

DUFUR SCHOOL DISTRICT

**STAFF
HANDBOOK**

**DUFUR SCHOOL DISTRICT
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Table of Contents

STAFF HANDBOOK

GENERAL INFORMATION

BOARD MEMBERS	4
BOARD MEETINGS/COMMUNICATIONS	4
BUILDING HOURS	4
COMMUNITY USE OF BUILDING.....	4
CONFERENCE AFFILIATION.....	4
ABSENCES.....	5
FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)/OREGON FAMILY LEAVE ACT (OFLA).....	5
ACCIDENT/INCIDENT REPORTS	7
ADMISSION TO DISTRICT EXTRA-CURRICULAR ACTIVITIES	8
BREAKS	8
CARE/USE OF DISTRICT PROPERTY	8
CASH IN DISTRICT BUILDINGS	8
CHECKOUT.....	8
CHILD ABUSE REPORTING	9
CLASSROOM SECURITY.....	9
COMMUNICABLE DISEASE/BLOOD BORNE PATHOGENS/INFECTION CONTROL PROCEDURES	9
COMPLAINTS.....	11
CONTRACTS AND COMPENSATION	12
CONFERENCES.....	12
CRIMINAL RECORDS CHECKS/FINGERPRINTING.....	12
CURRICULUM	14
DAILY ANNOUNCEMENTS	14
DISCIPLINE AND DISCHARGE	14
DRUG-FREE WORKPLACE.....	14
EMERGENCY CLOSURES.....	14
EMERGENCY PROCEDURES AND DISASTER PLANS.....	14
EVALUATION OF STAFF	15
FAIR LABOR STANDARDS ACT	15
FUND-RAISING.....	15
GIFTS AND SOLICITATIONS.....	16
GUEST SPEAKERS/CONTROVERSIAL SPEAKERS	16
HARASSMENT.....	16
INVENTORY.....	17
JOB SHARING.....	17
KEYS.....	18
LESSON PLANS.....	18
LICENSE REQUIREMENTS.....	18
MAIL AND DELIVERY SERVICES.....	19
MATERIALS DISTRIBUTION	19
MEETINGS	19
PARTICIPATION IN POLITICAL ACTIVITIES.....	19
PERSONNEL RECORDS	20
PROGRESS REPORTS	20
PURCHASE ORDERS	20
RELEASE OF GENERAL STAFF INFORMATION	21

RESIGNATION OF STAFF.....	21
RETIREMENT	22
SITE COUNCIL.....	22
SPECIAL INTEREST MATERIALS.....	22
STAFF CONDUCT	22
STAFF DEVELOPMENT.....	24
STAFF DRESS AND GROOMING.....	24
STAFF ETHICS	24
STAFF HEALTH AND SAFETY.....	25
STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES	25
STAFF INVOLVEMENT IN DECISION MAKING.....	25
STAFF/PARENT RELATIONS	25
SUPERVISION OF STUDENTS	26
TEACHING ABOUT RELIGION	26
TELEPHONES	26
TOBACCO-FREE ENVIRONMENT	27
TUTORING.....	27
VACANCIES/TRANSFERS.....	27
VOLUNTEERS.....	27
ADMINISTERING MEDICINES TO STUDENTS	28
AIDS, HIV AND HBV* HEALTH EDUCATION	29
ASSEMBLIES	29
CLASS INTERRUPTIONS	29
COMMUNICABLE DISEASES/STUDENTS WITH HIV, HIV, AIDS*	29
CONTESTS FOR STUDENTS.....	30
CORPORAL PUNISHMENT	30
DISMISSAL OF CLASSES.....	31
DRUG AND ALCOHOL PREVENTION, HEALTH EDUCATION	31
EMERGENCY DRILLS.....	31
FEATURE FILMS/VIDEOS	32
FIELD TRIPS AND SPECIAL EVENTS.....	33
GRADING.....	33
HOMEWORK	34
MAKE-UP WORK	34
MEDIA ACCESS TO STUDENTS.....	34
MOVING CLASS/HOLDING CLASSES OUTDOORS	35
NON-SCHOOL SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS	35
PROGRAM EXEMPTIONS.....	35
RELEASE TIME FOR RELIGIOUS INSTRUCTION.....	36
RETENTION OF STUDENTS	36
STUDENT ACTIVITY FUNDS	36
STUDENT CONDUCT.....	36
STUDENT DETENTION	37
STUDENT DISCIPLINE	37
STUDENT DISMISSAL PRECAUTIONS.....	37
STUDENT/PARENT HANDBOOK	37
STUDENT PERFORMANCES	38
STUDENT TRANSPORTATION IN PRIVATE VEHICLES	38
STUDENT WITHDRAWAL FROM SCHOOL.....	38

