

2021/2022
PAISLEY SCHOOL
DISTRICT
STAFF HANDBOOK



STAFF HANDBOOK

Staff Directory..... A
School Calendar..... B

NON DISCRIMINATION POLICY

Non Discrimination Policy..... 1

FISCAL MANAGEMENT/ORDERING/TRAVEL

Forms..... 1
Purchasing Procedures..... 1-3
District Credit Cards..... 3
Reimbursement for Travel..... 3
Per Diem..... 3-4
Lodging..... 4
Request for District Transportation..... 4

SCHEDULING & ANNOUNCEMENTS

Calendar of Events..... 4
Faculty Meetings..... 4
Daily Announcements/Email..... 4

EMERGENCY PROCEDURES

Emergency Drills..... 4-5
Emergency Closures..... 5
Emergency Procedures and Disaster Plans..... 5-6
COVID19 Specific Communicable Disease Information..... 6

OFFICE MANAGEMENT

Office Staff..... 6-7
Office Procedures..... 7
Copyright..... 7-8

STAFF CONDUCT

Personal Communication Devices..... 8-9
Video Surveillance Policy (ECAC)..... 9-10

Sexual Harassment.....	10-18
Reporting Requirements Regarding Sexual Conduct w/Students	18-19
Staff Dress and Grooming.....	19
Complaint Procedures.....	19-20
Drug-Free Workplace.....	20-22
Notice to Employees Engaged in Work and Federal Grants.....	22

HUMAN RESOURCES

Forms.....	22
Time Sheets/Payroll.....	22-23
Employee Absences.....	23
Classified Leave Policy Pertaining to Inclement Weather.....	23
Leave Donation Policy.....	23
Work Hours.....	23-24
Mother Friendly Workplace.....	24
Breaks.....	24-25
License Requirements.....	25
Evaluation of Staff.....	25-26
Health Insurance.....	26-27
Double Coverage Surcharge.....	26
Health Reimbursement Arrangement (HRA).....	26
Health Savings Account.....	27
Cafeteria Plan in Lieu of Health Insurance.....	27
Section 125-Flexible Spending Account.....	27
403(b) Retirement Plan-Tax Deferred Account Plan.....	27
AirMedCare Insurance.....	27

CLASSROOM MANAGEMENT

Syllabus and Lesson Plans.....	28
Homework.....	28
Make-Up Work.....	28-29
Progress Reports.....	29
Conferences.....	29
Student Conduct.....	29-30
Guest Speakers/Controversial Speakers.....	30-31
Hazing/Harassment/Intimidation/Cyberbullying/Menacing.....	31-34
Reporting of Suspected Abuse of a Child.....	34-36
Student/Parent Handbook.....	36-37

BOARD OF DIRECTORS

Board Meetings.....	37
Board Policies.....	37

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	27	29	30	31

January 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	3-School Resumes				16/76
17- MLK, Jr. Birthday		20-End of Q2/ 22- Grade Day				

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	24- First Aid			
25/26-Inservice		30- School Starts		2/2		

February 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	21- President's Day				15/91
23- Progress Rpts Due (Q3)						

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		16/18
2-7 Fair Break		8-School Resumes				
10-Friday School		23-Progress Rpts Due (Q1)				

March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		15/106
3/21 - 3/24/22 - Spring Break						
31- End of Q3						

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
28- End Q1/29-Grade Day						16/34

April 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1- Grade Day Q3						17/123
6-7 Parent Conf (4-7 PM)*						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				16/50
3-4 Parent Conf (4-7 PM)*		11- Veteran's Day				
25-26 Thanksgiving Break						

May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				17/140
4- Progress Rpts Due (Q4)						
30- Memorial Day						

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	10/60
8- Progress Rpts Due (Q2)						
12/21 to 1/2/22 - Christmas Break						

June 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		6/146
2 - Last day for K-8				9- Last day for 9-12		
9- End of Q4 / 10 - Grade Day			11- Senior Grad Day			

P
A
I
S
L
E
Y

S
C
H
O
O
L

C
A
L
E
N
D
A
R

Conf / Inservice
Holidays
Fri. School
Other
End of Qtr/Sem
Emergency Closure

*1 day each semester extra instruction day for conferences. (November/April)

High School Totals			4th-8th Grade Totals			Elementary Totals		
Grade	Paisley	State Min.	Grade	Paisley	State Min.	Grade	Paisley	State Min.
9th-11th:	1005.0	990 hrs	4th-8th:	977.4	900 hrs	Kinder:	963.2	900 hrs
12th:	1005.0	966 hrs	@ 413 minutes per day			1st-3rd:	963.2	900 hrs
@ 413 minutes per day						@ 407 min per day		

1st-12th Grade Days per Grading Period		
1st Quarter	8/30/21 to 10/28/21	34
2nd Quarter	11/1/21 to 1/20/22	37
1st Semester		71
3rd Quarter	1/24/22 to 3/31/22	35
4th Quarter	4/4/22 to 6/9/22	40
2nd Semester		75

Friday School Days	
9/10/21	K-12

Report Cards	Mailed
Quarter 1	Week of 11/1/21
Quarter 2	Week of 1/24/22
Quarter 3	Week of 4/11/22
Quarter 4	Week of 6/13/22

Progress Rpts	Due
Quarter 1	9/23/21
Quarter 2	12/8/21
Quarter 3	2/23/22
Quarter 4	5/4/22

Hours/Days broken out by Grade Level - for State

	9th - 11th Grades	12th Grade	4th - 8th Grade
Aug	2	2	2
Sept	16	16	16
Oct	16	16	16
Nov	16	16	16
Dec	10	10	10
Jan	16	16	16
Feb	15	15	15
March	15	15	15
April	17	17	17
May	17	17	17
June	6	6	2
	146	146	142
	413	413	413
	1005.0 total hrs	1005.0 total hrs	977.4 total hrs

	1st - 3rd Grades	Kindergarten
Aug	2	2
Sept	16	16
Oct	16	16
Nov	16	16
Dec	10	10
Jan	16	16
Feb	15	15
March	15	15
April	17	17
May	17	17
June	2	2
	142	142
	407	407
	963.2 total hrs	963.2 total hrs
	6533.93 total hours	6533.93 total hours

Paisley Hours vs State Hours		
Gr Level	Paisley	Hrs Over
Elem (K-6)	963.2	63.2
Jr High	977.4	77.4
9h-11th	1005	39
12th	1005	39

2021/2022 STAFF HANDBOOK

The following staff handbook is provided to assist staff in the day-to-day operations of the school.

