

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

CURRICULUM

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

Teachers are expected to adhere closely to the course of study adopted by the district. Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction.

DISCIPLINE AND DISCHARGE

Discipline and dismissal of staff will follow due process, relevant provisions of collective bargaining agreements, and applicable law. (Policy GCPD and administrative regulation)

DISTRIBUTION OF MATERIALS

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

E-flyers will be available for staff and families to view through two ParentSquare groups: E-flyers for Elementary E-flyers for Middle and High Schools.

DRUG-FREE WORKPLACE

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

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract.

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

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

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

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

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

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

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

ELECTRONIC COMMUNICATIONS SYSTEM ACCESS

Purpose: This policy sets out the expectations and guidelines for the use of the district's electronic communications system, including internet and email access, by staff members and students.

Scope: This policy applies to all staff members and students of the school district, regardless of their role or level of seniority. It covers the use of the district's electronic communications system, including dial-up access to online services, access over a school district-wide area network (WAN), and access to other network services that provide access to the internet.

Policy:

1. Only authorized users with valid credentials are allowed to access the district's electronic communications system.
2. Access to the system is granted on a need-to-know basis, and users are only given access to the resources and information that are relevant to their job, duties or educational needs.
3. Users are required to use strong, unique passwords and to change them regularly.
4. Access to the system may be monitored and audited to ensure compliance with this policy.
5. Users are prohibited from sharing their passwords or allowing others to access the system using their credentials.
6. Users are prohibited from downloading or installing unauthorized software on the system.
7. Users are prohibited from accessing or transmitting inappropriate, offensive, or illegal content.

8. Staff members are responsible for supervising student access to the electronic communications system and teaching proper access techniques and online conduct. They must also guide students to appropriate sections of the network and ensure that they understand the consequences of misusing the system.

Any violations of this policy will result in disciplinary action, up to and including termination of access to the system and possible legal action.

PASSWORD MANAGEMENT AND ACCOUNT SECURITY

Purpose: This policy establishes guidelines for secure password management to protect both staff and students in our district.

Scope: All staff and students, irrespective of their role or location, are covered by this policy. It applies to passwords used for email, educational platforms, and network access, among others.

Policy:

1. **Creating Passwords:**
 - Passwords must follow district guidelines, which include minimum length and complexity standards.
 - Strong Recommendation: Use a unique and strong password phrase for added security.
2. **Ownership and Responsibility:**
 - Passwords are confidential. Each individual is responsible for the security of their own password.
3. **Prohibited Practices:**
 - Staff and students must not share passwords.
 - Staff (except those mentioned in point 4) must not access or use student passwords.
4. **Authorized Access to Student Passwords:**
 - Access is limited to IT staff, site principals, and office personnel. Instructional staff are not authorized to access student passwords.
5. **Penalties for Non-Compliance:**
 - Failure to adhere to this policy may result in disciplinary action.
6. **Reporting:**
 - Report any violations to the IT department or designated channels immediately.
7. **Policy Oversight and Revision:**
 - This policy will be reviewed and updated as necessary to address evolving security needs or regulatory changes.

USE OF DISTRICT DEVICES (ELECTRONICS)

Purpose: This policy sets out the expectations and guidelines for the use of district-owned devices (electronics) by staff members.

Scope: This policy applies to all staff members of the school district, regardless of their role or level of seniority. It covers the use of all district-owned devices (electronics), including but not limited to laptops, tablets, and smartphones.

Policy:

1. The school district provides district-owned devices (electronics) to staff members for the purpose of conducting district business and supporting student learning.

