



District Staff Handbook

Revised August 2021

Grants Pass School District No. 7

Mission Statement

“We will provide an education that encourages all students to reach their potential and to become responsible, productive citizens.”

PREFACE

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.

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

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

Equal employment opportunity and treatment shall be practiced by the District regardless of race, color, national origin, religion, sex, sexual orientation, age, veterans' status, marital status, genetic information and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following has 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 and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the district office for additional information and/or compliance issues: Danny Huber-Kantola, Compliance Officer.

[Board Policy GBA](#)

Welcome to Grants Pass School District!

Congratulations and welcome to District 7! For the last ten years, District 7 has been dedicated to “Recruit the Best,” which has been a campaign to find and keep the best teachers and staff to work with our students. You were chosen because you demonstrated the skills, aptitude, ability and caring needed to bring hope and engagement to our students. Being chosen for a position in District 7 is not easy because we are truly committed to hiring the best. We believe you will make a difference in the lives of students and families for years.

In District 7, we believe all students can learn and that the classroom teacher and members of our staff are at the heart of helping students be successful by establishing professional but caring relationships with students. Whether you are working as a teacher, office manager, teaching assistant, custodian or bus driver, you have the opportunity to be a consistent, caring person in the lives of students and you can make a difference in their lives and in our community. We encourage you to embrace the challenge of being a part of our goal of making a difference for all students!

Before long, you will be a veteran member of our district and you will know all of the processes and procedures without even thinking about them. Until then, we want to do all we can to make your transition into District 7 as smooth as possible. We encourage questions! Ask about anything you do not quite understand or need more information. Office staff, colleagues and administrators share the desire to help. You will be given a ton of information in the first few weeks. Most will be on the website or available in handouts and this book. We do not expect you to have everything memorized the first time you hear it; so please refer back to this information and ASK QUESTIONS!

Our Human Resources team is also a great resource. If we do not know the answer to a question, we can help point you to the right department or help you search for the information you need. We strive to be servant hearted and customer friendly for all staff and community. You can reach us at the main District Office Number 541-474-5700.

Finally, **WE ARE GP** is much more than a saying for District 7. You are now a part of the District 7 family and one of our core beliefs is that everyone in our District belongs and receives support. So, welcome and have a great 2021-22 school year!

WE ARE GP

A handwritten signature in dark ink, reading "Danny Huber-Kantola". The signature is written in a cursive, flowing style.

Danny Huber-Kantola
Human Resources Director

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GRANTS PASS SCHOOL DISTRICT #7

725 NE Dean Drive
Grants Pass, OR 97526
(541) 474-5700
FAX (541) 474-5705

District Administration

Superintendent Kirk Kolb
Director of Operations and Finance Sherry Ely
Director of Secondary Education Trish Evens
Director of Technology & Instructional Improvement..... Todd Bloomquist
Director of Elementary Education..... Susan Zottola
Director of Human Resources Danny Huber-Kantola
Director of Special Services..... Vanessa Jones

District Office Hours

The District Office is open year-round between the hours of:

7:30 AM – 4:30 PM (Monday – Thursday)

7:30 AM – 4:00 PM (Friday)

Board of Directors

Scott Nelson
Cliff Kuhlman
Gary Richardson
Debbie Brownell
Cassie Wilkins
Brian DeLagrange
Todd Neville

District Supervisors

Food Service Supervisor..... Michael Morris
IS Supervisor..... Bruce Pinneau
Senior Software Developer/Supervisor..... Douglas Billi
Maintenance Supervisor..... Nate Olson
Performing Arts Center Supervisor..... Clyde Highbarger
Print Shop Supervisor..... Heather McBride
Transportation Supervisor..... Jeremy Carnes
Risk Management Supervisor..... Anthony Perry

District Office Resources

Superintendent: The Superintendent works with School Board members, administration, and staff to manage fiscal operations, provide leadership, and advocate for students.

Superintendent: Kirk Kolb

Executive Assistant/Board Secretary: Tonya Doane

Business: Business is responsible for the administration and oversight of all district finances including, but not limited to, payroll, budget, travels, purchasing, and safety.

Director of Operations and Finance: Sherry Ely

Accounting: Sam Stegemiller

Payroll: Carol Gibert

Accounts Payable: Lisa Onines

Accounts Payable/Receivable: Kathy Diaz

Risk Management Supervisor: Anthony Perry

Curriculum: Curriculum is responsible for the adoption and implementation of curriculum across the district, the oversight of staff professional development, district and state assessment systems and a resource for all other aspects of K-12 operations.

Director of Secondary Education: Trish Evens

Director of Elementary Education: Susan Zottola

Administrative Assistant: Michelle Dietz

Administrative Assistant: Kimberly Moore

Information Services: Information Services is responsible for the technology needs of the entire district, from passwords to installation.

Director of Technology and Instructional Improvement: Todd Bloomquist

IS Supervisor: Bruce Pinneau

Administrative Assistant: Marlene Diego

Administrative Assistant: Nancy Montgomery

Senior Software Developer/Supervisor: Douglas Billi

Assistant Programmer: David Prince

Human Resources: Human Resources is responsible for Title IX, staff hiring, health insurance, licensing, and collective bargaining.

Director of Human Resources: Dan Huber-Kantola

Executive Assistant: Irene Amble

Administrative Assistant: Jeni Brouillette

Student Services: Student Services is responsible for the oversight and implementation of IEPs, 504s, home tutoring, home schooling, and other district programs.

Director of Student Services: Vanessa Jones

Administrative Assistant: Jamie Dawson

Administrative Assistant: Casey Snow

GENERAL INFORMATION

ASSOCIATIONS

The GPEA is the bargaining unit for all licensed staff. Association officers are as follows:

President: Mickey Laney-Jarvis

The GPACE is the bargaining unit for all classified staff. Association officers are as follows:

President: Ken Smith

BOARD MEETINGS/COMMUNICATIONS

Regular Board meetings are held on the second and fourth Tuesday of the month at the District Office. Meetings begin at 5:00 PM. All regular and special meetings of the Board are open to the public unless as otherwise provided by law.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board or any Board committee from principals, teachers or other staff members will be submitted through the superintendent.

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

[Board Policy BG](#)

BUILDING HOURS

The buildings are accessible to staff during the course of the school year between the hours of 7:00 AM – 4:00 PM weekdays. Staff members requiring access at other times, including weekends, may do so by contacting the building principal (or designee) for key checkout procedures.

During summer and other times during the school year when school is not in session, the building is open for staff access. Staff will be instructed as to the alarm locations and relevant alarm codes for their building.

If you set off an alarm please contact SOS (541-479-1959) immediately so they do not dispatch police and fire.

COMMUNITY USE OF DISTRICT FACILITIES

[Board Policy KG](#) and [Administrative Regulation KG-AR](#) set out the guidelines under which school buildings and other District facilities are made available to community groups and such use is only granted when it does not interfere with district programs.

As classrooms may be scheduled outside regular building hours, all staffs are encouraged to leave their rooms in order and to secure personal items. The district is not responsible for personal items left on district property. A sample Building/Field Use Request Form can be found in [Administrative Regulation KG-AR](#). The actual form is available through the school office or the district business office.

TITLE IX NOTICE

Grants Pass School district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding discrimination:

Dan Huber-Kantola
Director of Human Resources
725 NE Dean Dr.
Grants Pass, OR 97526
(541) 474-5700
dbkantola@grantspass.k12.or.us

As outlined in Board Policy AC-AR, the following procedure shall be used when filing a complaint:

- Step 1:** Complaints may be oral or in writing and filed with the principal of the building. The building principal will conduct the initial investigation and determine action to be taken, if any, and reply in writing to the complaint within 10 school days of receipt of complaint.
- Step 2:** If the complainant wishes to appeal the decision, he/she may submit a written appeal to the Title IX coordinator within five days after receipt of the building principal's response. The Title IX coordinator will review the principal's decision and may meet with parties involved. Within 10 school days of complaint, the Title IX coordinator will respond in writing to the complainant.
- Step 3:** If the complainant is not satisfied with the decision, a written appeal may be filed with the Board within five school days of receipt of the Title IX Coordinator's response. The Board may decide to hear or deny the request for appeal. The Board may meet with the concerned parties and their representatives. The Board's decision will be final and will include the legal basis for the decision, findings of fact, and conclusion of law. The Board's final decision will be sent to the complainant in writing within 10 days of the meeting.