NON-DISCRIMINATION POLICY

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment, including but not limited to, in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings. The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which citizens can communicate their concerns to the administration and the Board. The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues.

The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public. The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law. (See Board Policy AC and AR-AC for complaint process and form)

FISCAL MANAGEMENT/ORDERING/TRAVEL

Forms

Use of proper forms for purchasing, reimbursements and per diem is required. The Secretary or Business Manager will help you to locate and fill out the proper form as needed.

A Google Drive folder entitled "Employee Docs" containing important forms, including school calendars, class schedules, instructions on how to process requisitions on Infinite Visions, pay date schedule, is available for sharing upon request. Please ask the Business Manager or District Secretary to share the link to the folder.

Purchasing Procedures

The following administrative guidelines are issued to assist you in ordering needed materials.

The Superintendent, Business Manager and District Secretary shall supervise and authorize all district

purchases.

General Guidelines:

1. Only the Superintendent, Business Manager, or District Secretary shall supervise and authorize all district purchases.
2. It is the responsibility of the person requesting materials to provide an adequate description of items to be purchased. A source, including address and FAX or phone number, should be supplied at time of requisition.

Requisitions

1. The following individuals are authorized to issue requisitions against stipulated segments of budget appropriations: Superintendent, Business Manager, Athletic Director, Teachers, and Maintenance/Pupil Transportation Supervisor. Each authorized person shall be responsible for limiting requisitions to their budgeted funds.
2. Requisitions may be made electronically through the iVisions web portal at the following link:

<https://ivision.scesd.k12.or.us/paisleyess/>

Each staff member will be assigned access information to logon to the iVisions web portal. Contact the Business Manager for more information. Exceptions to the web portal can be made for individuals who wish to submit requisitions to the Business Manager in paper format.

An alternate purchasing procedure is used for student curriculum orders for the Distance Learning Program.

3. All requisitions against district funds will be submitted to the Business Manager or Superintendent for verification of fund availability. The approved requisitions will then be forwarded to the District Secretary (or designated purchasing agent). The district purchasing agent shall issue purchasing orders to the appropriate vendors.
4. Requisitions for the next Fiscal Year are to be submitted on or before the last day of work in June.
5. **Individuals who order without following district purchasing procedures will be held personally liable for unauthorized purchases.**

Purchase Orders

1. Purchase orders shall be in electronic format (iVisions) and include the following information:
 - a) An adequate description of the characteristics and the quality standards of the item required.
 - b) A firm quoted net price, whenever possible. Prices shall be shown per unit and extended.

- c) Clear delivery instructions, including place and date requirements.
 - d) Signature (electronic) of Purchasing Agent.
2. Confirmation orders (verbal orders subject to subsequent confirmation by a written purchase order) may be issued only in cases where a bona fide emergency situation exists which can be handled only by this procedure.

District Credit Cards

A District Visa Card is available for authorized budget expenditures. Persons issued a credit card are responsible for its safekeeping. Report a lost card immediately to the Business Manager

The Business Manager, District Secretary or Superintendent will keep district credit cards.

Cards are to be issued by the office for authorized travel and other expenditures as necessary.

The credit cards, as well as all receipts for expenditures must be submitted to the Business Manager within 24 hours or the first business day of return to the district. It is the sole responsibility of the employee to obtain receipts and turn them in to the business manager in a timely manner. Employees may be responsible for expenditures made on the credit card without accompanying receipts and/or the prior authorization of the superintendent.

Reimbursement for Travel

The superintendent shall approve all meeting registration, meal and lodging costs in advance of travel. Employees must complete the "Travel Reimbursement Report" located in the District Office to receive travel reimbursement or per diem payments. Receipts must be attached (if applicable).

Travel Reimbursement Rates

Employees attending any meeting approved by the District may be reimbursed for actual approved meal expenses, not to exceed the current standard meal per diem rate set by the U.S. General Services Administration. Current meal allowance rates will be outlined at the bottom of the "Travel Expense Reimbursement Report" located in the District Office. Employees will not be allowed reimbursement for alcohol or tobacco purchases.

Employees are encouraged to use District provided transportation. Permission to use a private vehicle for school-related business must be granted in advance.

If District transportation is not available, expenses for mileage will be at the **current** IRS Standard Mileage Rate. If District transportation is available, employees may request to use their own transportation with the understanding that they will receive reimbursement at the current IRS basis reduction amount treated as depreciation, plus actual fuel receipts (must be attached to Report). It is each employee's responsibility to ensure vehicle safety and appropriate insurance when using privately owned vehicles.

Travel Per Diem Payments

Employees may request meal and mileage per diem payments in advance of attending meetings approved by the District at the rate listed on the current Travel Expense Reimbursement Report

located in the District Office.

Lodging

Employees shall make every effort to obtain lodging at or below the current GSA lodging per diem rate (<http://www.gsa.gov> based on the location of the work activities.) If lodging is not obtainable at said rate, employees shall request pre-approval for lodging costs that exceed the current, standard GSA rate. Whenever possible, the district business manager will make the lodging reservations for employees.

Requests for District Transportation

All requests for district transportation are to be made in writing at one week prior to the desired travel date on the appropriate travel request form. Requests will be given to the Superintendent or Transportation Supervisor, who will make travel arrangements. Employees who wish to use the school van or pickup must sign up on the sheet located on the divider in the District office.

SCHEDULING & ANNOUNCEMENTS

Calendar of Events

The Office Secretary will keep the official school calendar. All items are to be scheduled with the secretary, and any event not scheduled will not be allowed. The office will print a monthly calendar of events.

Faculty Meetings

Faculty meetings will normally be held the first and third Wednesdays of each month at 7:15 a.m. in the library.

Daily Announcements/Email

Daily announcements will be delivered over the intercom by the secretarial staff at a time agreed to by the administrative and teaching staff.