VISITORS	38
ALTERNATIVE EDUCATION PROGRAMS	39
ASSESSMENT PROGRAMS	39
BREAKFAST/LUNCH PROGRAMS	40
COUNSELING AND GUIDANCE PROGRAM.....	40
EARLY CHILDHOOD EDUCATION	41
HEALTH SERVICES PROGRAMS	41
HOMEBOUND INSTRUCTION.....	41
HOME TUTORING SERVICES	41
LIBRARY/MEDIA SUPPORT SERVICES.....	42
MULTI-CULTURAL EDUCATION.....	42
PREGNANT/PARENTING STUDENT PROGRAMS	42
PSYCHOLOGICAL TESTING SERVICES	42
SPECIAL EDUCATION SERVICES	43

GENERAL INFORMATION

BOARD MEMBERS

The Legislature of the State of Oregon delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows: Monica Byers, Stan Ashbrook, Robert Wallace, Anne Kelly, and Cynthia Kortge.

BOARD MEETINGS/COMMUNICATIONS

Regular Board meetings are held on the 1st Monday of each month in the Cafeteria. Meetings begin at 7:00 p.m. All regular and special meetings of the Board of Directors are open to the public unless as otherwise provided by law.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the superintendent in accordance with established lines of authority as approved by the Board. All official Board communications, policies and information of staff interest will be communicated to staff through the superintendent to local building supervisors and administrators.

BUILDING HOURS

The District Office is open between the hours of 7:45 a.m. to 4:00 p.m. on weekdays, during the school year. During summer months, and other times during the school year when school is not in session, the office is open between the hours of 9:00 a.m. to 3:00 p.m. Monday through Thursday.

COMMUNITY USE OF BUILDING

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs. As classrooms may be scheduled outside regular building hours, all staff members are encouraged to leave their rooms in order and to secure personal items. The district is not responsible for personal items left on district property.

CONFERENCE AFFILIATION

The district's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the Big Sky Conference with schools comprised of comparable enrollments and activity programs. Conference schools include: Condon, Horizon Christian, Lone, Arlington, South Wasco County, Sherman County, Spray/Mitchell and Echo.

The high school participates in the following OSAA recognized activities: football, volleyball, girls' soccer, boys' and girls' basketball, wrestling, track, baseball, softball and student council.

OPERATIONS

ABSENCES

Staff members unable to report to work for any reason must notify Virginia Albrecht, business manager, as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should contact Virginia Albrecht by 2:30 P.M. whenever possible, and as appropriate, substitutes will be retained during the course of your absence.

Staff members may, at the time of the reported absence, request a particular substitute. Requests that a particular substitute not be called may be made in advance through the building principal only. Final decisions regarding substitute use or non-use will be made by the district.

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification to the building principal. An **Employee Leave Request** form must be completed and returned to the office for all staff absences. Forms are available through the office.

Paid and unpaid leaves are provided in accordance with negotiated agreements, established Board policy and law. Personal leave shall be taken by May 1st of each school year, unless the Superintendent approves a later date. Requests for personal leave shall be made at least seven (7) days in advance of the leave.

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 spouse, child or parent with a serious health condition; or
4. The staff member's own serious health condition.