School board policy references:

[GBA](#) , [AC](#)

STAFF OPERATIONS

ABSENCES

Classified Staff

Classified members unable to report to work for any reason must notify the building principal (or designee) as soon as possible and use the automated substitute system.

Requests that a particular substitute not be used may be made in advance through the building principal (or designee) only. Final decisions regarding substitute use or nonuse will be made by the district.

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

Certified Staff

Certified members unable to report to work for any reason must use the automated substitute system.

Requests that a particular substitute not be used may be made in advance through the building principal (or designee) only. Final decisions regarding substitute use or nonuse will be made by the district.

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

FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)/OREGON FAMILY LEAVE ACT (OFLA)

Eligibility

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave. Staff members employed by the district at least 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave.

Length/Purpose of Leave

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

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

Additionally, an employee eligible for OFLA leave is entitled to such leave for the care of

a sick or injured child who requires home care but who is not suffering from a serious health condition. An additional 12-workweek leave within any one-year period is available for an illness, injury or condition related to pregnancy or childbirth that disables the employee from performing her work duties.

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

A serious health condition is defined differently under federal and state law. Contact the human resource office for details.

Intermittent Leave and Alternate Duty

The district may transfer an employee on intermittent OFLA leave or a reduced work schedule into an alternate position with the same or different duties to accommodate the leave provided certain criteria are met.

Additionally, the district may transfer an employee recovering from a serious health condition to an alternate position that accommodates the serious health condition provided certain criteria are met.

Calculating the 12-Month Period for Leave

The district will use the same method for calculating the 12-month period in which the 12-workweek FMLA and OFLA leave entitlement occurs for all employees. The district will use a rolling 12-month “leave year”, which starts from the date of qualifying incident.

Paid/Unpaid Leave

Family leave under federal and state law is generally unpaid.

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

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that accrued paid leave shall be used during the leave period. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee’s notice of an unanticipated or emergency leave.

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

Application

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

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

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

If advance notice of OFLA leave is not possible due to unanticipated or emergency leave situation, oral or written notice is required within 24 hours. The district realizes that there may be circumstances when it is not possible to provide a 24-hour oral notice. Therefore, the staff member may designate a family member or friend to notify the district during that period of time. In either case, proper documentation must be submitted within three working days of the employee's return to work.

Medical Certification

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

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

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

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

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

Continuation of Health Insurance Benefits

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

Under OFLA leave, benefits are not required to accrue unless required by Board policy and/or provisions of collective bargaining agreements related to paid and unpaid leaves.

Return to Work

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

[Board Policy GCBDA](#)

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

To the extent allowed by Board Policy, District staff will be admitted at no charge in order to promote employee participation in district extracurricular activities. Admission will require employees to show their School District ID card and be willing and available to assist with supervision if called upon.

BREAKS

Scheduled breaks are provided to all classified employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work four or more consecutive hours are entitled to one 15 minute break. Those working eight hour days are entitled to two 15 minute breaks. Less than 4 hour employees should refer to the relevant [BOLI break schedule](#).

Classified employees are expected to adhere to the break schedule established by the building principal (or designee). 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, typewriters 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 (or designee).

[Board Policy KGF/EDC](#) provides that district materials and equipment will only be used for school purposes by district personnel on district property. On an exception basis, certain district-owned equipment (including computers) may be checked out by staff. Such equipment may not be used for personal financial gain. An equipment use form must be submitted and approved. Forms are available in the office. There are no equipment use fees. In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

CASH IN DISTRICT BUILDINGS

Money collected by middle school and elementary staff as a result of fund raisers or other school-related purposes is to be deposited in the school building/support service office whenever the sum accumulated in any one day by a class, staff member or others exceeds \$100. All Grants Pass High School funds will be collected by the bookkeeper.

At no time are amounts of money in excess of the following limits to be kept in school/support service offices overnight or held during holidays or other long periods of time:

GPHS	\$5,000
Middle Schools	\$2,500
Elementary Schools	\$ 500
Support Service Offices	\$ 500

The above described limits do not apply to Food Service monies collected which are deposited on a daily basis.

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

CHECKOUT

Workday Checkout

Teachers may leave the building and district grounds during lunch, as necessary. The building principal (or designee) must approve departures during preparation periods.

Classified staff 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

The building principal (or designee) will check all staff keys prior to the issuance of final paychecks.

All staff will complete the checkout procedures as outlined on the District [Intranet](#).

CHILD ABUSE REPORTING

In accordance with [Board Policy JHFE](#), all staff will be required to participate in annual training in the prevention and identification of child abuse and the obligations of reporting.

[Board Policy JHFE](#) provides that any school employee who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately notify the Oregon Department of Human Services or the local law enforcement agency. The school employee shall also immediately inform his/her supervisor and the building principal.

Documentation of this report [JHFE-AR \(3\)](#), must be completed and submitted to the building principal (or designee). The following forms are available in the office and online under Staff Resources.

[DHS/ORCAH Child Abuse Hotline: 1-855-503-7233](#)

Further guidance can be found in [Administrative Regulation JHFE-AR \(1\)](#) which states that Oregon law recognizes these types of abuse:

1. Physical,
2. Neglect,
3. Mental injury,
4. Threat of harm, and
5. Sexual abuse or 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 good faith, the making of a child abuse report shall have immunity from any liability, civil or criminal, and that might otherwise be incurred or imposed as provided by law.

CLASSROOM SECURITY

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

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

[Board Policy ECAB](#)

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

As authorized in [Board Policy GBE](#), the district will take all necessary and appropriate means to provide for the health and safety (including reasonable protection against the risk of exposure to communicable disease) for all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Infection control procedures, including provisions for handling and disposing of potentially infectious materials have also been established through Board policy and administrative regulations for staff and student protection.

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

Generally, staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law. Pursuant to [Board Policy GBEB](#), the district recognizes that staff members infected with HIV, AIDS or the Hepatitis B virus have no obligation to report their condition to the district. If a staff member does report such a condition to the district, the policy describes the procedures to be followed.

[Board Policy GBEBAA/JHCCBA/EBB](#) sets out the district's procedures with respect to staff exposure to HIV, HBV and other blood borne pathogens. 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; and
3. When changes such as modification of tasks or procedures or new tasks or procedures affect the staff member's occupational exposure.

Additionally, HBV vaccination and vaccination series will be made available after training and within 10 days of initial assignment to all staff identified by the district as having occupational exposure. Report any occupational exposure to blood-borne pathogens to the Administrator and 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. See the District's written Blood Borne Pathogens Exposure Control Plan.

COMPLAINTS

Student/Parent Complaints

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

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

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

All staff members should familiarize themselves with Board Policy [JFH](#) and [KL](#) and applicable provisions of the collective bargaining agreements regarding the handling of complaints.

Staff Complaints

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

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations. This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement.

[Board Policy GBM](#)

COMPUTER USE

Grants Pass School District No. 7 has an Acceptable Use Policy in place that was designed to ensure that all use of the District 7 network is consistent with the district's technology plan and meets the requirements of the Children's Internet Protection Act (CIPA). The policy sets forth the responsibilities of the district and of the users; and lists guidelines and etiquette for all users of the network.

[Board Policy IIBGA, Electronic Communications System Policy](#)

[Board Policy IIBGA-AR, Electronic Communications System Acceptable Use Regulation](#)

The following is a brief summary of the [Acceptable Use Policy](#):

Each user is assigned a personal password which is not to be shared with others.

At the secondary schools, students are not allowed to use staff machines because of the possibility of access to student accounting system information, grade books, and other confidential files.