Staff may place an announcement in the daily bulletin by completing the appropriate form and returning it to the office [no later than 3:00 p.m., one day in advance of the announcement]. Announcements generally are not run more than three days unless as otherwise authorized.

EMERGENCY PROCEDURES

Emergency Drills

All teachers 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.

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

The warning signal for a fire alarm/drill is an actual fire alarm or will be by verbal instruction via intercom. Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the buildings 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 **leave door unlocked**;
3. Take roll book;
4. Escort class to the football field and take roll. Report any accounted students to the Superintendent or designee;
5. Upon “all clear” signal, announced by administration or designee escort students directly back to class. Check roll.

The warning signal for an earthquake alarm/drill is instruction by intercom. 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 or designee, 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.

Emergency Closures

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

Office staff will use a structured phone tree to contact all staff in the event of a delayed opening or school closure. In addition to the phone tree the “School Messenger” program may be used to quickly notify staff, parents and student of delays or closures. This program will be implemented by office staff when necessary. Additionally, the following radio stations regularly report delayed openings and school closures:

KPAI 103.1
KQIK 93.5

Additionally, staff may receive such notifications through school email.

Staff members should refer to their collective bargaining agreements if there are questions about whether they are required to report to work on school closure days

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. The plans must be posted in each classroom and building Throughout the school.

COVID-19 SPECIFIC COMMUNICABLE DISEASE INFORMATION

(Update, September, 2021)

If a staff member exhibits symptoms of COVID-19 (cough, fever of 100.4 degrees Fahrenheit, shortness of breath, difficulty breathing, sore throat, loss of sense of smell/taste) they should seek the advice of a health care professional or local health authority. If the staff member is tested and the results are positive, he or she should stay home for 10 days from the onset of symptoms and for at least 24 hours after fever is resolved without the use of fever-reducing medication.

If an alternate diagnosis is determined by a healthcare professional, the staff member should be fever free for 24 hours after symptoms have improved.

Exposure to a diagnosed case of COVID-19 may require quarantine for 14 days after initial exposure for any student or staff, depending on determination of risk. Site-based rapid testing is available for symptomatic staff members. Home-based, private screening can be accessed by staff members for on-going testing. Details are available at Oregon Department of Education COVID-19 web page.

OFFICE MANAGEMENT

Office Staff

The following is a summary of areas of responsibility of office staff:

Business Manager

- Manages and analyzes all District finances
- Prepares the draft of the fiscal year budget for administration and Committee review
- Compiles and processes all budget requests
- Serves as the Districts accounts payable and accounts receivable manager
- Prepares monthly financial reports for administration and Board
- Serves as the human resources officer
- Processes monthly payroll and processes quarterly and annual payroll reports
- Serves as secretary to the Board of Directors
- Prepares school agency and District reports as necessary
- Coordinates and provides support related to the annual auditing process
- Provides support to the Superintendent

District Secretary

- Maintains the school calendar
- Acts as custodian of student records

- Keeps student attendance and health records
- Processes all purchases for the Student Body Fund
- Coordinates substitutes for employees on leave
- Answers telephones
- Acts as the District Purchasing Agent
- Assigns lockers to students
- Acts as Assistant to Academic Counselor
- Completes and submits all student-related reporting to ODE
- Works with foreign exchange students, exchange agencies and SEVIS to complete all necessary paperwork
- Compiles grades from teaching staff and distributes progress reports, report cards and transcripts
- Provides support to the Superintendent

Office Assistant

- Answers telephones and acts as receptionist
- Writes student admit slips
- Prepares daily announcements
- Assists the District Secretary in purchasing
- Distance Learning Program purchasing support and student management
- Assists the webmaster in updating the District's website
- Serves as the student activities advisor
- Provides support to the Superintendent
- Other jobs as assigned by supervisory staff

Office Procedures

The office staff's mission is to provide support for the teaching enterprise of the district. To assist the office staff in this, the following guidelines are issued:

1. Students will not be admitted to the office area during class time without a note or pass from his/her assigned teacher.
2. Only one student at a time will be allowed to come behind the front counter.
3. Students should use the telephone in the classroom during class time. If a student must use the office telephone, they are required to have a note from their teacher.
4. Requests by staff and students will have to be prioritized. It is a good idea to leave the Secretary, Superintendent and Business Manager a note in their box with your request. Oral requests are easily forgotten in a busy office.
5. Personal photocopies are \$.10 cents each, and personal faxes are as follows: Local & Toll-Free Numbers – free; long distance numbers - \$1.00 per page.

Copyright

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

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

All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office and media center. Please see Board Policy EGAAA “Reproduction of All Copyrighted Materials” and EGAAA-AR “Guidelines for the Use of Copyrighted Materials” (available in District Office upon request).

STAFF CONDUCT

Personal Communication Devices (Policy GCAB “Personal Communications Devices and Social Media-Staff”) (2/10/2020)

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

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

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

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

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

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

¹ Nothing in this policy is intended in any form to limit the right of employees to engage in protected labor activities via the use of social media.

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

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is illegal or violates the terms of this policy. Staff actions on social media websites, public websites and blogs, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A “disruption”² for purposes of this policy includes, but is not limited to, one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened or actual negative impact on the learning environment.

The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

Licensed staff are subject at all times to the Standards for Competent and Ethical Performance of Oregon Educators. (See Board policy GCAA)

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

END OF POLICY

Legal Reference(s): ORS 163.432 ORS 163.433 ORS 163.684 ORS 163.686 ORS 163.687 ORS 163.688 ORS 163.689 ORS 163.693 ORS 163.700 ORS 167.057 ORS 326.011 ORS 326.051 ORS 332.072 ORS 332.107 ORS 336.840 ORS 339.372 [OAR 584-020-0000 – 020-0035] Senate Bill 155 (2019) 18 U.S.C. § 1466A (2018). 18 U.S.C. § 1470 (2018). 20 U.S.C. § 7131 (2018). 20 U.S.C. § 7906 (2018). Copyrights, Title 17, as amended, United States Code (2018); 19 C.F.R. Part 133 (2019). *Melzer v. Bd. Of Educ.*, City of New York, 336 F.3d 185 (2d Cir. 2003). *Ross v. Springfield Sch. Dist.*, No. FDA 80-1, *aff'd*, 56 Or. App. 197, *rev'd and remanded*, 294 Or. 357 (1982), *order on remand* (1983), *aff'd*, 71 Or. App. 111 (1984), *rev'd and remanded*, 300 Or. 507 (1986), *order on second remand* (1987), *revised order on second remand* (1988). Cross Reference(s): GBNA/JHFF - Reporting Requirements for Suspected Sexual Conduct with Students JHFE - Reporting of Suspected Abuse of a Child JHFF - Reporting Requirements Regarding Sexual Conduct with Students

Video Surveillance (policy ECAC-AR)

Purpose of Surveillance Cameras

Video cameras will be deployed at various locations on school property to promote the safety and security of our students, staff, community members and facilities. The system is motion activated and does not include audio recording. Recordings may be used to identify individuals violating the law or school policy. They may also help identify safety concerns and assist emergency services personnel in the event of a school-based emergency.