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

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

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

Calculating the 12-Month Period for Leave: The district will use the same method for calculating the 12-month period in which the 12 work week FMLA and OFLA leave entitlement occurs for all employees.

Paid/Unpaid Leave: Family leave under federal and state law is unpaid. An employee may elect to use accrued paid leave including sick leave, or accrued vacation leave for the leave period. 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.

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

Medical Certification: If the staff member provides 30 or more days' notice when applying for FMLA and/or OFLA leave, he/she shall be required to provide medical documentation when appropriate to support the request for leave. The district will provide written notification to employees of this requirement within three working days of the staff member's request for leave. If the staff member provides less than 30 days' notice, he/she is required to submit such medical

certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

Under federal law, a second medical opinion at the district's expense may be required whenever the district has reason to doubt the validity of the initial medical opinion. The healthcare provider may be selected by the district. The healthcare 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 healthcare 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 healthcare provider. Should the two opinions conflict, the district may require a third opinion and that the two providers designate the third healthcare 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(ies) and/or provisions of negotiated 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. See the superintendent for details of this or any other provision of FMLA or OFLA leave.

ACCIDENT/INCIDENT REPORTS

All accidents/incidents occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the superintendent immediately. Reports will cover property damage as well as personal injury. A completed accident report form must be submitted to the superintendent within 24 hours or the next scheduled district workday, as appropriate.

In the event of a work related accident or injury resulting in a hospital admission whereby medical treatment other than first aid is provided, the superintendent will inform the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law. All accidents/incidents will be promptly investigated and corrective measures implemented as appropriate.

ADMISSION TO DISTRICT EXTRA-CURRICULAR ACTIVITIES

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

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.

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.

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

Any cash collected must be turned in and receipted on a daily basis. Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials.

CHECKOUT

Work Day Checkout: Teachers may leave the building and district grounds during lunch as necessary. Departures during preparation periods must be approved by the building principal. Classified Staff are permitted to leave the building and district grounds during their lunch break. All staff members are required to check out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

Year End Checkout: All certified staff should complete a checkout form, which is available from the principal, before leaving for the summer break.

CHILD ABUSE REPORTING

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

Oregon law recognizes these types of abuse:

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

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

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

Local Contact Information:

Department of Human Services, Wasco County – 541-298-5136 or 1-800-388-7787
Wasco County Sheriff's Office – 541-296-5454 or 911

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

COMMUNICABLE DISEASE/BLOOD BORNE PATHOGENS/INFECTION CONTROL PROCEDURES

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

All staff shall comply with measures adopted by the district and with all rules set by the Oregon State Health Division and the county health department. Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

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

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

Additionally, HIV vaccination will be made available within 10 days of initial assignment to all staff who have been identified by the district as having occupational exposure. Report any occupational exposure to blood borne pathogens to the superintendent. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential medical evaluation and follow-up.

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

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV*, HIV and/or blood borne pathogens;
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own Band-Aids. If assistance is required, Band-Aids may be applied after removal of gloves if caregiver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible;
7. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an Environmental Protection Agency (EPA)** approved disinfectant following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water, and allowed to air dry. Other disinfectants as recommended by the Center for Disease Control may be used. These surfaces include equipment, counters, mats (including those used in physical education and athletic events), toys or changing tables;
8. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;

10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leak-proof containers that are appropriately labeled or color-coded;
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood;
14. If a first aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

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

**Disinfectants which can be used include Lysol, Pyrex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers.

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.

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 and applicable provisions of administrative regulations and negotiated 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 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 negotiated agreement.

CONTRACTS AND COMPENSATION

Contracts for licensed and classified staff members will be initiated for all new employees when hired.

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

CONFERENCES

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

Conferences should be treated as an opportunity for a 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 as necessary.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

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

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

All staff not requiring licensure as a teacher, administrator, personnel specialist or school nurse and newly hired into a position having direct, unsupervised contact with students are required to submit to a nationwide criminal records check and fingerprinting as required by Board policy and law.