The equipment and network are a limited resource. Due to bandwidth constraints, the use of streaming audio and video should be limited to classroom demonstrations. Streaming news, internet radio, network gaming except as noted above, are prohibited. Unnecessary streaming will negatively affect the function of the network for all users and are therefore specifically prohibited (except for aforementioned use of the educational content).

Non-educational websites present many hazards to the network and your computer such as viruses, spy-ware, and ad-ware. Careless browsing can have a serious impact on your computer's performance.

Personal use of district computers, including Internet and E-mail access should be limited to breaks and after hours. Such use may be permitted only when such use does not violate the provisions of [ORS 244.040](#) and use is under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained on that equipment is not private and may be scanned or accessed as deemed necessary by District 7 Administration.

CONTRACTS AND COMPENSATION

Contracts will be issued for all licensed, confidential, and supervisor district employees; continuation of employment letters will be issued to all classified employees.

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

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

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

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

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

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

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

[Board Policy GCB](#)

[GCBC/GDBC](#)

[GCBCA/GDBCA](#)

COPYRIGHT

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

[Administrative Regulation EGAAA-AR](#) provides that all reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the media center.

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

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. Middle and High School conferences are scheduled each fall and spring. Elementary conferences occur in the 1st and 2nd trimesters. The student may be included if the teacher or parent so desires.

Board Policy IK

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. Teachers should be prepared to provide after-school or pre-school time to meet with students and/or parents as necessary.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

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

Additionally, all staff not requiring licensure or registration as a teacher, administrator, personnel specialist or school nurse and newly hired into a position having direct, unsupervised contact with students are required to submit to a nationwide criminal records check and fingerprinting under applicable law. Procedures governing criminal records check and fingerprinting are set out in Board Policy [GCDA/GDDA](#), and [Administrative Regulation GCDA/GDDA-AR](#).

CURRICULUM

In accordance with [Board Policy IFE](#), curriculum guides, course outlines, and planned course statements (grades 7-12) are available for all courses taught in the district and

provide a consistent, 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.

Deviations from established curriculum, textbooks and instructional materials are not permitted without building and district Curriculum Department approval. Teachers with questions should contact the building principal (or designee).

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.

DRUG-FREE WORKPLACE

No staff member engaged in work connection with a direct federal grant of \$100,000 or more shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15.

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

No district employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through 12 grade 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 engaged in work related to a direct federal grant or contract of \$100,000 or more must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

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

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

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

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

[Board Policy GBEC](#)

EMERGENCY CLOSURES/INCLEMENT WEATHER

In the event of an emergency or inclement weather, 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.

All delayed openings or emergency closures will be broadcast on the following radio stations: KLDR, KAJQ, KRWQ. A phone tree has been prepared for each school that can also be used in the event of delayed openings or school closures.

[Board Policy EBCD](#) and [Administrative Regulation EBCD-AR](#) provide detailed guidance regarding the protocol to be followed in the event there is a school or district-wide closure.

EMERGENCY PROCEDURES AND DISASTER PLANS

In accordance with [Board Policy EBC](#), all staff will be provided with a copy of the district's emergency procedures plan detailing staff responsibilities in the event of such emergencies as disorderly behavior, dangerous intruders, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member and the authorized use of force on school property. Each classroom will keep the emergency response plan posted in a conspicuous location.

EVALUATION OF STAFF

The purpose of the district's evaluation program is to assess the performance and competence of the employee, to help employees identify both strengths and weaknesses, to give positive support for staff who deserve it as a way of encouraging good personnel relationships and to aid the employee in making continuing professional growth.

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

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

Licensed probationary staff will be formally evaluated twice annually. Evaluations will be based on at least two observations and other relevant information developed by the district. All other licensed staff will be formally evaluated at least biennially. Classified staff will be formally evaluated at least twice during their first year of employment with the district and biennially thereafter.

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

[Board Policy GCN/GDN](#)

FAIR LABOR STANDARDS ACT

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

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

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

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

1. What constitutes nonexempt working hours;
2. What constitutes normal working hours;
3. That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;

4. That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
5. That a written corrective statement be given to employees not complying with established procedures.

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

Overtime will be compensated at not less than one and one-half times the employee's rate of pay. Compensatory time at not less than time and one-half will also be allowed. If compensatory time is not used by the end of the employee's work year, it will be paid as overtime at the end of the fiscal year.

FUND RAISING

Fund-raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. In accordance with [Board Policy IGDF](#), 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.

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

Fund-raising request forms are available in the office.

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

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

GIFTS AND SOLICITATIONS

[Board Policy GBI](#) and [Administrative Regulation GBI-AR](#) set out guidelines applicable to gifts and solicitations involving staff members.

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as \$100 or more from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may

anyone distribute flyers or other materials related to fund drives through the school without the Superintendent or designees' approval. The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the building principal or supervisor.

GRIEVANCES

A grievance is a claim by an employee or Association based upon the interpretation, application, or violation of the Collective Bargaining Agreement (CBA). All grievances will follow the procedures as set forth in Certified CBA: Article 24 and Classified CBA: Article 18.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

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

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

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

Prior to the presentation, guest speakers are to be given a [Guest Speaker Notification Form](#) informing them of the following rules:

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

Teachers will make every effort to preview all materials presented by a guest speaker prior to the day of the presentation to students. 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.

[Board Policy IICB](#)

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

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

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

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; and
3. Transmitted or maintained in any other form or medium.

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

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

IDENTIFICATION BADGES

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

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

- a. The badge or card contains the photograph of the employee or
- b. The badge or card was prepared solely for internal use by the district to identify employees.

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

INJURY/ILLNESS REPORTS

[Board Policy EBBB](#) provides that all injuries/illnesses occurring on district premises, in district vehicles, at a district sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. Reports will cover property damage as well as personal injury.

A completed injury/illness report form must be submitted to the building principal (or designee) and the district safety officer within 24 hours or the next scheduled district workday, as appropriate. Should medical attention be necessary, an OSHA form 801 must also be submitted within 24 hours.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the district safety officer 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.

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

See [Board Policy EBBB](#) for additional guidance.

INVENTORY

As provided in [Board Policy DID](#), the district maintains an inventory of all fixed assets including an annual update of fixed asset acquisitions and disposals. Fixed assets for this purpose are defined as land, buildings, improvements and equipment with a value greater than \$5,000.

In addition, district policy requires that equipment with a value greater than \$1,000 will be identified and tracked for asset control purposes.

As an additional inventory control procedure, buildings will utilize a classroom inventory control system which identifies inventory items by classroom at the beginning of each school year and is reconciled to a final inventory control listing when each staff member checks out at the end of each school year.

JOB SHARING (Certified Positions)

The district endorses the concept of job sharing. Job sharing is defined as the sharing and occupation of a single staff position by two current district employees with each assignment being half time.

The district's overall cost of a job share may not exceed that of one full-time equivalency.

The amount of fringe benefits as may be afforded in current collective bargaining agreements and normally assigned to one staff employee position is shared in a manner agreeable to both job-sharing employees, providing the total dollar amount does not exceed the amount designated for one staff employee in a non-job-sharing position.

Job-sharing requests are considered on an individual basis and subject to building principal and superintendent approval. One job share per building is allowed. See your building principal for further information.

KEYS

[Board Policy ECAA](#) provides that the superintendent and building principal will control access to district buildings and implement procedures and safeguards necessary to protect property, students and personnel by preventing unauthorized access to these buildings. Keys will only be issued to staff with the authorization of the building principal.

In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow 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 within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Charges for lost or stolen keys may be assessed to the staff member to whom the key(s) has been issued;
6. Upon completion of a [lost or stolen key report form](#), presentation of the broken or damaged key(s) and submission of any assessed fees, replacement keys will be issued within 72 hours; and
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys, as appropriate.

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

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 (or designee) 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 (or designee) and/or student and parent review.

LICENSE REQUIREMENTS

Teachers offered employment in the district must possess a valid Oregon license verifiable by the Human Resources Office through TSPC in order to be fully employed. Applicants not possessing their license prior to the beginning of school or the first day employment is to begin will not be employed until such license has been submitted.