Placement of Cameras

Cameras will be located in public spaces such as school entry doors, hallways, playground areas, parking lots, buses and similar locations where privacy is generally not expected.

Monitoring of Video Recordings

No school staff will be designated to view live events in real time. Recorded events will be reviewed only in response to an incident or other legitimate need. Should an incident occur on school property that requires investigation, the district tech support staff will be instructed to retrieve video from the time frame concerned and forward it to the superintendent or designee for review. The superintendent or designee will determine how to proceed with this material. All videos will be held confidential, to be viewed only by involved parties and—if necessary—law enforcement.

Storage of Recordings

Video recordings are stored for one week. After this time, they are automatically erased. An exception to this policy occurs when a recording is part of an investigation in which the recording is part of the evidence. Recordings subpoenaed by law enforcement or as part of a civil proceeding are subject to applicable law.

Sexual Harassment (Policy GBN/JBA) (9/21/2021)

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints^{1} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{2}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties³ shall include:

¹ Some districts choose not to use the terms “complaint” and “complainant” because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If you choose to change these terms, make sure that you are consistent and clear. Note, “complainant” is defined under federal law.

² Common complaint procedures that may also be involved include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNA/JHFF)

³ “Third party” means a person who is not a student or a school or district staff member and who is: 1) on or

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student’s educational activity or program;
 - b. Interferes with a school or district staff member’s ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without the student’s, staff member’s or third party’s consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.^{4}

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person’s action, offensive because of that other person’s sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, ^{5}physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one’s sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Phone
Superintendent Paul Hauder or Acting Superintendent	541-943-3111

These individual(s) is/are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX Coordinator.^{6} See GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

immediately adjacent to school grounds or district property; 2) At a school-sponsored activity or program; or 3) Off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

^{4} The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1)(b). If the district would like to include the full statutory definition, it can do so.

^{5} OAR 581-021-0038 requires that the policy include a “examples of harassing behaviors covered by policy”. The bracketed list in this policy reflects OSBA’s recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district’s legal counsel.

^{6} This must be communicated elsewhere, but it is a good reason to specify it here as well.

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment. This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

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

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.^{?}

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

7. Discipline of staff and students engaging in sexual harassment;
8. Removal of third parties engaged in sexual harassment;
9. Additional supervision in activities;

^{?} OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

10. Additional controls for district electronic systems;
11. Trainings and education for staff and students; and
12. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

13. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
14. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
15. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
16. Limiting attendance at district events; and
17. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

18. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
19. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person⁸ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

20. Each reporting person;
21. If appropriate, any impacted person who is not a reporting person;

⁸ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

22. Each reported person; and
23. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁹:

24. Name and contact information for all person designated by the district to receive complaints;
25. The rights of the person that the notification is going to;
26. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.
27. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
28. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
29. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
30. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
31. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
32. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

33. Be written in plain language that is easy to understand;
34. Use print that is of a color, size and font that allows the notification to be easily read; and

⁹ Remember confidentiality laws when providing any information.

35. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

36. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
37. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity¹⁰;
38. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
39. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
40. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
41. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

¹⁰ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

The Superintendent is designated as the Title IX Coordinator and can be contacted at 541-943-3111. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.^{11}

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.¹² The district shall treat complainants and respondents equitably by providing supportive measures¹³ to the complainant and by following a grievance procedure¹⁴ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹⁵

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁶ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

^{11} Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

¹² (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

¹³ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.¹³ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

¹⁴ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹⁵ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

¹⁶ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

42. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
43. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
44. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary¹⁷, or both.

No Retaliation

Neither the district or any person may retaliate¹⁸ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the district student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any student, parent of a student, school or district staff member, or third party person upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

¹⁷ Of the United States Department of Education.

¹⁸ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

[ORS 342.850](#)

[ORS 342.865](#)

[ORS 659.850](#)

[ORS 659A.006](#)

[ORS 659A.029](#)

[ORS 659A.030](#)

[OAR 581-021-0038](#)

[OAR 584-020-0040](#)

[OAR 584-020-0041](#) Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

REPORTING REQUIREMENTS REGARDING SEXUAL CONDUCT WITH STUDENTS **(Policy JHFF) (9/10/2018)**

Sexual conduct by district employees, contractors or agents¹ of the district will not be tolerated. All district employees, contractors and agents of the district are subject to this policy.

“Sexual conduct,” as defined by Oregon law, is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR - Reporting of Suspected Abuse of a Child.

Any district employee, contractor or agent of the district or volunteer who has reasonable cause to believe that another district employee, contractor, or agent of the district or volunteer has engaged in sexual conduct with a student must immediately notify his/her immediate supervisor.

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. When the district receives a report of suspected sexual conduct by a contractor or agent of the district, the district may decide to suspend services of that contractor or place the agent in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An “investigation” is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee, the contractor, the agent of the district or the student who is the subject of the report. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the district employee, contractor or agent of the district that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement, if applicable. The employee, contractor or agent of the district may appeal the district’s decision through an appeal process administered by a neutral third party.

A volunteer may appeal the district’s decision through the district’s complaint procedure. A “substantiated report” means a report of abuse or sexual conduct that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation;

and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the 1 An “agent” is a person authorized to act on behalf of another (called the principal) to create legal relations with a third party. 2 employee’s personnel file or the student’s education record, and in the administrative file for the contractor or agent of the district.