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

1. Classroom aides/Educational assistants;
2. Library/Media aides;
3. School office secretaries;
4. Custodians;
5. Cooks;
6. Bus Drivers;
7. Extracurricular activity staff, including:
 - a. Coaches/Athletic trainers;
 - b. Club, organization or other extracurricular advisors not requiring licensure.

Current staff members transferring into such positions voluntarily or involuntarily are also subject to such checks. Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the results of such checks.

Fees as required by the Oregon Department of Education for individuals currently employed by the district and not requiring licensure shall be paid by the district. Fees for all other individuals subject to such checks and/or fingerprinting, including non-licensed applicants for positions with the district, shall be paid by the individual.

A staff member requiring licensure may request that the required fees be withheld from his/her paycheck. A staff member may request periodic payroll deductions rather than a lump sum payment.

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

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

Processing/Reporting

1. The individual shall, as part of the application process, complete either a Criminal History Verification of Applicants form or a Fingerprint Based Criminal History as provided by the ODE.
2. Following acceptance of an offer of employment, the Criminal History Verification of Applicants form for those not subject to fingerprinting will be sent to the ODE for processing. A copy will be kept on file by the district in the individual's personnel file.
3. If the individual is subject to fingerprinting, he/she will be required to report within three working days to an authorized finger printer for fingerprinting. Fingerprints may be collected by one of the following:
 - a. Employing district staff;
 - b. Contracted agent of employing district;
 - c. Local or state law enforcement agency.
4. Individuals shall be subject to fingerprinting only after acceptance of an offer of employment or contract.
5. The individual is responsible for obtaining two fingerprint cards from an Oregon school district, education service district, an Oregon approved teacher education institution, ODE or TSPC.
6. The individual is responsible for submitting to the authorized finger printer two fingerprint cards and an 8 1/2" x 11" or larger envelope with postage affixed and addressed to the district personnel office.
7. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized finger printer and require that the individual submit a photo ID (driver's license or other) containing the individual's name and picture in order to verify the identity of the individual intended to be fingerprinted.
8. The authorized finger printer will return the fingerprint cards to the district in the envelope provided. The Fingerprint Criminal History Verification form and fingerprint cards will be sent to the ODE. A copy of the form will be kept in the employee's personnel file.

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

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

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

CURRICULUM

The State of Oregon adopted the Common Core Curriculum Standards. Dufur School is currently implementing the Common Core Standards Kindergarten – 12th Grades.

Testing: Student testing will be completed to guidelines set by the district. The Smarter Balance system may be used in conjunction with standard testing procedures. All testing must be completed within the timelines set by the state or the district. Student testing results that are available at the end of the school year will be sent home to parents with the 4th quarter grades.

Technology: Teachers must ensure that all students have signed “Code of Conduct” indicating parent approval before they are allowed to use the internet.

DAILY ANNOUNCEMENTS

Daily Announcements are prepared by office staff and read over the loud speaker each day at the beginning of 2nd period. All teachers are asked to read the daily bulletin to their students if their class does not listen to them on the loud speaker to help keep students informed about district and school activities and to help promote the school's effort to recognize the accomplishments of staff and students. Staff members may place an announcement in the daily announcements by turning it in to the office no later than 8:30 A.M., the day of the announcement. Announcements generally are not run more than three days unless as otherwise authorized.

DISCIPLINE AND DISCHARGE

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

DRUG-FREE WORKPLACE

Dufur School is a drug-free workplace.

EMERGENCY CLOSURES

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

An automated phone system will be implemented to notify all staff in the event of delayed openings or school closures. Additionally, the local radio stations regularly report delayed openings and school closures.

EMERGENCY PROCEDURES AND DISASTER PLANS

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

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

EVALUATION OF STAFF

The district's evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities and receive administrative responses to them; to have formal and informal observations of the teaching of licensed staff and the performance of assigned duties and job responsibilities of all other staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to make improvement within specific timelines.

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, retention, dismissal and discipline.