2. Staff members are responsible for the proper care and maintenance of district-owned devices (electronics) in their possession. This includes keeping the devices clean and secure, protecting them from damage or loss, and reporting any issues or problems to the district's IT department.
3. Staff members may use district-owned devices (electronics) for personal use, provided that such use does not interfere with the performance of their job duties or violate any laws or district policies. Personal use of district-owned devices (electronics) should be limited and occasional.
4. Staff members must not disclose or use any confidential or proprietary information belonging to the district or third parties on district-owned devices (electronics). They must also ensure that any personal information stored on the devices is kept private and secure.
5. Staff members are strictly prohibited from displaying or projecting sensitive platforms, such as email interfaces or internal software like Synergy, on view boards or any other public-facing displays. This prohibition is in place to eliminate the risk of unintentional exposure of sensitive or confidential information, even if accidentally left open or accessed during class.
6. The district reserves the right to monitor and review the use of district-owned devices (electronics) by staff members, including their internet and email activity, to ensure compliance with this policy and district policies.
To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications. Any violations of this policy may result in disciplinary action, up to and including termination of employment

EMERGENCY CLOSURES

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

The superintendent will make one of four possible decisions regarding school operations:

1. Operate all schools on normal schedule.
2. Impose a two-hour* delay for all schools.
3. Exercise complete closure of all schools for the day.
4. Close any particular school based on individual circumstances.

The notification of the superintendent's decision will be made through online tools for emergency school closure information. Parents, students, and staff may access such announcements made by the district from home, when they wish, without delay or dependence on broadcast schedules. Traditionally decisions about closure, due to adverse weather conditions or delays in starting the school day are made by 5 am but not necessarily broadcast immediately. The online tool, called "Flash Alert" allows the district to post such information and make it available to news outlets. You should receive an automated phone call notification with information after 6:15 am regarding school operations. Information will also be posted on the district web site and district Facebook.

*If there is a delayed start, 2 hours is most common. There may be extenuating circumstances that dictate the delayed start duration. Please refer to the chart on the next page for expectations.

The table below has the reporting times for all employees when a 2 Hour Delay is called.

Administrative Team <ul style="list-style-type: none"> - Superintendent - Principals - Assistant Principals - Supervisors/Managers 	Report to work as soon as possible close to normal time, if safe to do so.
<ul style="list-style-type: none"> - Custodians - Office Managers - Maintenance 	Report to work as soon as possible close to normal time, if safe to do so. (If able to safely come to work, will be paid two additional hours.)
All other Classified Employees : <ul style="list-style-type: none"> - Transportation Staff - Instructional Assistants - Secretaries - Assistant Secretaries - Library Assistants - Nutrition Services Staff 	<p>Report with the same delay length as determined for students: 2-hour delay for students=staff reports two hours later than regularly scheduled reporting time. <i>[i.e.: If your normal report time is 7:30am, you would report at 9:30am]</i></p> <p><i>Please do not report earlier than directed when there is a two-hour delay.</i></p>
Licensed Employees	Report with the same delay length as determined for students: i.e. 2 hour delay for students=staff reports two hour later than regularly scheduled reporting time.

EMERGENCY PROCEDURES AND DISASTER PLANS

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

Copies of the emergency plan shall be posted in all classrooms, offices, and work areas. (Policy EBC/EBCA)

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is available through OEBC and is free to employees and their dependents. This is a confidential counseling/referral service that assists in resolving a variety of personal or family concerns. The program is designed to provide immediate professional assistance in dealing with and resolving problems. You can access services by calling 833-506-0376 or [click here to visit the website.](#)

EMPLOYEE CONDUCT

District employees should conduct themselves in a courteous, respectful, and efficient manner that builds the confidence of staff, students, and the public and enhances learning. Employees must maintain work relationships that are characterized by mutual support, cooperation, and respect, and that contribute to a collaborative school culture focused on student learning.

District employees must exercise honesty and ethical behavior, including but not limited to: in communication and relationships with staff, students, and the public; use of time and district property; and representation of absence from duty leave.

Employees should be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting. Employees will appear at work in a professional manner in which they are fit to perform all duties.

District employees must maintain the integrity of confidential information relating to students, family, colleagues, or district patrons. Relay of personal information only while performing assigned responsibilities and in the best interest of the individuals involved.

EMPLOYEE RELATIONSHIPS

The district is committed to providing equal employment opportunities to its employees. Intimate relationships have the potential to interfere with the district's ability to provide equal employment opportunities, and in some instances, may constitute sexual harassment or other unlawful discrimination.

The district strongly discourages an intimate relationship between a supervisor/manager or those in a professional supervisory relationship and an employee.