If the district employee, contractor or agent of the district decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee’s personnel file or in the administrative file for the contractor or agent of the district. The employee, contractor or agent of the district will be notified that this information may be disclosed to a potential employer. The district will not serve as a reference for a contractor or agent of the district that has a substantiated report.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. In the event that the designated person is the suspected perpetrator, the superintendent shall receive the report. If the superintendent is the alleged perpetrator, the Board chair shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified.

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

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

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.374 for all district employees.

Staff Dress and Grooming (Policy GBCA)

The Board believes that staff members set an example in dress and grooming for students and standards of professionalism for the district. A staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of professionalism and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline. *Please refer to Policy GBCA (Adopted 10/10/11) for more detailed information.*

Complaint Procedures

1. Public Complaints

Complaints should be handled and resolved at the lowest level possible. Although no community member will be denied the right to petition the Board for redress of a grievance, complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations.

The Board advises the public that the proper channeling of complaints involving instruction, discipline or learning materials is as follows:

1. Teacher
2. Superintendent
3. Board

Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

2. Public Complaints about the curriculum or instructional/library materials.

The public, despite the care taken in the selection of materials most valuable for the student and teacher, may make occasional objections to the selection of instructional materials or techniques. The complainant will be asked to complete the form, "Citizen's Request for Reconsideration of Instructional Material."

Upon receipt of a request for reconsideration, the teacher and the person(s) responsible for selecting instructional materials will review the material in question and report their findings to the citizen. Copies of the request form and the report will be sent to the Superintendent.

If the citizen is not satisfied with the decision contained in the report, the decision may be appealed, as provided in the Board's general policy on public complaints.

Review of material will be in accordance with Board policy establishing selection criteria for instruction and supplementary material.

Criticism or challenge of any school library material will be submitted in writing to the Superintendent who will appoint a review committee from the faculty. Challenged material will be judged by this committee in accordance with cited procedures in this policy.

Materials involved will not be suspended from circulation, unless the faculty committee so recommends or the Board so determines.

Grievances shall be held as per negotiated agreements.

Drug-Free Workplace (GBEC) (2/16/2005)

The district shall provide a drug-free workplace.

1. Definitions
 - a. "Controlled substance": A controlled substance shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance.
 - b. "Alcohol": Alcohol shall include any form of alcohol for consumption, including beer, wine, wine coolers or liquor.
 - c. "Conviction": A finding of guilt (including a plea of no contest) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
 - d. "Criminal drug statute": A federal or state criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance or alcohol.
 - e. "Drug-free workplace": A site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation,

possession or use of a controlled substance or alcohol.

2. **Purpose:** The purpose of this policy is to promote safety, health and efficiency by prohibiting, in the workplace, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol.
3. **Applicability:** This policy applies to all employees, including, but not limited to, those exempt, unclassified, management service, classified and temporary employees who are paid directly or indirectly from funds received under a federal grant or contract.
4. **Prohibitions:** An employee shall not, in the workplace, unlawfully manufacture, distribute, dispense, possess or use a controlled substance or alcohol.
5. **Compliance with Policy:** An employee shall, as a condition of employment, abide by the provisions of this policy. 1 Districts directly receiving grants or contracts of \$100,000 or more from the federal government are required to meet this obligation. Drug-Free.
6. **Sanctions and Remedies:** a. The district, upon determining that an employee has engaged in the unlawful manufacture, distribution, dispensation or possession of a controlled substance or alcohol or upon having reasonable suspicion, under section 7. of this policy, of employee unlawful use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take action with regard to the employee determined to be appropriate which may include transfer, granting of leave with or without pay or suspension with or without pay. b. Within 30 days of an employee's criminal drug statute conviction for a violation occurring in the workplace, the district shall:
 - (1) Take action with regard to the employee determined to be appropriate which may include discipline up to and including termination; and/or
 - (2) Require satisfactory participation by the employee in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.
7. **Basis for Reasonable Suspicion of Employee Use of Controlled Substance/Alcohol:** Reasonable suspicion of employee use of an unlawful controlled substance or alcohol shall be based upon any of the following: a. Observed abnormal behavior or impairment in mental or physical performance (for example, slurred speech or difficulty walking); b. Direct observation of use in the workplace; c. The opinion of a medical professional; d. Reliable information concerning use in the workplace, the reliability of any such information shall be determined by employer; e. A work-related accident in conjunction with a basis for reasonable suspicion as listed above.
8. **Employee Assistance Program:** An employee having a drug or alcohol problem is encouraged to seek assistance, on a confidential basis, under the Employee Assistance Program if such program is provided by the employer.
9. **Leave for Participation in Abuse Assistance or Rehabilitation Program:** The district shall, upon employee request, grant leave with or without pay to permit an employee to participate in a drug abuse assistance or rehabilitation program.
10. **Establishment of Drug-Free Awareness Program** The district shall establish a drug-free awareness program to inform employees of the:
 - a. Dangers of drug abuse in the workplace;
 - b. Existence of and content of this policy for maintaining a drug-free workplace;
 - c. Availability of drug-counseling, rehabilitation and employee assistance programs; and
 - d. Penalties that may be imposed for drug abuse violations occurring in the workplace.
11. **Notification by Employee of Conviction:** An employee shall, as a condition of employment, notify the district of any criminal drug statute conviction for a violation

- occurring in the workplace no later than five days after such conviction.
12. **Notification by the Paisley School District of Employee Conviction:** The district shall notify the appropriate federal granting or contracting agency of an employee's criminal drug statute conviction for a violation occurring in the workplace no later than 10 days after receiving notice of such conviction.
 13. **Provision of Copy of Policy to Employees:** The district shall provide to each employee a copy of this policy

Legal Reference(s):

ORS 243.650 ORS 336.222 ORS 342.721 ORS 342.723 ORS 342.726 ORS Chapter 475 ORS 657.176 OAR 581-022-0416 OAR 584-020-0040(5)(e) Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701-707 (2006); General Principles Relating to Suspension and Debarment Actions, 34 C.F.R. §§ 85.600 - 85.645 (2006). Controlled Substances Act, 21 U.S.C. § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11 - 1308.15 (2006). Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006). Cross Reference(s): GBCBA - Alcohol/Controlled Substance Use

Notice to Employees Engaged in Work and Federal Grants (GBEC-AR)

You are hereby notified that it is a violation of the policy of the Paisley School District for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15.