Licensed probationary staff will be formally evaluated at least annually. All other licensed staff will be formally evaluated at least biannually.

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

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

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the building principal. Classified staff members are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the building principal. 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 will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations and negotiated agreements.

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

1. What constitutes non-exempt 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.

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

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

GIFTS AND SOLICITATIONS

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

Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as \$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 building principal approval. The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the building principal.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

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

Prior building principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial. Guest speakers should represent various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue.

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

1. Profanity, vulgarity and lewd comments are prohibited;
2. Smoking is not permitted while speaking to or consulting with students;
3. Sexist, racial remarks or derogation of any group or individual prohibited.

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

HARASSMENT

Harassment of staff members is strictly prohibited on district property including non-district property while a staff member is at any district-sponsored, district-approved or district-related

activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

1. Harassment includes, but is not limited to, racial, religious, national origin, age, parental or marital status, disability and sexual harassment.
2. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
3. The staff member's submission to the conduct or communication is made a term or condition of employment;
4. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
5. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
6. The conduct or communication has the effect of creating an intimidating, hostile or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.

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

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal or superintendent immediately. If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

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

INVENTORY

Furniture and Equipment Records: The district and all district staff shall establish and maintain a system of inventory accounting for permanent furniture and equipment. Such inventories shall be updated annually.

Disposal of Equipment: Excess school equipment shall be disposed of at the discretion of the Board.

JOB SHARING

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

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

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

KEYS

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

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, 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 Superintendent within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued, in the following amounts:
 - a. Room or other keys—\$10;
 - b. Master key—\$45;
 - c. Maximum charge—\$60.

LESSON PLANS

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

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

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study. As well as being tied to your goals developed through data review and as discussed during your data conference.

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

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

LICENSE REQUIREMENTS

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

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

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

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

MAIL AND DELIVERY SERVICES

All staff are to check their mailboxes before school, noon and after each working day 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. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff members are expected to attend staff meetings unless prior arrangements have been made with the building principal. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

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

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

On all controversial issues, staff members are expected to make clear that the viewpoints they 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.

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, records relative to compensation, payroll deductions, evaluations, complaints and written disciplinary actions.

All records containing medical condition information such as workers' compensation reports and release/permission to return to work forms will be kept confidential, in a separate file from personnel records.

All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited 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 office to inspect the contents of his/her personal file on any day the office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member 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. Attorneys for the district or the district's designated representative on matters of district business.

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

PROGRESS REPORTS

Mid-term grades will be mailed home. Students and families will be issued a PIN to allow access to their student's grades on a weekly basis. Students failing at mid-term will be ineligible for the remainder of the term.

PURCHASE ORDERS

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

No purchase 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 and must be completed with the following information:

1. Date;
2. Vendor;
3. Delivery address;
4. Item quantity;
5. Item description;
6. Unit value;
7. Total amount;
8. Budget code;
9. Name of requestor;
10. Signature of individual authorized to sign purchase orders.

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

RELEASE OF GENERAL STAFF INFORMATION

A staff member's address and personal phone number may be released by the district. Such information will not be disclosed if a staff member provides evidence that disclosure would cause danger to the staff member or to other members of his/her family. The district may consider such evidence as the employee and/or family has been a victim of domestic violence, has contacted law enforcement officials involving domestic violence or other physical abuse, has obtained a temporary restraining order or other no contact order or has filed criminal or civil legal proceedings regarding physical protection.

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

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

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

RESIGNATION OF STAFF

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

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

A licensed staff member who wishes to resign from his/her position with the district must give written notice at least 60 days prior to the date he/she wishes to leave district employment. The 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 to suspend the teacher's license for the remainder of the school year. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

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

RETIREMENT

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

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.

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 and the coordination of plans for the implementation of programs at the school site and for the professional development of teachers and classified employees as provided for in Oregon Revised Statutes and Oregon Administrative Rules. 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 members are invited to attend 21st Century Schools Council meetings. Membership selection information may be obtained by contacting an association representative or the building principal. Site Council will meet on a monthly basis.