If an intimate relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager to promptly disclose the existence of the relationship to the Human Resources Coordinator. Such employees may not remain in a professional supervisory relationship or in positions where one individual may affect the terms or conditions of employment of other employees and may result in a separation of employment if another available and suitable position cannot be found.

An individual has "professional supervisory responsibility" for another individual if he or she performs functions including, but not limited to, supervising, evaluating, hiring, coaching, counseling, recommending, advising, or involvement in decision-making that confers benefits such as compensation, promotions, or other remuneration or that may impact upon other employment opportunities.

If you have any question as to what is appropriate, contact the Human Resources Coordinator.

EMPLOYEE-CREATED MATERIALS AND INTELLECTUAL PROPERTY (IP) RIGHTS

Purpose: This policy sets out GSD's expectations and guidelines regarding the ownership and use of original materials created by staff members in the course of their work for GSD.

Scope: This policy applies to all staff members of GSD, regardless of their role or level of seniority. It covers all original materials created by staff members in the course of their work for GSD, including but not limited to written documents, artwork, designs, and software.

Policy:

1. GSD respects and values the creativity and ingenuity of its staff members and recognizes that original materials created by staff members may have significant value.
2. GSD acknowledges that staff members may have moral rights in original materials they create, including the right to be identified as the creator and the right to object to derogatory treatment of their work.

3. Unless otherwise agreed in writing, GSD will own all original materials created by staff members in the course of their work for GSD. This includes materials created by staff members during work hours, on company premises, using company equipment or resources, or as part of their job duties. Ownership of original materials will continue to vest in GSD, even if the staff member leaves GSD.
4. Staff members may not use original materials created for GSD for personal or external commercial purposes without GSD's prior written consent.
5. Staff members must not disclose or use any confidential or proprietary information belonging to GSD or third parties in the course of creating original materials for GSD.
Upon leaving GSD, staff members must not delete or destroy any original materials they have created, or any other company-owned materials in their possession.
6. The district retains ownership and control of its devices, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited.
7. Files and other information, including emails, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals acknowledge that they have no expectation of privacy in their use of the system. Staff must be aware that emails, search history, and other electronic data on district-owned devices are the property of the district and may be monitored and reviewed by the district to ensure compliance with district policies. (Policy IIBGA/KGFA and administrative regulation)

Any disputes regarding the ownership or use of original materials created by staff members will be resolved in accordance with applicable laws and GSD's internal dispute resolution procedures.

EVALUATION OF STAFF

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

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

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

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

Classified staff will be formally evaluated at least twice during their first year of employment with the district and annually thereafter.

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

EVERY STUDENT BELONGS

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin. All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin. “Symbol of hate” means nooses, symbols of neo-Nazi ideology, or the battle flag of the Confederacy. The district prohibits the use or display of any symbols of hate on school property or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools. See Board Policy ACB for more information.

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the principal/supervisor. Classified staff are not to work before, beyond, or outside their established working hours, and are not to work overtime without prior authorization from the principal/ supervisor. All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

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

Overtime for non-exempt staff is defined in negotiated agreements. A work week is defined as seven consecutive days covering Monday through Sunday. If prior approval is obtained, overtime will be compensated at one and one-half times the employee’s rate of pay. Compensatory time at time and one-half may be allowed. Exceptions to overtime shall be in compliance with negotiated agreements.

FIELD TRIPS AND SPECIAL EVENTS

Field trips and other student activities involving travel may be authorized by the building principal, superintendent, or school administrator when such trips or activities contribute to the achievement of desirable educational goals. See Board Policy IICA for details.

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

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

FUNDRAISING

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

All school-sponsored fund raisers must also be approved by the superintendent and must include an explanation or justification for the proposal consistent with building and/or district goals. Fund raising must not interfere with or disrupt school.

Fund-raising request forms are available in the office.

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

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

GIFTS AND SOLICITATIONS

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing their professional judgment. Staff members are prohibited from accepting items of material value from 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 staff member may solicit funds in the name of the school or district through the use of, but not limited to, internet-based or crowd-funding types of fundraising, without the approval of the principal.

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

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

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 cocurricular activity in which the participating students are involved. 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.