It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Teachers need to maintain a log of all professional development activities so that the exact number of professional development units (PDUs) earned during a license period can be sent to TSPC on a PEER form as part of the license renewal process required by TSPC. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

MAIL AND DELIVERY SERVICES

[Board Policy EGAB](#) provides that interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff.

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

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

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

MATERIALS DISTRIBUTION

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers,

brochures, and other similar materials to students for classroom use or to take home are to be referred to the Superintendent and District Communications Specialist. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district in accordance with [Board Policy KJ](#).

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.

In accordance with Certified CBA: Article 9 C, all certified staff are expected to attend staff meetings unless prior arrangements have been made with the building principal (or designee). Staff members are expected to schedule their time accordingly in order not to conflict with these meetings.

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

MOTHER FRIENDLY WORKPKLACE

The district recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast feeding or expressing milk in the workplace. All district employees shall be provided with an adequate location for the expression of milk or breast feeding. The district and each workplace within the district will make a reasonable effort to provide a room or other location in close proximity to work areas, other than a restroom, where an employee can breast-feed her child or express milk in privacy. The workplace principal or supervisor should seek advice from the school nurse in determining the most reasonable facility accommodation. The facility plan shall include an accessible, private room with a lock that would allow a mother to:

- a. Breast-feed a child brought in during a lunch or other break period;
- b. Pump breast milk to be stored for later use;
- c. Inclusion of electrical outlets for electric pumps;
- d. Sanitation facilities including a sink close by. For hand washing and the rinsing of containers;
- e. A sign-up sheet and a sign posting the room as “private during use”;
- f. A flexible work schedule in consideration of the requirements of the staff members responsibility;
- g. Times allotted for this activity is not to exceed the normal time allowed for lunch and or breaks.

When possible an employee must give reasonable notice of the intent to express milk to their administrator or supervisor. The district shall provide the employee a reasonable rest period to express milk each time the employee has a need to express milk. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

The following locations have been identified in each facility for milk expression:

1. District office: Conference Room 116
2. Allen Dale Elementary School: Special Friends Conference Room
3. Lincoln Elementary School: Office #1 adjacent to the Computer Lab
4. Highland Elementary School: Conference Room behind the Stage
5. Parkside Elementary School: Conference Room B
6. Riverside Elementary School: Conference Room #2
7. Redwood Elementary School: Conference Room C
8. South Middle School: Conference Room behind Offices
9. North Middle School: Office C13
10. Grants Pass High School: Office C by Staff Room & Office #2 by SPED Room
11. Gladiola Campus: Conference Room #2
12. Transportation: Office #1
13. Maintenance/Warehouse: Conference Room #1
14. Juvenile Detention Education Program: Office #2 Expression of Milk in the Workplace – GBDA 2-2
15. Grants Pass Alternative School Setting: K/1 Room

[Board Policy GBDA](#)

PARENTAL RIGHTS/SURVEYS

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

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

A student's personal information (name, address, telephone number, and social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

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

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination, or screenings administered

by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PARKING/TRAFFIC CONTROLS

[Board Policy ECD-Traffic and Parking Controls](#)

PARTICIPATION IN POLITICAL ACTIVITIES

In accordance with [Board Policy GBG](#), staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level on the same basis as any citizen in public or private employment and within the law.

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

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

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

PETTY CASH

As provided in [Board Policy DJB](#), in order to expedite the purchase of minor school supplies, postage, freight and other emergency items, a petty cash account has been established for each building as follows:

• Elementary Schools	\$150
• Middle Schools	\$200
• Gladiola	\$100
• Grants Pass High School	\$250
• Support Services:	
1. Maintenance & Transportation	\$200
2. Central Office, Print Shop & Food Service	\$100

Staff members may purchase items on behalf of the district costing less than \$50 with prior approval from the building principal (or designee). Expenditures from petty cash are drawn from budgeted line item accounts and may be authorized only as such funds are available to cover the cost of the purchase.

Requests for reimbursement for approved purchases may be authorized only upon submission of appropriate receipts to the business office. Requests must be submitted no later than the 10th day of each month for reimbursement of petty cash expenditures for the previous month. Refer to the District's Purchasing Guidelines Administrative Memorandum relating to district purchasing procedures available in the Business Office for further guidance.

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.

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

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

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

To the extent allowed by law, the superintendent may permit persons other than those specified above to use and to inspect employee records when, in the superintendent's 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 or in response to a valid and legally issued subpoena.

[Board Policy GBL](#)

PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME

Prep period/time will be in compliance with Certified CBA Article 9.

PROGRESS REPORTS

[Board Policy IK](#) indicates the importance of collecting accurate student achievement information and communicating student progress to parents. Teachers are expected to report their students' progress to the students and their parents. At the elementary level, Progress Reports are issued at the end of each trimester.

At the secondary level, they are issued at the end of each semester. In addition, reports are sent home at the sixth and twelfth weeks of each semester. Student progress can be monitored on Power School at any time. No grade of "F" should be issued without a written progress report having been sent home notifying the student and parents of academic deficiencies.

PURCHASE ORDERS

In accordance with [Board Policy DJ](#), no obligation may be incurred by any staff member unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy. Furthermore, no purchase (with the exception of petty cash purchases) including purchases from student body funds will be authorized unless covered by an approved purchase order. Forms are available in the office.

All building purchase orders will be processed in the order received by the business office.

At least three competitive quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services less than \$5,000. All other purchases are subject to the Board's policy governing Bidding Requirements, administrative regulation specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the Business Office or refer to the District's Purchasing Guidelines Administrative Memorandum relating to district purchasing procedures available in the Business Office for further guidance.

RELEASE OF GENERAL STAFF INFORMATION

A staff member's or volunteer's address, date of birth, 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, or as otherwise provided by law.

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

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

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

[Board Policy KBA](#)

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 Superintendent. Privacy rights of students or other individuals involved in such research projects must be maintained. Publications, instructional materials, articles, models, and other devices prepared by staff members for district use with district time, money, and facilities as part of the employee's job responsibilities remain the property of the district.

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

[Board Policy GCQB](#)

RESIGNATION OF STAFF

A resigning staff member is required to deliver a written and signed notice of resignation

to the Human Resources Office. If the Superintendent decides to accept the resignation, acceptance shall be by letter from the Human Resources Director to the employee. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the Human Resources Director's acceptance letter.

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

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to suspend the teacher's license for the remainder of the school year. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

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

[Board Policy GCPB](#)

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

Pursuant to [Board Policy EBAC](#), building safety committees have 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.

Each building safety committee meets monthly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards and makes recommendations for corrections as needed. The District Safety Committee meets quarterly – a representative from each building committee serves on the District Safety Committee. The Safety Committee reviews all significant safety-related incident investigations to assist the District in devising solutions to prevent similar events from reoccurring. The Safety Committee also reviews written OSHA programs to ensure the effectiveness of those programs in the work place.

Each building will post the list of safety committee members in a prominent location so that all employees know who the representatives for that building are.

All potential hazards are to be reported immediately to a safety committee member, the office/administrator or the District safety officer.

For additional guidance, see [Administrative Regulation EBAC-AR](#).

SECURITY SYSTEMS

School buildings and other district facilities are protected by security alarm systems. Building principal (or designee) and facility administrators are responsible for restricting access to these buildings by providing security system access code information to authorized personnel only. When an alarm is triggered, it will be necessary for authorized staff to verify building access code information when contacting the alarm company. [Board Policy ECAA](#) applies to security system access code information and staff should not share this information with outside users of district facilities or other unauthorized parties. District policy provides that staff or students who fail to comply with these regulations may be disciplined, suspended, or dismissed.

SEXUAL HARASSMENT

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors, or others engaged in district business is strictly prohibited and shall not be tolerated in the district. See [Board Policy GBN/JBA](#) for guidance on what constitutes sexual harassment.

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

Additional information regarding filing of a complaint may be obtained through the building 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.