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

You are further notified that as a condition of your continued employment on a federal grant that you will comply with the above policy of the district and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five days after such conviction. Any employee who violates the terms of the district's drug-free workplace policy may be nonrenewed or have his/her contract nonextended, or his/her employment may be suspended or terminated, at the discretion of the Board and subject to state law.

HUMAN RESOURCES

Forms

Use of proper forms is required for record of time (time sheet), substitute pay, and approval of absences. The Secretary or Business Manager will help you to locate and fill out the proper form as needed.

Time Sheets/Payroll

Employees working on an hourly basis are required to maintain a record of hours worked in the following manner:

1. Work time will be in accordance with each employee's individual agreement.
2. Mandatory payroll deductions will be withheld as required by state and federal law.
3. Compensation paid will be for actual hours worked.
4. For salaried employees, the pay period shall be the first day of each month to the last day of each month. For classified employees, the pay period shall on or about one week prior to the last working day of each month through one week prior to the last working day of the following month. Time shall not be estimated except when authorized by the business manager.
5. Employees are to be responsible for completing, signing and turning time sheets in to the Business Manager on the date stated on the timesheet.
6. **Time sheets turned in late will be processed in the next pay period.**
7. Time shall contain a summary of actual hours worked. The Business Manager may ask for estimated hours on some pay periods.
8. Only those hours authorized will be eligible for pay. Comp time will be given for work over 10 hours per day or 40 hours per week, if authorized in advance by the Superintendent.
9. Payday shall be on the last working day of the month per the currently adopted school calendar.

Absences

Staff members are required to submit time off requests by paper copy as they become aware of an intended absence. The superintendent will review the request, who will then okay the absence and forward the request to the District Secretary, who will see that a substitute is selected. **Staff members are not to contact or arrange their own substitutes.** Persons absent due to sickness are to submit the Absence form immediately upon returning to work. Staff members who are sick are to call the District Secretary (541-943-3111 X 102) as soon as they know they cannot work. If the District Secretary cannot be reached then staff members need to call the Business Manager, Superintendent or Appointee.

Staff members may view leave policies for sick leave and sick time under sections GCBD by visiting www.paisleyschooldistrict.com under "Paisley School District" and then selecting "Policies".

Classified Paid Leave Policy Pertaining to Inclement Weather Closures

Classified Staff members shall receive paid leave at their normal daily work rate and hours for days school is cancelled by the administration due to inclement weather, when those days are not rescheduled by the Paisley School District's administration. *AR 12112017-01 Adopted 12/11/2017.*

Leave Donation Policy

The District has a sick leave policy adopted by the Board of Directors on April 11, 2005 that allows employees to donate sick leave hours to fellow employees on an "as needed" basis. The District does not have a sick leave bank. The employee in need of sick leave will submit a leave donation request letter to the Superintendent for approval no later than two weeks prior to the applicable pay date. The Business manager will then distribute an anonymous leave request form to all employees. Any donated leave that is unused will be returned to the employee(s) who donated the leave.

Work Hours

Work hours are from 7:25 to 4:05 for certificated staff. Hours for other staff members are arranged by job duty and description. Each staff member will have a 30-minute duty free lunch unless otherwise

noted in their individual contracts.

Mother Friendly Workplace (Policy GBDA)

The District recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast-feeding or expressing milk in the workplace. The Board directs the superintendent or designee to take measures and develop regulations to ensure that all district employees shall be provided with an adequate location for the expression of milk or breast-feeding.

The superintendent or designee shall see that the district makes a reasonable effort to provide a room or other location in close proximity to the employees' work areas, other than a restroom, where an employee can breast-feed her child or express milk in privacy. This policy directs the superintendent or designee to include the following in the development of a regulation to ensure the provisions for employees required by this policy:

1. The advice of a school nurse or health professional in determining the most reasonable facility accommodation;
2. The plan shall include an accessible, private room with a lock that would allow a mother:
 - a. To breast-feed a child brought in during a lunch or other break period; or
 - b. To pump breast milk to be stored for later use.
3. The room shall include:
 - a. Electrical outlets for electric pumps;
 - b. Sanitation facilities including a sink close by, for hand washing and the rinsing of containers; and
 - c. A sign-up sheet and a sign posting the room as "private during use."

A reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member's responsibility.

The district shall provide the employee a 30-minute rest period to breast-feed or express milk during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period.¹⁹ If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

Breaks

Scheduled breaks are provided to all nonexempt 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.

¹⁹Districts should refer to their collective bargaining agreements to determine if the "rest period" is paid, nonpaid or a combination.

Nonexempt (e.g. includes some confidential) employees are expected to adhere to the break schedule established by the principal. Deviation from the regularly scheduled break period requires prior Supervisor Approval.

License Requirements

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

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

Licensed staff is required to submit copies of all license endorsements to the Business Manager. 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 (TSPC), 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 amounts forfeited that is attributable to the particular licensed person.

Evaluation of Staff

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

Licensed Staff

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

Teachers' evaluations shall be customized based on collaborative efforts and include the core teaching standards adopted by the State Board of Education. **See Board Policy GCN-AR "Core Teaching Standards" 1/14/13 (available in District Office upon request).**

Evaluations must attempt to: Strengthen the knowledge, skills, disposition and classroom practices of teachers;

1. Refine the support, assistance and professional growth opportunities offered to a teacher, based on the needs of the teacher and the needs of the school and district;
2. Allow the teacher to establish a set of classroom practices and student learning objectives that are based on the individual circumstances of the teacher, including classroom and other assignments;

3. Establish a formative growth process for each teacher that supports professional learning and collaboration with other teachers;
4. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the teacher.

Classified Staff

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

Health Insurance

The District will offer for the 2021/2022 school year a \$1,750 monthly cap to cover medical, prescription, dental and vision insurance coverage for full-time qualifying employees (see District Business Manager to find out if you qualify). An additional benefit of up to 3% of the annual Insurance Premium Offset Fund (IPOF) may be available to employees with plan structures that exceed the annual cap. See the Business Manager for more information.