Teachers are expected to inform the principal of the date, time and nature of the presentation whenever such use is planned. Prior principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

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

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

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

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

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/CYBERBULLYING

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

Individuals may also be referred to law enforcement officials and licensed staff will be reported to TSPC. Students will be subject to discipline up to and including expulsion.

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

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

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

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

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

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

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

IDENTIFICATIONS BADGES

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

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

The district will not disclose a duplicate of the photograph used on the badge or card.

JURY DUTY

Employees drawn for jury duty or required to appear pursuant to court orders must follow these steps:

1. Provide a copy of the summons/subpoena with name and date to school or department.
2. Enter absence in district absence tracking system using appropriate coding.
3. Refer to collective bargaining agreement for work attendance requirements.

KEYS

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

1. The duplication of keys is prohibited.
2. Keys 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 or supervisor so that measures may be taken to protect district property.
5. Keys are inventoried at the end of each school year. (Policy ECCA)

LESSON PLANS

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

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

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

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

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. Lesson plan books/hard copies will be turned into the building principal at the end of the school year.

LICENSE REQUIREMENTS

For all positions that require licensing, the district must be able to verify the current license before the Board will consider approving their employment. It is the responsibility of each licensed staff member to keep their license and all endorsements current and to submit them to the superintendent's office. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

MAIL AND DELIVERY SERVICES

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

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

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

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

MANDATORY REPORTING

ABUSE OF CHILD REPORTING

Abuse of a child by district employees, contractors¹, agents², volunteers³, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy, JHFE/GBNAB and JHFE-AR – Reporting of Suspected Abuse of a Child, and the accompanying administrative regulation.

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

Any staff member who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect shall immediately orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services or local law enforcement agency within the county where the person making the report is located at the time of the contact.

Any district employee who has reasonable cause to believe that any person with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to Oregon Department of Human Services (DHS), its designee, or to the law enforcement agency within the county where the person making the report is located at the time of the contact.

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

¹“Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

Written documentation of this report must be completed and submitted to the building administrator or Human Resources Coordinator.

Forms are available in the office and on the district's website: <https://staff.glide.k12.or.us>

Oregon law recognizes these, and other types of abuse:

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

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

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

SEXUAL CONDUCT

Sexual conduct by district employees, contractors⁴, agents of the district⁵, and volunteers⁶ is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers of the district are subject to Board Policy JHFF/GBNAA –Suspected Sexual Conduct with Students and Reporting Requirements.

SEXUAL CONDUCT DEFINED: Verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or volunteer that involve a student and that are: sexual advances or requests for sexual favors directed toward the student or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance or of creating an intimidating, hostile or offensive educational environment. Sexual conduct does not include touching that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer and for which there is no sexual intent. ORS 339.370(11)(a).

STUDENT DEFINED: Any person who is in any grade from prekindergarten through grade 12 or twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution or education or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct. ORS 339.370(12).

Examples of sexual conduct may also include (but not be limited to):

- Inappropriate sexual or suggestive conversations;
- Suggestive or obscene language;
- Sharing of obscene or suggestive photos;
- Giving a student gifts;
- Videotaping or photographing a student in revealing or suggestive poses, or without permission of a parent;

- Texting or phoning a student outside of school regarding matters that do not involve school-related assignments or issues;
- Sharing your own sexual exploits or marital difficulties;
- Inappropriate discussion or expressed interest in a student's personal affairs, such as the student's out-of-school social activities and dating behavior;
- Meeting a student outside of school, especially singly and without parent permission;
- Trying to establish a relationship that is more like a peer relationship instead of an adult - student relationship;

If an employee becomes aware that a student is exhibiting inappropriate or excessive interest in the employee, the employee must report that immediately to his/her supervisor. All District employees are required to follow Policy JHFF/GBNAA. This means that if an employee has reasonable cause to believe that another District/school employee or volunteer has engaged in sexual conduct with a student, she/he must immediately notify her/his immediate supervisor or the Human Resources Coordinator of this. Failure to do so would be a violation of this policy and could result in disciplinary action against the employee for failure to report. [CLICK HERE TO ACCESS THE FORM](#)

School employees also have a duty to report (both to the district and to the Department of Human Services and/or law enforcement), and to refrain from any kind of "child abuse," including "sexual abuse." Child abuse includes physical abuse, emotional abuse, sexual abuse, threatening with abuse, and/or, in some cases, neglect. Sexual abuse is any incident of sexual contact including, but not limited to, rape, sodomy, incest, and sexual penetration with a foreign object, as those acts defined in ORS Chapter 163 and Policy JHFE/GBNAB. [CLICK HERE TO ACCESS THE FORM](#)

When the District receives a report of suspected sexual conduct by a District employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation.