Staff and students who are found to be in violation of these policies will be subject to discipline in accordance with [Board Policy GBN/JBA](#) and [Administrative Regulation GBN/JBA-AR](#) sanctions up to and including dismissal or expulsion. Individuals may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC).

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, a 21st Century Schools Council has been established. [Board Policy IFCA](#) provides additional information regarding composition, selection, and the duties of the council.

The 21st Century Schools Council responsibilities include the development of plans to improve the professional growth of staff; the improvement of the school's instructional program; the development and coordination of plans for the implementation of programs under Oregon's Educational Act for the 21st Century at the school site; administration of grants-in-aid for the professional development of teachers and

classified employees as provided for in Oregon Revised Statutes and Oregon Administrative Rules; and advising the Board in the development of a plan for school safety and student discipline in accordance with ORS 339.333.

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

Meeting times and location will be announced through the office and will follow the notice, meeting, and record-keeping requirements of the Public Meetings Law. All staff are invited to attend 21st Century Schools Council meetings.

Membership election information may be obtained by contacting an association representative or the building principal (or designee).

SPECIAL INTEREST MATERIALS

[Board Policy IAD](#) provides that supplementary materials from non-school sources require building principal (or designee) approval prior to their use in school. This includes educational films and all video/digital rentals secured from or through commercial sources.

Materials that are of obvious educational quality, and that clearly supplement and enrich the approved curriculum may be considered for approval for use in the classroom.

STAFF CONDUCT

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

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

Application of Rules

1. Specific administrative rules relating to staff conduct were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with applicable Oregon Revised Statutes.
2. These Administrative Rules may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notice of charges under Oregon Revised Statutes.
3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.

4. The commission will promptly investigate complaints:
 - a. The commission may at its discretion defer action to charge an educator against whom a complaint has been filed under Oregon Revised Statutes when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator.
 - b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

DEFINITIONS

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

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

- basis for employment decisions affecting such individual; or
- c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

7. Teacher – Any person who holds a teacher's license as provided in Oregon Revised Statutes or is registered to teach by TSPC.

The Competent Educator

The teacher demonstrates a commitment to:

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

Curriculum and Instruction

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

The competent teacher demonstrates:

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

Supervision and Evaluation

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

The competent teacher demonstrates:

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

Management Skills

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

The competent teacher demonstrates skills in:

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

Human Relations and Communications

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

The competent teacher demonstrates:

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

The Ethical Educator

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

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

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues; and
3. Maintain an appropriate professional student-teacher relationship by:
 - a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
 - b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student; and
 - c. Reporting to the educator's supervisor if the educator has reason to believe a student is, or may be, becoming romantically attached to the educator.

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

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

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

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

STAFF DEVELOPMENT

[Board Policy GCL/GDL](#) acknowledges the importance of continued educational experiences and other professional growth activities as a means to promote achievement of high standards for all students, assist employees in meeting licensure requirements, and enhance professional performance.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds; consistency with district and building goals; and job assignment. Requests require prior building principal (or designee) approval.

Forms are available in the office.

Continuing professional development plan requirements as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee and shall be consistent with the qualified district continuing professional development program. Professional Development Units may be earned for staff development activities.

STAFF DRESS AND GROOMING

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

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

world.

STAFF ETHICS

According to [Board Policy GBC](#), staff members are prohibited from engaging in, or having a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees of the district.

This means that:

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

Teachers' responsibilities include following the ethics of the profession as published and supported by the National Teacher Association and Oregon Education Association. This clause is here in order to include the current NEA and OEA-adopted code of ethics as part of the regulations of the district.

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 in conducting their work in the safest manner possible.

Safety Data Sheets (SDS), which accompany any hazardous substance used in the school setting, are maintained on file in the office and elsewhere in the building, as necessary. SDS are readily available to any staff member who must handle such materials or who may have been exposed to such products. All staff are required to get approval from the building administrator prior to bringing any chemical containing product into the facility. It is the responsibility of the administrator to confirm that a SDS accompanies the product and that a copy is sent to the Safety Officer. A complete copy of these procedures can be found in the written Hazard Communication Program.

All staff members are expected to conduct their work in compliance with first-aid and infection control procedures established in the District's Blood Borne Pathogens Exposure Control Plan and [Board Policy GBEBAA/JHCCBA/EBBAB](#).

All employees are expected to conduct their work in compliance with the procedures outlined in the Lockout/Tagout program. The information in this program has been

prepared to help minimize the possibility of injury from unanticipated start-up of equipment that is in the process of repair.

All employees are expected to conduct their work in compliance with the requirements of the written Personal Protective Equipment Plan. These procedures have been developed to help minimize the risk of personal injury while employees are performing certain tasks.

All employees are required to report any on-the-job injuries within 24 hours using the appropriate accident/incident report form. Should medical attention be necessary, an OSHA form 801 must also be submitted within 24 hours.

All employees are required to comply with the safety rules contained in the Oregon Occupational Safety and Health Act, [OAR 437-001-0760](#).

STAFF/PARENT RELATIONS

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

Teachers are advised that unless there is a court order that prohibits a parent from contacting his or her child or prohibits a parent from having access to student records or educational information, 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 orders, including any court-ordered parenting plan, that limit the rights of the non-custodial parent. A non-custodial parent may receive and inspect the school records pertaining to his or her student and to consult with teachers concerning his or her student's welfare and education unless such rights are specifically limited by court order.

Both custodial and non-custodial parents may, at the discretion of the district, be granted visitation or telephone access to their child during the school day unless limited by court order. Students may be released to 1) the custodial parent, or a person authorized by the custodial parent to pick up the student or 2) to a non-custodial parent who is entitled to parenting time with the student according to a court ordered parenting plan, or a person authorized by the non-custodial parent to pick up the student during the non-custodial parent's parenting time. A non-custodial parent may also pick up a student outside of designated parenting time with the permission of the custodial parent.

In the event of joint custody, both parents shall be treated as custodial parents. In the case of joint custody, it is the responsibility of both parents to provide the district with any applicable court orders, parenting plans or other written agreements pertaining to the student. In the event of any dispute between the parents regarding who may pick up a student, the district will follow the terms of any valid court orders, parenting plans or other written agreements that establish the respective rights of the parents.

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

[ORS 107.154](#) and [ORS 163.245 – 163.257](#)

STAFF ROOM

A staff room is provided for staff to use during break, lunch, and preparation periods, as may be appropriate. All staff are expected to “pitch in,” as needed, to help keep this gathering area clean and orderly. Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk.

Students are not permitted in the staff room.

SUPERVISION OF STUDENTS

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

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

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

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

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

[Board Policy JHFA](#)

TEACHING ABOUT RELIGION

Religious education is the responsibility of the home and religious institution. [Board Policy IGAC](#) affirms that public schools are obligated to maintain neutrality in all religious matters.

The neutrality requirement suggests an ongoing search for sensitivity, understanding, appreciation, and factual information about cultural and religious diversity. It also mandates that the schools refrain from advocacy of a particular religious position.

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

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

TOBACCO-FREE ENVIRONMENT

[Board Policy GBK/JFCG/KGC](#) provides that in order to protect the health of students, staff, and the general public and to create healthy working environment and promote good health for students, tobacco use is prohibited on all district property and in district-owned vehicles. Tobacco use is prohibited in all district buildings.

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

TUTORING

In accordance with [Board Policy GCQAB](#), private tutoring for which a staff member receives a fee is not permitted in school buildings or on school time and no district-owned materials or equipment may be used.

Exceptions to this policy are as follows:

1. Private lessons, such as music lessons and other enrichment activities, which are clearly beyond the scope of the regular curriculum, may be given for remuneration outside of school time and/or away from school buildings; and
2. Teachers may tutor for remuneration outside of normal school hours students eligible for home bound instruction, according to procedures established by the superintendent.