SPECIAL INTEREST MATERIALS

Supplementary materials from non-school sources require building principal approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources. Generally, materials that are of obvious educational quality, supplement and enrich instructional and reference materials for definite school courses and are timely may be considered for approval.

STAFF CONDUCT

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

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

Application of Rules:

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

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

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

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues.
3. Refrain from communicating with students in social media networks, e.g. Facebook, MySpace, etc.

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

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

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

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

STAFF DEVELOPMENT

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

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

All requests for district payment of college course work tuition require prior administrative approval. Professional growth application forms are available in the school office.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and job assignment. Requests require prior building principal approval. Forms are available in the office.

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

STAFF DRESS AND GROOMING

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

STAFF ETHICS

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

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

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

STAFF HEALTH AND SAFETY

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

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection.

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

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

STAFF INVOLVEMENT IN DECISION MAKING

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

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

STAFF/PARENT RELATIONS

The district encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

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

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

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

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

SUPERVISION OF STUDENTS

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. All teachers are expected to be in their classrooms prior to the arrival of students.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage. No other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

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

TEACHING ABOUT RELIGION

Religious education is the responsibility of the home and religious institution. Public schools are obligated to maintain neutrality in all such matters. However, as religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

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

TELEPHONES

Telephones are available throughout the building for staff convenience. Long distance calls for district business and personal use purposes may be placed from a telephone with an unrestricted line. Staff members are responsible for all costs related to long distance calls made for personal use.

TOBACCO-FREE ENVIRONMENT

In order to protect the health of students, staff and the general public, provide a 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 as the carrying or smoking of any kind of lighted pipe, cigar, cigarette or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

TUTORING

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

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

VACANCIES/TRANSFERS

Announced vacancies for licensed and classified positions are posted in the school at least five working days prior to closing the application period. Copies of the posting are also sent to association representatives and individual staff upon written request to the superintendent. During summer break, such notices are mailed to the association presidents.

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

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 approval.

Volunteers are required to complete a background check prior to directly supervising students.

STUDENT OPERATIONAL PROCEDURES

ADMINISTERING MEDICINES TO STUDENTS

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent.

All medications will be kept in locked storage in the office or Resource Room unless a student must carry medication on his/her person during the school day.

Generally, medication for students in grades K-8 will be administered by the teacher or designated staff member. Each time medication is administered a record noting date, time, amount and name of the staff member administering the medication must be made. In the event a student must carry an inhaler on his/her person during the school day, a statement signed by the physician and the parent must be provided to the office authorizing such use.

Teachers are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time.

The building principal, in consultation with a healthcare professional, may allow students to self-medicate. All such decisions are based on the appropriateness of the student to self-medicate and the general safety of other students. Students in grades 9-12 are generally permitted to self-administer medications in accordance with the following procedures:

1. Any prescription and/or over-the-counter medications required for use longer than two weeks may be permitted only upon written request from the parent;
2. Self-administration of any controlled substance as defined by law and as may be prescribed by a physician may be permitted only upon written request from the parent;
3. All medication must be in its original container. Prescription labels are to specify the name of the medication, dosage and frequency. The instruction "p.r.n." (as needed) must include information as to the maximum dosage;
4. The student should only have the amount of medication needed for that school day;
5. All medication is to be kept with the student or stored in his/her locked locker;
6. Sharing or borrowing of medication is strictly prohibited.

The right to self-administer medication may be revoked by the building principal if there are any abuses of these procedures.

AIDS, HIV AND HBV* HEALTH EDUCATION

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

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

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

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

ASSEMBLIES

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

COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS*

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. Services generally will not be provided to students excluded unless otherwise required by law.

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

Parents of a student six years or older, who is infected with HIV or HBV and not a special risk student as defined by the Oregon Health Division, are not required by law to report their condition to the district. These students also, as provided by law, have a right to continue school.