An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee, or student who is the subject of the report. If the subject of the report is a District employee, the investigation must meet any negotiated standards of an employment contract or agreement. If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district's decision through the appeal process provided by the District's collective bargaining agreement. A substantiated report is one that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee's personnel file.

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

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

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

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

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.370 for all District employees.

MEDIA ACCESS TO STUDENTS

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.

Staff should check with their building principal or office staff before releasing student information to make sure the student's parents have not requested such information be withheld.

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.

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

MOTHER FRIENDLY WORKPLACE

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

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

1. District office: extra office;
2. Glide Elementary School: fax office within main office;
3. Glide Middle/High School: coaches office in main gymnasium;
4. Bus Barn/Maintenance: transportation manager's office.

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

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

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

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 may not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and assigned duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. Please refer to OAR 584.020-0035, ORS 260.432, Board Policies INB, GCAB.

No staff member may use district facilities, equipment or supplies in connection with their political activities, nor may they use any time during the working day for such political activities.

PAYROLL & FRINGE BENEFITS

The district's payroll cut-off and paydays can be found under the Human Resources Department page of the district website.

The procedure for issuing remuneration to teachers and other staff participating in School Improvement activities and in-service sessions needs clarification to ensure consistent application across the district. All remuneration and expenses (registrations, travel, lodging, meals, etc.) will be determined on a case-by-case basis and will consider the funding source (budgets, grants) or project. Activities will, of course, need to be related to school/District improvement plans.

If an employee is required by the district to use their personal automobile for district purposes, the employee shall be reimbursed at the IRS rate. Reimbursement requested shall be submitted using the district process for mileage reimbursement. Requests occurring between July 1 and the last working day in December must be submitted by December 31. Those occurring between January 1 and June 25 must be submitted by June 25. The final submission deadline for the fiscal year is June 25. Clarification of any remuneration arrangement(s) will be originated by the project, grant, or budget administrator prior to participation by any staff member.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Purpose:

This policy sets out the expectations and guidelines for the use of personal electronic devices and social media by staff members of the school district.

Scope:

This policy applies to all staff members of the school district, regardless of their role or level of seniority. It covers the use of personal electronic devices, including smartphones, tablets, and laptops, and the use of social media platforms and applications.

Policy:

1. The school district recognizes that staff members may use personal electronic devices and social media for personal and professional purposes.
2. Staff members are permitted to possess and use personal electronic devices on district property, in district facilities, during the workday, and while on duty at school-sponsored activities, subject to the limitations in Board policy and any additional rules established by the superintendent or designee. Staff members must not use personal electronic devices in a manner that interferes with their duty, the responsibility for the supervision of students, or any other district policy.
3. A "personal electronic device" is a device not issued by the district and capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data. Personal electronic devices must be silenced during instructional [or class] time, while on duty or at any other time where such use of the device would cause a disruption* of school activities or interfere with work assignments. Devices which have the capability to take photographs or record video or audio, must not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee for a use directly related to and consistent with the employee's assigned duties. Computers, tablets, iPads, or similar devices brought to school must be restricted to academic activities during on duty time.
4. The school district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.
5. Staff members must utilize social network websites, public websites, and blogs judiciously by not posting confidential information about students, staff, or district business. Staff members may not post images of district facilities, staff, students, volunteers, or parents without written authorization from.
6. Communication with students using personal electronic devices must be appropriate and professional. Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. When communicating with students electronically regarding school-related matters, staff must use district email using mailing lists and/or other internet messaging to a group of students rather than individual students. Texting a student during work hours is discouraged. Texting a student while off duty is strongly discouraged.
7. Exceptions to the prohibitions set forth may be made for educational, health, safety, or emergency reasons with principal or designee approval.
8. Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is academically dishonest, illegal, or violates the terms of Board policy GCAB – Personal Electronic Devices and Social Media – Staff. Staff actions on social network sites, public websites, blogs, and other social media, while on or off duty, that disrupt the school environment are subject to disciplinary action up to and including dismissal.