USE OF DISTRICT TELEPHONE USE AND LONG DISTANCE CALLS

Telephones are available throughout the building for staff convenience. Long distance calls for district business purposes may be placed from a telephone with an unrestricted line, located in the office. Local personal telephone calls made during working hours from district telephones should be brief, infrequent and placed before or after school, during breaks, lunch, or at other times when staff is not responsible for supervising students. **Personal long distance calls may not be made on district telephones, even if staff offers to reimburse the district for such charges.** If it becomes necessary to make personal long distance calls while at work, such calls must be made with the staff member's personal calling card or by cell phone. See the [Oregon Government Standards and Practices Commission-Guide for Public Officials](#).

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

As provided in [Board Policy EEBB](#), the use of private vehicles for district business, including the transportation of students, is generally discouraged.

Staff members should use district-owned vehicles whenever possible, scheduling activities, and other transportation far enough in advance to avoid any non-emergency use of private vehicles.

No staff member may use a private vehicle for district business without written [“Request to Travel” Form](#) permission from the building principal (or designee).

VACANCIES/TRANSFERS

Announced vacancies for licensed and classified positions are posted in the buildings at least five working days prior to closing the application period. Contact the office for the location of the postings in your building. Copies of the posting are also sent to association presidents.

The Human Resources Director, based on district personnel needs and in accordance with district procedures and collective bargaining agreements, may authorize voluntary and involuntary transfer of staff members.

[Board Policy GCI/GDI](#)

VOLUNTEERS

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

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

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

The use of volunteers requires prior building principal (or designee) approval. Forms are available in the office. All volunteers must have a basic background check and a SB 155 sexual misconduct check. **Any person authorized by the district for volunteer service with a position having direct, unsupervised contact with students will be required to undergo an Oregon criminal history check which includes fingerprinting.**

[Board Policy IICC](#)

WEAPONS

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device on school property or a school event, as defined by [Board Policy JFCJ](#), 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. Employees shall promptly report all other conduct prohibited by the district’s weapons policy to 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.

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

STUDENT OPERATIONAL PROCEDURES

ADMINISTERING NONINJECTABLE MEDICINES TO STUDENTS

[Board Policy JHCD](#) provides that students may be permitted to take prescription or nonprescription medication at school on a temporary or regular basis. All requests for the district to administer medication to students shall be made by the parent in writing. The district shall designate school staff authorized to administer medication to students and training shall be provided as required by law. The district reserves the right to reject a request to administer prescription or nonprescription medication when such medication is not necessary for the student to remain in school.

Detailed guidance regarding designating and training school staff, administering medication to students, the handling, storage and monitoring of medication supplies, disposal of medications and the associated documentation, and record keeping can be found in [Administrative Regulation JHCD/JHCDA-AR](#).

Self-medication is allowed under limited circumstances and only after compliance with the specific procedures outlined in [Administrative Regulation JHCD/JHCDA-AR Section 4](#). Permission to self-medicate may be revoked by the building principal (or designee) if there are any abuses of these procedures.

HIV, AIDS, HBV AND HCV HEALTH EDUCATION

Pursuant to [Board Policy IGAE](#), an HIV, AIDS, HBV and HCV* curriculum has been developed cooperatively by parents, teachers, administration, local health department staff, and others. All teachers are expected to teach the age-appropriate curriculum annually in grades K-12 in accordance with established curriculum.

The purpose of the curriculum is to present current, accurate information to help students learn infection control procedures for preventing the spread of HIV/AIDS/HBV/HCV-causing virus and to assist them in making decisions about protecting their health and the health of others. The value of abstinence must be stressed. Teachers shall notify parents of minor students in advance that the material regarding HIV/AIDS/HBV/HCV will be taught. Any parent may request his/her student be excused from the class.

The **District Safety Officer** has been designated to facilitate communications between the Oregon Department of Human Services, Health Services, Oregon Department of Education, and teaching staff regarding the district’s AIDS, HIV, HBV and HCV health education program.

ASSEMBLIES

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

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

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

CLASS INTERRUPTIONS

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization. Intercom use is restricted to administrative use or administrative approved use only.

COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS*

[Board Policy JHCC](#) provides that protection from communicable disease is generally provided through immunization, exclusion, or other measures provided for in Oregon Revised Statutes and rules of the county health department. While in the contagious phase of a disease, students will not be allowed to attend school. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting.

Where the district knows that a student is infected by any communicable disease for which the student would not be excluded under this policy, the school involved shall take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of the students.

In accordance with [Board Policy JHCCA](#), parents of a student six years of age or older who is infected with HIV or HBV and not a special risk student as defined by the Oregon Health Services, are not required by law to report their student's condition to the District. By law, these students have a right to continue school. Special risk students as defined in district policy and defined by Oregon Health Services means students who lack control of their body secretions or who display behaviors such as biting, spitting, or scratching and/or have oozing lesions that cannot be covered.

[Board Policy JHCCB](#) requires parents of an HIV student five years of age or younger, a special risk HIV student (as defined above), or of any student with AIDS, are required to notify the superintendent of the student's infection in order for the student to be

granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department, excluding the student from school or the parent may voluntarily withdraw the student from school. If the district is informed of the student's infection and written parental permission is obtained, a planning team is convened to address the nature, duration, and severity of risk as well as any modification of activities needed.

*

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

CONTESTS FOR STUDENTS

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

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participant's work. The school may not be used to promote private or commercial interests. Nor may the school be used for the direct sales promotion of individual competitive goods or services.

Materials or activities initiated by private sources are to be referred to the building principal (or designee) for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy, and good taste.

[Board Policy IGDH](#)

CORPORAL PUNISHMENT

The use of corporal punishment in any form is strictly prohibited by the district and will be considered cause for discipline up to and including dismissal. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain. No teacher, administrator, other school personnel, or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control.

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

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

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

[Board Policy JGA](#)

[OAR 581-021-0061 Corporal Punishment](#)

USE OF RESTRAINT AND SECLUSION

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

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher, or other school employee or volunteer as necessary to prevent a student from harming his/herself, students, staff, others or from causing damage to district property. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves, others, or district property. Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must allow staff full view of the student in all areas of the room and be free of potentially hazardous conditions such as unprotected light fixtures and electrical outlets.

The district shall utilize the Non-Violent Crisis Intervention (NVCi) training program of physical restraints and seclusion for use in the district. Parent notification and required forms will be followed as stated in [Board Policy JGAB, JGAB-AR](#). Forms are available on-line on the Staff Forms webpage.

[Board Policy JGA](#)

DISMISSAL OF CLASSES

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the

student's next class teacher. This will help reduce unnecessary hall traffic as students reporting to class late will need to account for their tardiness.

[Board Policy JEDB](#)

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION

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

Given the extensive use and the formal and informal promotion of drug, alcohol and tobacco use in society, the school has an obligation to provide drug, alcohol, and tobacco education that emphasizes prevention, describes intervention and referral procedures and outlines consequences. No district employee shall knowingly sell, market, or distribute steroid or performance enhancing substances to kindergarten through 12th 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.

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

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

Each year, a planned staff development and public information program that addresses the needs and responsibilities for the entire staff is developed by the superintendent.

The program includes current basic drug, alcohol, and tobacco information and an explanation of district drug, alcohol and tobacco policies, procedures, and programs. The input of staff in planning and implementing the district's staff development and public information program is encouraged to ensure a drug, alcohol, and tobacco program that best meets the needs of district students.

EMERGENCY DRILLS

All teachers are required to provide instruction and drills on fire, earthquake and active assailant in accordance with the requirements of law per the schedule below.

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

At least two drills on earthquakes will be conducted each year.
At least two drills for dangerous intruder will be conducted.

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

FEATURE FILMS/VIDEOS/DVD

Building principal approval is required prior to showing a feature film/video/DVD to students in district classrooms. Requests are to be submitted to the building principal at least five days prior to the proposed showing. Forms are available in the office or [online](#).

The following information should be included:

1. Title, brief description, and audience rating;
2. Specific instructional purpose for the showing, and its match with course objectives;
4. Proposed date of showing; and
5. If required, a copy of the permission form that will be sent to parents.

A parent of students in grades K-5 must give prior consent before his/her child may view a film rated PG or PG-13. A parent of students in grades 6-8 must give prior consent before his/her child may view a film rated PG-13. A parent of students in grades 9-12 must give prior consent before his/her child may view a film rated R. Films rated R may only be shown at grades 9-12.