Parents of a special risk student as defined by the Oregon Health Division, who is HIV positive as well as all students with AIDS, are required to notify the district of the student's condition for continued educational services, following evaluation by the Oregon Health Division or local health department of the student's risk to others, including any restrictions which may be required. With written parental permission, 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

HIV - 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 Principal for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

CORPORAL PUNISHMENT

The use of corporal punishment, in any form, is strictly prohibited by the district. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of physical pain.

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

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

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

DISMISSAL OF CLASSES

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.

DRUG AND ALCOHOL PREVENTION, HEALTH EDUCATION

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

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

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

Funds needed to support activities related to alcohol, drug and tobacco prevention are identified by source, particularly the 1986 Drug-Free Schools Act, monies 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 alcohol and drug information and an explanation of district and school alcohol and drug policies, procedures and programs. The input of staff in planning and implementing the district's staff development and public information program is encouraged to ensure a drug and alcohol program that best meets the needs of district students.

EMERGENCY DRILLS

All teachers grades K-8 are required to provide instruction on fire and earthquake dangers and drills for at least 30 minutes each school month in accordance with the requirements of law. At least one fire drill will be conducted each month for grades K-12. At least two drills on earthquakes will be conducted each year for grades K-12.

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

The warning signal for a fire alarm/drill is a continuous bell. Upon the sounding of a fire alarm, teachers are required to:

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

The warning signal for an earthquake alarm/drill is 3 short bells. In the event of an earthquake, teachers are required to:

1. Immediately direct all students to "duck, cover and hold". Students should drop to a crouched position with head bent to knees, hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. Wait until shaking stops;
3. Evacuate building following established evacuation procedures;
4. Take roll and report any unaccounted students to the administration;
5. Upon "all clear" signal announced by administration, not bell/alarm signal escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Crouch low to the ground and protect head and neck.

FEATURE FILMS/VIDEOS

Building principal approval is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated G, PG or PG-13 may be authorized for classroom use.

Requests are to be submitted to the building principal at least five days prior to the proposed showing. Forms are available in the office. The following information should be included:

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

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent.

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

FIELD TRIPS AND SPECIAL EVENTS

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

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

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines to the office prior to departure for the scheduled activity.

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.

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 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.

Letter grades will be used as follows:

A - Superior
B - Above Average
C - Average
D - Below Average
F - Failing

P - Pass-credit granted, non-graded course
NP - No Pass-credit denied, non-graded course
I - Incomplete
W - Withdrawal

Grading will be on a nine-week basis.

Grade reduction or credit denial based on a student's attendance may be permissible only when the student's attendance is not used as sole criteria for the grade reduction or credit denial. Prior to a grade reduction or credit denial, teachers are required to provide notice to the student, parents or guardian that includes the following information:

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

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability or an excused absence as determined by district policy. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP).

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. **Teachers using web-based grading will update their grade book on a weekly basis.**

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 shall be permitted to make-up school work missed. Work assignments for those classes appropriate to home study shall be available to the parent no later than two school days following initiation of the suspension. Upon return to school the student will have the number of days to complete work equal to the number of days suspended.

MEDIA ACCESS TO STUDENTS

The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

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

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

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

MOVING CLASS/HOLDING CLASSES OUTDOORS

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

From time to time, certain class assignments may be more appropriately conducted outdoors. Prior building principal 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 monies 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.

PROGRAM EXEMPTIONS

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

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

RELEASE TIME FOR RELIGIOUS INSTRUCTION

Students may be excused from school for religious instruction, not to exceed two hours for grades 1-8 and five hours for grades 9-12 in any school week. Teachers will be notified by the office of any students in their class so excused. Any student unable to attend classes on a particular day due to religious beliefs is to be excused from attendance requirements for that day.

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

RETENTION OF STUDENTS

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exception will always be made after prior notification and explanation to the student's parents, but the final decision will rest with the superintendent.