*A "disruption," for purposes of this policy, includes but is not limited to one or more parents threatening to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school, and/or a threatened or actual negative impact.

PERSONNEL RECORDS

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, 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. All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the district office to inspect the contents of their personnel file on any day the district office is open for business;
2. Others designated by the employee in writing may arrange to inspect the personnel file in the same manner described above;
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 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 designated by the superintendent;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. District Office employees.
8. Attorneys for the district or the district's designated representative on matters of district business;
9. Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
10. Upon request from a law enforcement agency, the Department of Human Services, or the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination.

The superintendent may permit persons other than those specified above to use and to inspect employee records when, in their 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.

PERSONAL REFERENCES FOR EMPLOYMENT

Employees are to contact the Human Resources Office prior to responding to any requests (written or oral) for references of/for employment. District letterhead will only be used with permission from the Human Resources Office. Please see Board Policies GBL and GBLA.

PHONES

Using personal cell phones to make personal phone calls during working hours, except in an emergency, is prohibited. Staff possession or use of personal communication devices on district property, in district facilities during the workday and while the staff is on duty in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the superintendent. At no time will a personal communication device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

(Policies GCAB and EGACA and administrative regulation)

PROGRESS REPORTS

Teachers are expected to report to parents and students, at least annually, their students' progress toward achieving the academic content standards. Progress reports are issued at the mid-way point of the first, second, third and fourth quarter grading periods indicating academic and citizenship progress to date.

Parents will receive reports on their students' absences.

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

No grade of “D” or “F” should be issued without a written progress report having been sent home notifying the student and the parents of academic deficiencies.

PROHIBITED USE, POSSESSION, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS

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

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

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

PURCHASE ORDERS

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

No purchase will be approved for payment unless covered by an approved purchase order, or other approved district form which provides proper authorization from the supervisor and/or principal, the business manager, and the superintendent.

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

RELEASE OF GENERAL STAFF INFORMATION

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

Exceptions for employees includes requests by a labor representative of the employee's recognized bargaining unit or requests by a party seeking disclosure who is able to show by clear and convincing evidence that the public interest requires disclosure in a particular instance. However, disclosure will not be made if the staff member provides evidence that disclosure would cause danger to the staff member or to other members of his/her family.

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

1. Disclosure of information is upon the request of the prospective employer; or
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. (Policy KBA and administrative regulation)

RESEARCH/COPYRIGHTS AND PATENTS

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

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

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

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

RESIGNATION OF STAFF

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

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

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

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 COMMITTEE

A district safety committee has been 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, reviews school safety team meetings, and conducts workplace safety inspections monthly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.
(Policy EBAC and administrative regulation)

SECURITY SYSTEM

All District buildings are equipped with security systems. Staff shall “verify” with the building administrator those areas that are covered by the system, alarm codes to be utilized, and alarm use (arm/disarm) protocols to prevent false alarms from after-hours access or building use.

SEXUAL HARASSMENT

Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment: of students by staff members, other students, or third parties; of staff members by students, other staff members, or third parties; and of third parties by staff members and students. This applies to third parties who are on or immediately adjacent to school grounds or district property, are at any school-sponsored or district-sponsored activity or program or are off school or district property; if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored or district-sponsored activity or program. “Third parties” include, but are not limited to, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

“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 jurisdiction of the district or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

All staff members, students, and third parties are subject to this policy.

Sexual harassment of students, staff members or third parties shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with a student’s educational program or activity or that creates an intimidating, offensive or hostile educational environment; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with the staff member’s ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and

3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

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

All complaints or reports about behavior that may violate this policy shall be promptly investigated.