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

[Board Policy IIAD](#) Policy [IIABB](#), [IIABB-AR](#)

FLAG SALUTE

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*.

FIELD TRIPS AND SPECIAL EVENTS

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

Requests are submitted to the building principal (or designee) and the district office. 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, and availability of district transportation. The

transportation department must receive notification 10 days prior to the trip/event.

Parents will be provided an “Annual Field Trip Approval” form at the time of registration. Parents will be notified prior to each trip and will have the right at that time to deny participation. Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

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

[Board Policy IICA](#)

GRADING

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

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

[Board Policy IK](#)

HOMEWORK

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the student.

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

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

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries or the public library.

Homework should require the use of those materials only when the student has had instruction in such use.

[Board Policy IKB](#)

HOMEWORK AND GRADE POSTING REQUIREMENTS

In order to ensure that parents/guardians are able to support the instruction in the classroom on a daily and weekly basis, and in order to foster better general efficiency in communication with the home, all on-line assignments must be posted in a timely manner, and all secondary homework must be posted on-line in keeping with each school sites agreed requirements; moreover, all on-line posting of grades must be posted within two weeks of completion of the assignment or project to ensure parents/guardians are fully aware of progress or deficiencies in coursework.

MAKE-UP WORK

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

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

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

MEDIA ACCESS TO STUDENTS

Contact the district's Communication Specialist to affirm procedures that allow media access to students.

MOVING CLASS/HOLDING CLASSES OUTDOORS

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the building principal (or designee).

From time to time, certain class assignments may be more appropriately conducted outdoors. Prior building principal (or designee) approval is required for all such activities.

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

The district does not sponsor, endorse or financially contribute to the variety of outside-

sponsored study and athletic tours/trips/competitions available to students.

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

Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by the district which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students.

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

[Board Policy IGDK](#)

PROGRAM EXEMPTIONS

Students may be excused from a school program or learning activity except for state assessments for reasons of religion, disability, or other reasons deemed appropriate by the district, upon the written request ([Administrative Regulation IGBHD-AR](#)) of the parent.

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

RELEASE TIME FOR RELIGIOUS INSTRUCTION

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

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

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

[Board Policy JEFB](#)

[Board Policy IGBHD](#)

RESUSCITATION

District staff are directed to call 9-1-1 whenever resuscitation is needed.

District staff will use resuscitation techniques with the objective of restoring life. Such efforts shall continue until trained, medical assistance arrives.

The District defines resuscitation as an attempt to restore breathing and/or pulse.

Resuscitation techniques shall **not** be used in cases where the District has on file a physician signed DNR (Do Not Resuscitate) order accompanied by a request for DNR order that has been signed by the parent/guardian or student of majority.

RETENTION OF STUDENTS

Student Retention K-8

When a student is recommended for retention consideration by a member of the school team, the school team will make a determination in accordance with the following procedure. When the retention recommendation is made by a parent, the process shall begin at step 5.

1. September:	Through the universal screening process, students are identified as being at risk for content failure. During RTIi (Response to Instruction and intervention or SST (student study team meetings, additional areas of concern are also addressed including attendance, behavior, etc. Parents are notified of student intervention.
2. End of the First Trimester:	Comments and grades on the student's report card must reflect accurate assessment of student's situation. At the parent teacher conference, the teacher should ensure that the parent is clearly informed of concerns and school interventions.
3. Second Trimester:	If the student has failed to make adequate progress as defined by the RTI process, an Individual Action Plan should be implemented and individual student interventions in place.
4. End of the Second Trimester:	Comments and grades on the student's report card must reflect accurate assessment of student's situation. If the teacher feels retention should be considered, the teacher should initiate a conversation with the parents at the conference. Additionally, the teacher should inform the principal (or designee) so that the principal (or designee) may continue to the next steps of the process.
5. By April 30 th of the academic year:	<ul style="list-style-type: none">♦ An existing Student Individual Action Plan should continue to be implemented. If the student is not already on an individual action plan, one should be considered.♦ Light's Retention Scale should be completed and results shared with parents in a conference.♦ A school team meeting should occur with members of the team and any other knowledgeable person involved with the decision making process regarding retention.
6. By May 15 th of the academic year:	The Retention Recommendation Form should be completed and will serve as final notification of retention for the parent.

A decision to retain must be agreeable to both the parent(s) and the principal.

Additional guidelines for retention include:

- After considering all input, the decision to retain shall be made by the school principal and parent jointly. If either party disagrees, the student shall not be retained. A parent who disagrees with the principal refusal to retain may appeal the decision to the Board of Directors.
- English Language Learners (ELL) may not be identified for retention based solely upon language proficiency.
- A student may not be retained solely on the basis of a handicapping condition as defined by State and Federal Special Education laws without an Individualized Education Program (IEP) recommendation.

Student Retention High School

When a high school student is failing a course, the parents must be notified between the fourth and seventh week of the marking period, or at whatever time it becomes apparent, but not later than the seventh week. If no prior notice of possible failure is given, the student will not be failed. Every possible help must be given the student to enable him/her to overcome the difficulty and pass.

[Board Policy IKE](#)

STUDENT ACTIVITY FUNDS

[Board Policy IGDG](#) sets out the guidelines for student activity funds (also referred to as “student body funds”). All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student body fund expenditures must go through the District’s established requisition and purchase order system.

All student activity fund expenditures must be approved by the building (or designee), the person in charge of the student organization and the student leader of that organization (if such organization exists).

All expenditures from student activity funds shall be expended to benefit the student body as a whole or the specific organization that raised the funds.

STUDENT CONDUCT

All students are to comply with [Board Policy JFC](#), written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities.

The Student/Parent Handbook will be reviewed with all students at the beginning of the school year. A schedule developed by the building principal (or designee) including

particular areas to be emphasized will be provided to all staff.

Teachers may also develop student conduct rules unique to individual classrooms. All such rules must be consistent with district policy, administrative regulations, and school rules governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents. Classroom rules and consequences are to be submitted to the building principal (or designee) for review and approval.

STUDENT DETENTION

Teachers may detain a student after school hours for disciplinary reasons provided the parent has been notified of the detention and, in the case of bused students, prior arrangements (24-hour notice) have been made for the student's transportation home.

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

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

[Board Policy JGB](#)

STUDENT DISCIPLINE

Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff. Student discipline will be progressive in nature and designed to respect students' rights, dignity, and safety.

[Board Policy JG](#)

[Board Policy JGDA/JGEA](#) and [Administrative Regulation JGDA/JGEA-AR](#) provide guidance with respect of discipline of disabled students.

Use of corporal punishment is strictly prohibited.

[Board Policy JGA](#)

STUDENT DISMISSAL

No teacher may permit any student to leave class/school prior to the regular hour of dismissal except as set forth in [Board Policy JEDB](#), a student will not be released to any person without the approval of the parent or guardian.

STUDENT/PARENT HANDBOOK

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

times of the year.

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

Teachers are expected to review the handbook with students during the days/times designated by the building principal (or designee).

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

In accordance with [Board Policy EEAE](#), transportation of students to and from school and to curricular and extracurricular activities sponsored by the district will be provided by the district's transportation system.

[Board Policy EEAE](#) does provide that parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior approval by the building principal or other authorized school administrator. The parent, employee, or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must contain an adequate number of seat restraints, including when applicable, a child safety system for a child four or five years of age or who weighs between 40 and 60 pounds regardless of age, and the driver must require their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required.

Pursuant to [Board Policy EEBB](#), no student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle or a district-owned vehicle.

STUDENT WITHDRAWAL FROM SCHOOL

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

In accordance with law and Board Policy [JN](#), certain education records may not be withheld if fees and fines are not paid.

TRAVEL SERVICES

[Board Policy KI](#) prohibits the solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges, or advertises travel services.

VISITORS

The Board believes that a better understanding of its educational program and improved relationship between the schools and community can be developed through school and classroom visitations of parents and patrons. Such visits should be encouraged, arranged, and permitted within the considerations of the requirements of the educational program, the orderly administration of the school, school grounds, and classroom, and the safety and welfare of students.