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

STUDENT ACTIVITY FUNDS

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

STUDENT CONDUCT

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

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

All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year. A schedule developed by the building principal including particular areas to be emphasized will be provided to all staff during in-service.

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

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

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 bus students, prior arrangements 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.

STUDENT DISCIPLINE

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

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

Each student who is being provided educational services through an Individual Education Program (IEP) is subject to district discipline regulations unless, as provided by law, specific behavioral concerns are addressed as part of the student's IEP. Teachers are expected to work cooperatively with special education staff to resolve any concerns regarding the conduct and discipline of a student with disabilities.

STUDENT DISMISSAL PRECAUTIONS

No teacher may permit any student to leave class/school prior to the regular hour of dismissal except as may be authorized by the office.

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 members are expected to familiarize themselves with the general information, administrative rules and procedures pertaining to students as set forth in the student/parent handbook and in Board policy. Teachers are expected to review the handbook with students during the days/times designated by the building principal.

STUDENT PERFORMANCES

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

All performances involving students must be approved by the building principal and may not interfere with other scheduled activities or classes within the school.

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

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior building principal approval.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle or a district-owned vehicle.

STUDENT WITHDRAWAL FROM SCHOOL

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

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

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

VISITORS

Students are not permitted to bring visitors to school. Staff members are expected to report any unauthorized person on school property to the building principal.

SPECIAL PROGRAMS

ALTERNATIVE EDUCATION PROGRAMS

Alternative educational programs have been developed and identified to meet the needs of students unable to succeed in regular district programs in compliance with state requirements. The involvement of staff, parents and the community in recommending alternative programs for Board approval is encouraged.

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

The district is obligated to pay the actual alternative program cost or an amount equal to 80 percent of the district's estimated current year's average per-student net operating expenditure, whichever is less.

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

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

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

Teachers with questions concerning available alternative programs should contact a counselor or the superintendent.

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.

The district's assessment program consists of the following:

1. Performance-based assessments with results are reported to the Board and parents;
2. Annual statewide benchmark testing in grades 3, 5, 8 and 10. 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. Individual teacher assessments;
7. District approved optional assessments.

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

BREAKFAST/LUNCH PROGRAMS

The district participates in the National School Lunch and School Breakfast program(s). Free and reduced-price meals are available for students unable to pay the full price for meals. General information, eligibility criteria and confidential application forms are available through the office.

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 educational programs, progress towards meeting local and state graduation requirements, scholarship and college entrance requirements and identification of district, community and state-wide resources for students with academic, personal/social or other needs.

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

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

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

Confidentiality is not to be abridged except:

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

EARLY CHILDHOOD EDUCATION

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, a preschool program for three-and four-year-olds has been developed by the district.

HEALTH SERVICES PROGRAMS

The district has an established health services program which provides:

1. Pertinent health information on students, as required by Oregon statutes and regulations;
2. Health appraisal services, including screening for possible vision or hearing problems and also scoliosis;
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 State Health Division 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;
8. Integration of school health services with school health education programs.

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

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

HOMEBOUND INSTRUCTION

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

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

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

HOME TUTORING SERVICES

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

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

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

LIBRARY/MEDIA SUPPORT SERVICES

Teachers should contact library/media staff for assistance in obtaining audiovisual materials and equipment, computer software, video tapes, laser disks, sound filmstrips and other instructional media materials maintained by the district.

Additional supplemental materials may also be available through the local education service district and/or state library system. A professional collection of books and current periodicals is also available for staff use in the library. Materials may be checked out through library staff.

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

MULTI-CULTURAL EDUCATION

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

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

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

PREGNANT/PARENTING STUDENT PROGRAMS

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

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

PSYCHOLOGICAL TESTING SERVICES

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

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

SPECIAL EDUCATION SERVICES

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

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

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

Placements are made by the building's multi-disciplinary team (MDT), which consists of special education staff, the student's teacher, or if the student does not have a regular teacher, a teacher qualified to teach a student the same age, the student's parents, the student when appropriate and other individuals at the discretion of the parent or district.

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

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