Health Insurance Benefits for Less than Full-Time Employees: Employees working on a contract at less than full-time hours may be eligible for a prorated health care benefit, requiring an employee contribution. See the District Business Manager to see if you qualify.

The provider for health insurance is through the Oregon Employees Benefit Board (OEBB). Employees should receive insurance cards from each within approximately 45 days of employment with the District. If they do not, they should contact the District Business Manager. Employees must enroll in health insurance annually, on or around August 15th through OEBB at this web address: <https://myoebb.org/oebb!/pb.main>.

Beginning in the open enrollment period of 2021/2022, qualifying employees may choose either MODA Plans 1, 2 or 3 associated with a Health Reimbursement Arrangement or MODA Plans 6 or 7 associated with a Health Savings Account. See the Business Manager for more information.

Double Coverage Surcharge: Employees and/or their families who are enrolled in both an OEBB group medical plan through the District and either an OEBB or PEBB group medical plan through their spouse or domestic partner will be subject to a \$5.00 monthly surcharge which will be taken out as a payroll deduction every month.

Health Reimbursement Arrangement (MODA Plans 1, 2 or 3)

Paisley School District has implemented the Health Reimbursement Arrangement (HRA) for District employees who qualify under the terms of the 2021-2022 Collective Bargaining Agreement and/or individual Employment Contracts and who select MODA Plans 1, 2 or 3 during open enrollment. The employee can then submit an “Explanation of Benefits” form from MODA to American Fidelity. American Fidelity will then issue a reimbursement payment to the employee for the amount the employee paid out of pocket up to \$800.00 per qualified family member (maximum of \$2,400.00 per insurance calendar period).

Health Savings Account (MODA Plans 6 or 7)

Employees understand that by selecting MODA Plans 6 or 7 they have chosen a qualified high deductible plan tied to a health savings account and that there are IRS regulations that must be adhered to. Employees should contact the business manager for more information.

The District will contribute to the employee's 'HSA account as follows:

Single employees shall receive \$1,200; employees with a family of two shall receive \$2,400; employees with a family of three or larger shall receive \$3,600. Distributions to employees' HSA accounts shall be made as follows: 1/3 of the entire benefit amount shall be contributed by October 31st of the fiscal/contract year. The remaining 2/3 of the benefit amount shall be contributed in equal monthly installments in the months of January through June of the proceeding calendar year.

Cafeteria Plan in Lieu of Health Insurance

Beginning September 1, 2014, qualifying employees may choose a District paid cafeteria plan through American Fidelity Assurance Co. in lieu of enrolling in one of the District's group health insurance policies. Qualifying employees must provide the District with proof of insurance coverage through another state approved health insurance plan. The cafeteria plan benefit amount is the same as the benefit amount under the HRA policy.

Section 125 – Flexible Spending Account

The Paisley School District offers a Flexible Spending Account (FSA) through American Fidelity for employees of the District. Employees who enroll in the Evergreen medical insurance plan may not contribute to a FSA, per IRS regulations. For more information, contact the Business Manager.

403(b) RETIREMENT PLAN–TAX DEFERRED ACCOUNT PLAN

The District offers a 403(b) Retirement Plan through the following providers:

- 1) American Fidelity Assurance Company;
- 2) VOYA;
- 3) Investco Funds.

The above plans are administered through AFPLANSERV under the Administrative Services Agreement per the Plan Administrative Services Agreement by and between AFPlanServ (AFA) and Paisley School District #11 (Sponsor).

The Business Manager may consider adding additional providers if there are requests sufficient to justify the time management required to add an additional provider(s).

Employees interested in enrolling in a 403(b) plan must properly complete and execute a *Salary Reduction Agreement* four (4) weeks prior to the first applicable payroll.

AirMedCare Insurance

The District will provide for the 2021/2022 school year Air Life coverage for its employees. The forms will be given out in September and coverage begins October 1, 2021.

CLASSROOM MANAGEMENT

Syllabus and Lesson Plans

The quality of the instructional program reflects the effort invested by teachers in developing syllabus and lesson plans consistent with district curriculum and appropriate to the individual needs of students. The syllabus is an outline and summary of topics /standards to be taught in each course of study. The syllabus should contain information that gives an overview of the course, common core state standards, class schedule, major test dates, grading policy, late work policy, specific classroom rules.

Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans are to be kept by teachers in a place known 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 Superintendent.

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 state the educational program in a particular class or activity is consistent with the district-approved course of study.

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs should be included in all lesson plan books. A minimum of two (2) emergency lesson plans should be on file for a substitute teacher in case of unexpected absences.

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.

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 students.

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.

Make-Up Work

A student who has an excused absence from class is 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. A student has the equivalent of days missed to turn in missed work. Ex: 3 days excused absence = 3 days to make up work upon return to school.

Any student truant from school will not be allowed to make up missed work.
A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to

make up school work upon his/her return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty. Students will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension.

Progress Reports

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

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

Forms are available in the office.

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

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 should be included in these conferences.

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

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

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, school rules 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 on transportation provided or approved by the district. 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, administrative regulations and school rules governing student

conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and made available to parents.

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

Minor Violations

1. With the first offense, the staff member describes the inappropriate behavior, provides an opportunity for the student to be heard, describes appropriate behavior, if necessary, and informs student that subsequent violations will result in a parent contact by the teacher. Complete Step I of the Behavior Management Form, including student signature and document student response.
2. With a second offense, the staff member describes the inappropriate behavior, provides the student with an opportunity to be heard, describes appropriate behavior, if necessary, and informs the student that he/she is on Step II. Contact parents with details and inform parents and student that further violations of the same rule may result in a referral to the Superintendent or designee for disciplinary action. Complete Step II of the Behavior Management Form, including student signature and document student response.
3. With a third offense, the staff member confronts the student, describes the inappropriate behavior, provides the student with an opportunity to be heard, and if necessary, completes Step III of the Behavior Management Form. Submit form to the Superintendent or designee for administrative action.

Severe Violations

All students with severe violations are to be referred to the Principal 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 Principal 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 Individualized 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.

Guest Speakers/Controversial Speakers

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

Prior approval by the Superintendent 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. Tobacco use is prohibited;
3. Sexist, racial remarks or derogation of any group or individual is prohibited;
4. Any curriculum guidelines which address controversial subject matter (e.g. religion, sexuality education, evolution).