According to [Board Policy KK](#), students are not permitted to bring visitors to school without prior approval of the building principal (or designee). Also, teachers' work must not be impeded by interruption of visitors or by unreasonable demands on their time.

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

Staff members are expected to report any unauthorized person on school property to the front office.

SPECIAL PROGRAMS

ALTERNATIVE EDUCATION PROGRAMS

In accordance with [Board Policy IGBHA](#) alternative education programs have been developed and identified to meet the individual needs of students.

[Board Policy IGBHB](#) states that these programs are made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; when the district determines that the placement serves the student's educational needs and interests and assists the student in achieving district and state academic standards; or when a public or private alternative education program is not otherwise readily available or accessible.

The district provides individual notification to students and parents regarding the availability of alternative programs per [Board Policy IGBHC](#).

Teachers with questions concerning available alternative education programs should contact the building principal (or designee).

ASSESSMENT PROGRAMS

The district's assessment program has been developed to meet state requirements and local district needs.

Assessment results are used to identify individual student's learning strengths and weaknesses and as a basis for planning learning activities. Results are used as a factor in determining the educational progress of students and the success of school programs for program improvement planning purposes. Additional services, alternative educational, or public school options are made available to any student who has not met all of the state required academic content standards.

The district's assessment program consists of the following:

1. Performance-based assessments with results that are reported to the Board and parents;
2. Annual statewide benchmark testing in grades 3, 4, 5, 6, 7, 8 and 11. Results are reported annually to the Board, parents and community;
3. Criterion referenced assessment in selected areas/programs;
4. Content-based assessments;
5. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
6. Assessments by individual teachers; and
7. District-approved optional assessments.

Dates for district and state assessments will be announced by the building principal (or designee), as appropriate.

[Board Policy IL](#)

BILINGUAL EDUCATION

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

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

Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact the Elementary or Secondary EL coordinator.

[Board Policy IGBI](#)

COUNSELING AND GUIDANCE PROGRAM

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

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

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

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

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

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

Confidentiality is not to be breached except

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

CRISIS PREVENTION/RESPONSE PROGRAM

The District realizes the potential for disruptive events including major crises. Being prepared for crises can enhance the District's effectiveness in responding to smaller incidents. Consequently, the District has implemented the following strategies to aid in the prevention of crises and to respond efficiently in the event that there is a catastrophe.

The District Safety Officer cooperates and coordinates with local law enforcement officials, youth service providers, and parents.

District Administration identifies K-12 activities that focus on teaching important skills for non-violence, pro-social skills, conflict resolution, etc. in an effort to help maintain a safe and healthy learning environment.

Staff development opportunities are provided in the area of crisis prevention/response and site security.

Communication networks have been established at each location including Maintenance, Transportation, and the District Office.

A CENTRAL OFFICE/DISTRICT RESPONSE TEAM has been implemented to respond immediately in the event of a catastrophic situation at one or more locations. This allows a method for central response that coordinates activities and keeps communication open.

A CRISIS COUNSELING TEAM has been implemented with each member receiving specific training in dealing with the grief/trauma/shock/hysteria that will most assuredly arise in the aftermath of a serious incident. The District acknowledges that in addition to basic life safety issues, emotional health must be addressed as well.

For additional information, see the Emergency Response Guide located at each building.

EARLY CHILDHOOD EDUCATION – Readiness to Learn

The district recognizes the necessity to ensure that all children have access to early education opportunities to better develop the skills, attitudes and habits expected of kindergarten and first grade students. To this end, the district has coordinated and collaborated with a variety of programs for children birth through age five. These programs include early childhood special education, state and federal Head Start programs, Healthy Start, and collaborating with community early childhood programs.

HEALTH-SERVICES PROGRAMS

[Board Policy JHC](#) provides that the district shall establish a health-services program which provides:

1. Pertinent health information on students, as required by Oregon statutes and regulations;
2. Health-appraisal services, including screening for possible vision, hearing or dental problems;
3. Health counseling for students and parents, when appropriate;
4. Health-care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by the Oregon Department of Human Services, Health Services, and the county health department;
6. Assistance for students in taking medication according to established district procedures;
7. Services for students who are medically fragile or have special health-care needs;

- and
8. Integration of school health services with school health education programs.

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

HOMEBOUND INSTRUCTION

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

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

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

Due to health and safety concerns, District 7 will no longer provide a tutor in the home, support will be provided virtually. Please contact Directors of Curriculum or Special Services for directions.

[Board Policy IGBG](#)

LIBRARY/MEDIA SUPPORT SERVICES

[Board Policy IIBD](#) indicates that library media centers be provided to support student learning. A Library media specialist and technicians are available to assist teachers in obtaining and using print materials, hardware, software, and other materials to enhance instruction. Library media staff also provides assistance with on-line subscription databases and web based research. The school library media web page provides on-line resources for student and teacher use. In addition to student support materials, a professional collection of books and online resources is available for staff use.

Teachers should contact the library to schedule class sessions. Individual students may be admitted for specific project work during class time with note from the student's teacher.

As outlined in [Board Policy IIA](#), staff may collaborate with media staff regarding the selection of materials for the media center. All materials will meet established selection criteria.

Criticism or challenge of school library materials may occur. As indicated in [Administrative Regulation IIA-AR](#), all challenges shall be reported to the media specialist and the building principal.

PREGNANT/PARENTING STUDENT PROGRAMS

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

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

PSYCHOLOGICAL TESTING SERVICES

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

Psychological evaluations may be made only with the informed and written consent of parents.

Psychological records of students are confidential. Written parental consent is required prior to the release of any such data.

[Board Policy JHDA](#)

SPECIAL EDUCATION SERVICES

Students, ages kindergarten through 21, living in the district who have been evaluated by qualified educational personnel and found eligible for services or programs for students with disabilities shall be provided a free and appropriate education. The related services and educational programs provided are designed to meet the needs as specified by the student's individualized education program (IEP).

When appropriate, students with disabilities are educated with students without disabilities. Special placements or separate schooling is provided only when the nature of the disability prevents some educational benefit in the regular classroom or affects the health or safety of the student or others. [OAR 581-015-2000](#)

Placements are made by the building's IEP team, which consists of the student's parent(s); one regular education teacher, if the student is participating in the regular education program, or, if the student does not have a regular education teacher, a teacher qualified to teach a student the same age; the student's special education teacher or a special education provider; a representative of the district; an individual, who may be another member of the team, who is knowledgeable about the student's disability and who can interpret the instructional implications of the evaluation results; the student, when appropriate, and other individuals who have knowledge or special

expertise regarding the student, at the discretion of the parent or district; and other agency representative as provided by law. [OAR 581-015-2210](#)

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

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

[Board Policy IGBA, IGBA-AR, IGBAF, IGBAF-AR](#)

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) compliance officer for the school district is:

Vanessa Jones

725 NE Dean Drive

Grants Pass, OR 97526

(541) 474-5706

vjones@grantspass.k12.or.us

For more information about ADA, please visit the official ADA homepage:

http://www.ada.gov/ada_intro.htm

School board policy references:

[GBA, AC](#)

TALENTED AND GIFTED PROGRAMS

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

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

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

The district has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district's program and who wish to request reconsideration. A complaint procedure has also been developed for parents to resolve disputes regarding the appropriateness of

programs and services provided to talented and gifted students. Staff should refer parents with questions to the building principal (or designee).

[Board Policy IGBBA](#)

TITLE I PROGRAMS

In order to help meet the needs of students, the district participates in Title I federally-funded programs that provide basic skills instructional services for educationally disadvantaged students in grades K-8.

Children with disabilities and Limited English Proficient children are eligible for Title I-A services on the same basis as other children who are selected for services.

Teachers with questions or concerns regarding student placement or scheduling in this program should contact the school's Title I Coordinator or Principal.

Detailed guidance can be found in [Board Policy IGBC](#) and [Board Policy IGBC-AR](#).

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