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official so that the district official (and the reporting staff member when the victim of the harassment is a student or third party) may coordinate efforts to take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

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

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

Upon receipt of a complaint from a student or the student's parents, a staff member or a third-party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(5) to the complainant.

The person who initiated the complaint and if applicable the student's parents or person's parents shall be notified when the investigation is initiated and concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal student confidentiality laws.

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

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate.

The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in all schools. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

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

Step 1

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

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. The rights of the student, student's parents, staff member, person or person's parents who filed the complaint;
2. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parents may pursue, including the person designated for the school or district for receiving complaints;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the student, student's parents, staff member, person or person's parents and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment; and

7. Notice that students who report information about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

This written notification must:

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

Step 2

The district official receiving the information or complaint shall promptly initiate an investigation. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3

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

Step 4

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

Complaints against the principal may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within [10] working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation has been concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within [20] days, in open session what action, if any, is warranted.

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

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

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

SITE COUNCIL

In an effort to encourage community involvement in shared decision-making and to foster the collaborative efforts of staff, students, parents and community members, 21st Century Schools Councils have been established.

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

All council decisions are subject to superintendent and Board review and approval respectively. Council decisions may not abrogate any provision of district labor agreements, other Board contracts, Board policy, 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 are invited to attend 21st Century Schools Council meetings.

Membership selection information may be obtained by contacting an association representative or the building principal. (Policy IFCA and administrative regulation)

SPECIAL INTEREST MATERIALS

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

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

VIDEOS AND FILMS

Building principal approval is required prior to showing a feature film/video to students in District classrooms. Only films/videos rated G, PG or PG-13 may be authorized for classroom use. Requests are to be submitted to the building principal at least five days prior to the proposed showing. Forms are handed out by teachers to get permission from parents to watch the films/videos.

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

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent. Parents should be provided with the opportunity to preview a feature film/video, whenever possible.

STAFF DEVELOPMENT

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Professional development activities may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities.

All requests for district reimbursement of college course work tuition require prior administrative (principal and superintendent) approval. All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals, and job assignment. Requests require prior principal approval. Forms are available in the office. Meetings and conferences devoted primarily or exclusively to organizational or business affairs of associations of educators, political workshops, training sessions for consultation committees and like activities will not be considered as appropriate activities for the expenditure of district funds. (Policy GCL/GDL)

STAFF DRESS AND GROOMING

The Board believes that staff members set an example in dress and grooming for students and standards of professionalism for the District. A staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of professionalism, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline. Please see Board Policy GBICA.

STAFF ETHICS

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

This means that:

1. Employees, relatives or members of the district employee's household will not use the employee's position to obtain financial gain or avoidance of financial detriment from students, parents or other staff;
2. Any device, publication or any other item developed during the staff member's paid time shall be district property;
3. Employees shall not further personally gain through the use of confidential information gained in the course of or by reason of their position or activities in any way;
4. No district employee may serve as a Board or budget committee member in the district.
5. 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;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

District facilities, equipment or materials may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

STAFF HEALTH AND SAFETY

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

Safety Data Sheets (SDS), which accompany any hazardous substance used in the school setting, are maintained on file in the maintenance office and elsewhere in district buildings as necessary and are 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 the 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 a 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 does not accomplish its intended function.

- e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or another accessory.)
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored.
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using, or which is being used by any other worker.
 4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken.
 5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings.
 6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury.
 7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer.
 8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger.
 9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions.
 10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards.
 11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous.
 12. Any materials which might cause an employee to slip, or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition.
 13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

(Policies GBE, GBEBAA/JHCCBA/EBBAB, GBEBBC/JHCCC/EBBAA, EBBA and ARs)

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

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

STAFF INVOLVEMENT IN DECISION MAKING

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may serve on the school's 21st Century Schools Council and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning.

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

STAFF MANDATORY TRAININGS

The Glide School District is fully committed to the health and safety of all faculty, staff, students, and visitors.

The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the District customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and annually thereafter. The courses are available through the Vector Solutions online training system.