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

Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence (Policy JFCF) (9/16/2019)

The Board, in its commitment to providing a safe, positive, and productive learning environment for all students, will consult with parents/guardians, employees, volunteers, students, administrators, and community representatives in developing this policy compliance with applicable Oregon law.

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited.

Retaliation against a victim, any person who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation or bullying, menacing, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

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

Students, staff, or third parties may also be referred to law enforcement officials.

The administrator is responsible for ensuring that this policy is implemented.

Definitions

“Public charter school” includes public charter school facilities, public charter school premises, and non-public charter school property if the student is at any public charter school-sponsored, public charter school-approved, or public charter school-related activity or function, such as field trips or athletic events where students are under the jurisdiction of the public charter school. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in public charter school business, such as employees of businesses or organizations participating in

cooperative work programs with the public charter school and others not directly subject to public charter school control at inter-public charter school and intra-public charter school athletic competitions or other school events.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any public charter school-sponsored activity or grade level attainment (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; or assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to public charter school grounds, at any public charter school-sponsored activity, on public charter school-provided transportation, or at any official public charter school bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation¹, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse by one or more of the following acts between family and/or household members²:

¹ “Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual’s sex at birth. ² “Family or household members” as defined in ORS 107.705 OR means any of the following: 1. Spouses; 2 Former spouses; 3. Adult persons related by blood, marriage or adoption.

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;

2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully.

“Retaliation” means any acts of, including but not limited to, hazing, harassment, intimidation or bullying, menacing, or cyberbullying toward a person in response to an actual or apparent reporting of, or participation in the investigation of, hazing, harassment, intimidation or bullying, acts of cyberbullying, teen dating violence, or retaliation.

“Menacing” includes any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

Reporting

The employee position title³ will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of this policy shall immediately report concerns to the Superintendent who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on public charter school property, at a public charter school-sponsored activity, or in a vehicle used for school-provided transportation shall immediately report the incident to the employee position title. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing, an act of cyberbullying, or teen dating violence to employee position title may subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels they have been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence, or acts of being cyberbullied in violation of this policy, is encouraged to immediately report concerns to the employee position title who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report concerns to the employee position title. A report made by a student or volunteer may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate public charter school official.

Reports against the administrator shall be filed with the Board chair.

4. Persons who are cohabiting or who have cohabited with each other;
5. Persons who have been involved in a sexually intimate relationship with each other within two years immediately preceding the filing by one of them of a petition under Oregon Revised Statute 107.710;
6. Unmarried parents of a child.

³ Required by ORS 339.356(2)(g). Other bracketed language regarding hazing and menacing exceeds the requirements of ORS 339.356 and is under Board authority ORS 338.115.

The person who makes the report shall be notified when the investigation has been completed and, as appropriate, the findings of the investigation and any remedial action that has been taken. The person who made the report may request that the administrator review the actions taken in the initial investigation, in accordance with administrative regulations.

Training and Education

The public charter school shall incorporate into existing training programs for students, information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, and acts of cyberbullying and this policy.

The public charter school shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grade 7 through 12.

The public charter school shall incorporate into existing training programs for staff information, related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence, domestic violence, and acts of cyberbullying and this policy.

Notice

The administrator shall be responsible for ensuring annual notice of this policy is provided in a student or staff handbook, school website, and school and public charter school office and the development of administrative regulations, including reporting and investigative procedures.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by ODE.

END OF POLICY

Legal Reference(s): ORS 107.705 ORS 166.065 ORS 166.155 - 166.165 ORS 174.100(7) ORS 332.072 ORS 332.107 ORS 339.240 ORS 339.250 ORS 339.351 - 339.368 OAR 581-021-0045 OAR 581-021-0046 OAR 581-021-0055 OAR 581-022-2310 OAR 581-022-2370 Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012). Cross Reference(s): GBN/JBA - Sexual Harassment JBA/GBN - Sexual Harassment JFCM - Threats of Violence

Reporting of Suspected Abuse of a Child (Policy JHFE) (2/10/2020)

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse¹ shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that any adult or student with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419.010. If known, the report shall contain the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors², agents³, volunteers⁴, or students will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulation.

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

The district will designate a ¹licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005. ² "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students. ³ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students. ⁴ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students. ⁵ Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator in the event the licensed administrator is the alleged abuser for each school building to receive these reports.

If the superintendent is the alleged perpetrator the report shall be submitted to the licensed administrator position title who shall also report to the Board chair.

The district will post the name and contact information of the designees for each school building designated to receive reports of suspected abuse and the procedures the designee will follow upon receipt of a report, the contact information for local law enforcement and the local DHS office or its designee and a statement that the duty to report suspect abuse is in addition to the requirements of reporting to a designated licensed administrator.

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

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

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

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

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

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

obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

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

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

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

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

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

END OF POLICY

Legal Reference(s): ORS 339.370 - 339.400 ORS 418.257 - 418.259 ORS 419B.005 - 419B.050 OAR 581-022-2205 Senate Bill 155 (2019) *Greene v. Camreta*, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by *Camreta v. Greene*, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by *Greene v. Camreta* 661 F.3d 1201 (9th Cir. 2011). Cross Reference(s): GBNA/JHFF - Reporting Requirements for Suspected Sexual Conduct with Students GCAB - Personal Electronic Devices and Social Media - Staff JHFF - Reporting Requirements Regarding Sexual Conduct with Students JHFF/GBNA - Reporting Requirements for Suspected Sexual Conduct with Students

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 regulations and procedures pertaining to students as set forth in the student/parent handbook and in Board policy.

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

BOARD OF DIRECTORS

Board Meetings

Items to be placed on the agenda of the Board of Directors are to be in the District Office no later than one week prior to the meeting. Board Meetings are scheduled for the second Monday of each month at **5:00 PM** in the Spanish/Tech Room located in the elementary annex or a place designated on the monthly board meetings agendas. Supplemental materials for items of the agenda need to be submitted to the Superintendent or Business Manager no later than five (5) working days prior to the meeting.

Board Policies

Copies of all Board policies are available for viewing at <http://policy.osba.org/paisley/index.asp>. A hard copy of the policy manual is also available for viewing and copying at the district office upon request.