Employees will need to complete the following on-line trainings by September 30, or within 30 days of hire. All employees will receive an email notice regarding the training. For convenience, the email will contain an Internet link to start training. Associated Board Policies are noted and include a link to the policy.

- Bloodborne Pathogen Exposure Prevention EBBAB, GBEB, JHCC
- Child Abuse: Identification & Intervention JHFE/GBNAB
- Child Abuse: Mandatory Reporting JHFE/GBNAB
- Employee Handbook/Employee Handbook for Conduct and Annual Notices CHCA
- Equal Employment Opportunity GBA
- Hazard Communication: Right to Understand
- Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying-Staff GBNA
- Integrated Pest Management EBB
- Medication Administration Refresher (only specific job categories) JHCD, JHCDA
- Workplace Expectations
- Sexual Harassment GBN, GBN-AR(1), GBN-AR(2)
- Sexual Misconduct Staff to Student JBA
- Student Experiencing Homelessness: Awareness and Understanding JECBD
- Veterans' Preference GBA-AR

ONLINE TRAINING PROCEDURES

1. Go to <https://glide-or.safeschools.com/login>.
2. Enter your username following the directions shown on the login screen.
3. You will be brought to a screen titled: "Mandatory Training." This screen shows you all the courses in which you have been enrolled.
4. For each course shown, click on the course title.
5. When the course has been completed, it will prompt you to print the certificate. Printing the certificate is optional.

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 or parental plan that curtails the rights of the noncustodial parent.

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

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

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

STUDENT DISCIPLINE

An employee who is assigned to teach or supervise a student may ask the building administrator(s) to discuss any disruptive situation involving that student and explain how the situation was handled and any ongoing developments.

If the employee completes a written behavioral referral to the principal, the teacher will receive written feedback about the action taken within a reasonable time frame, generally expected to be forty-eight (48) hours.

In accordance with ORS 339.327, the district will establish procedures for alerting any employee whose name appears on a targeted list threatening violence or harm to the district employee and when threats of violence or harm are made by a student or others.

SUICIDE AWARENESS AND PREVENTION

Protecting the health and well-being of all students is of the utmost importance to the Glide School District. The school board has adopted a suicide prevention policy, JHH, which will help to protect all students through suicide awareness, prevention, intervention, and postvention.

Please review the following information about your responsibility as a staff member. More comprehensive information on the district's Suicide Prevention Plan can be found on the district website. Please contact your administrator if you have any questions about this information.

Warning sign that may indicate an immediate danger or threat:
Someone who has already taken action to die by suicide Someone threatening to hurt or kill themselves Someone looking for ways to die by suicide - seeking access to pills, weapons, or other means Someone talking, joking, or writing about death, dying, or suicide All warning signs should be taken seriously, and staff should always error on side of caution
Staff response:
If a suicidal attempt, gesture, or ideation occurs or is recognized, staff will ensure the continuous supervision of the student and report it to a school suicide prevention coordinator or school administrator right away. If there is imminent danger, call 911. A Suicide Response Protocol Level 1 is only performed by a trained school staff member.
Trained school staff members:
Only trained school staff members should act as screeners who perform Level 1 suicide response protocols and safety planning. Examples of trained screeners in your school are: <ul style="list-style-type: none">● School Counselors/CDS● School Psychologists● Administrators● If you are uncertain who the specific trained screeners are in your building, ask your building administrator

SUPERVISION OF STUDENTS

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

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

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

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

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

TEACHING ABOUT RELIGION

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

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

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

TUTORING

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

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, and schedule activities or other 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, including the transportation of students, without permission from the principal/superintendent. When using any vehicle while on district business, staff shall use seat belts. Failure to do so is grounds for dismissal.

VACANCIES/TRANSFERS

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

VISITORS

All visitors to the buildings must check in at the office and receive a visitor badge. If you see people in the buildings that are not wearing a name tag or visitor badge, please welcome them and escort them to the office for assistance.

VOLUNTEERS

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

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

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

WEAPONS

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

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

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

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



**Parent/Family Engagement
and Communication**

**Welcoming and Inclusive
District Culture**

Our vision is to empower every student to excel academically, socially, and emotionally, preparing them to become responsible global citizens and lifelong learners.

Student Engagement