



# Employee Handbook

## 2017-2018

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All students think, achieve and make a difference in the world. – Centennial School District Mission

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# INTRODUCTION

**Welcome!** We are pleased that you are an important member of the staff of the Centennial School District. It is your dedication and hard work that will result in preparing the Centennial students for their future!

This Employee Handbook is designed to give you information on a variety of topics that you need to know as a Centennial employee. We have tried to make this material as user friendly as possible, avoiding legal terms and phrases.

The material included in the handbook covers a variety of topics to assist you. It is intended to provide you with a readily accessible and “thumbnail” edition of many of the district’s policies and regulations that you might encounter on a daily basis. If you need additional information, please access the district’s policy manual, located in the school’s office or on the district website under “School Board.”

- ✓ Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age, veterans’ status, genetic information and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.
- ✓ The following have been designated to coordinate compliance with these legal responsibilities and requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the District Office, 18135 SE Brooklyn St, Portland, OR 97236, 503-760-7990, for additional information and/or compliance issues.

Dr. Paul Coakley .....	Superintendent of Schools paul_coakley@csd28j.org
James Owens .....	Assistant Superintendent/Director of Human Resources District contact for Title VI, Title VII, Title IX james_owens@csd28j.org
Angela Hubbs.....	Director of Curriculum and Student Learning angela_hubbs@csd28j.org
Greg Lecuyer .....	Director of Business & Operations District contact for Title II - ADA gregory_lecuyer@csd28j.org
Denise Wright.....	Director of Student Services District Section 504 Coordinator denise_wright@csd28j.org

If you have any questions on any issues in this Employee Handbook, please feel free to discuss these with your fellow employees, your immediate supervisor, or with the staff in the Human Resources Department.

James Owens  
Superintendent/Director of Human Resources

# CONDUCT AND CONFIDENTIALITY

**To:** All Staff Members

**From:** James Owens, Assistant Superintendent/Director of Human Resources

As educators, we are charged with a tremendous amount of responsibility by the patrons whose children we serve. Society holds all educators to a higher standard of expectation, both for licensed and classified employees. There is nothing worse in our profession than to violate this sense of trust that is given to us. Community members and local tax payers constantly watch those of us in the education profession to see that we do not take advantage of our position. Regardless of this “microview” we have each agreed to accept a certain code of conduct in relationship to our roles. It is, therefore, extremely important that we use sensitivity and common sense to govern our behavior, both on and off the job.

Listed below are the standards of conduct expected of all district employees. These are not new, but just reminders of the expectations that come with our jobs.

- The use of alcoholic beverages is prohibited during working hours or prior to an evening school activity or game.
- Confidentiality of school-related issues is not only a standard, it is a law.
- Staff members should dress appropriately and professionally. If you want to be treated like a professional, it is a good idea to look like one.
- Corporal punishment is against state law and should never be used. Care should always be taken to not touch students inappropriately or in a way that can be construed to be inappropriate.
- The community expects school employees to conduct themselves in ways that are not harmful in their effectiveness in working with children.
- District supplies and equipment are not for personal use unless proper authorization is obtained.

To many of you, this is just a restatement of the obvious because you know that common sense dictates how you behave. Nevertheless, the media continually finds school employees who have in some way become a news story because of a lapse in judgment. We all want Centennial to be a place of high pride. Let's not bring discredit to it in any of the ways mentioned above.

Thank you and have a great school year!

## SCHOOLS AND PRINCIPALS

<b>BUTLER CREEK ELEMENTARY (K-6)</b> .....	Andrea Sande.....	503-762-6100
2789 SW Butler Rd. • Gresham, OR 97080-8477		
<b>HAROLD OLIVER ELEMENTARY (K-6)</b> .....	Jeb Hubbs.....	503-762-3207
15840 SE Taylor St. • Portland, OR 97233-3239		
<b>MEADOWS ELEMENTARY (K-6)</b> .....	Karen Weinert.....	503-762-3208
18009 SE Brooklyn St. • Portland, OR 97236-1047		
✓ <b>PATRICK LYNCH ELEMENTARY (K-6)</b> .....	TBA.....	503-762-3203
1546 SE 169th Pl. • Portland, OR 97233-4416		
<b>WOOD ELEMENTARY (K-6)</b> .....	Marin Miller .....	503-762-3204
3615 SE 174th Ave. • Portland, OR 97236-1252		
<b>PARKLANE ELEMENTARY (K-6)</b> .....	Jorge Meza .....	503-762-3205
15811 SE Main St. • Portland, OR 97233-3201		
<b>PLEASANT VALLEY ELEMENTARY (K-6)</b> .....	Laura Nixon .....	503-762-3209
17625 SE Foster Rd. • Gresham, OR 97080-3326		
<b>CENTENNIAL MIDDLE SCHOOL (7-8)</b> .....	Rise' Hawley .....	503-762-3206
17650 SE Brooklyn St. • Portland, OR 97236-1045		
<b>CENTENNIAL HIGH SCHOOL (9-12)</b> .....	Mairi Scott-Aguirre.....	503-762-6180
3505 SE 182nd Ave. • Gresham, OR 97030-5028		
<b>CENTENNIAL PARK SCHOOL (7-12)</b> .....	Ajai Huja .....	503-762-3202
17630 SE Main St. • Portland, OR 97233-5044		
✓ <b>CENTENNIAL TRANSITION CENTER</b> .....	Denise Wright.....	503-762-3715
2632 SE 162nd Ave. • Portland, OR 97236-1978		

## DISTRICT OFFICE, SERVICE CENTER, ITC

**DISTRICT OFFICE** .....503-760-7990

18135 SE Brooklyn St. • Portland, OR 97236-1049

The district office is open between the hours of 7:30 a.m. - 4:30 p.m. weekdays during the school year.

Superintendent .....	Dr. Paul Coakley	
Assistant Superintendent .....	James Owens	
✓ Director of Business & Operations .....	Greg Lecuyer	
Director of Curriculum and Student Learning.....	Angela Hubbs	
Director of Human Resources .....	James Owens	
✓ Director of Student Services .....	Denise Wright	
✓ Interim ELL/Federal Program Supervisor .....	Dr. Elise Ferreira de Azevedo	
✓ Student Services Supervisor .....	Candice Vickers	
Community Engagement Coordinator .....	Carol Fenstermacher	
Accounting Supervisor .....	Yelena Fawcett	

### SERVICE CENTER

3424 SE 174th Ave. • Portland, OR 97236-1235

Maintenance Supervisor.....Joe Soulagnet .....503-762-3671

Maintenance Department is in a separate building but the address is the same.

Pony envelopes should be addressed to MD instead of SC.

Dining Services Supervisor..... John Waker .....503-762-3670

✓ Transportation Supervisor..... Kathy Calkins.....503-762-3674

**INSTRUCTIONAL TECHNOLOGY CENTER** .....503-762-3200

18009 SE Brooklyn St. • Portland, OR 97236-1047

Executive Supervisor..... Frank Decker

# DISTRICT RIGHTS AND RESPONSIBILITIES

## SCHOOL BOARD

Oregon law establishes a school board to direct a local school district. In the Centennial School District, the board is a seven-member committee elected by district registered voters to direct the schools. The Board selects and appoints the Superintendent as the district's chief executive officer and delegates to the Superintendent the responsibility for implementing district policies and plans. The Board also adopts the budget and authorizes the levying of taxes necessary to balance the budget.

Our board members' names and contact information are available on the school district website ([www.csd28j.org](http://www.csd28j.org)).

## SCHOOL BOARD GOALS

The board is responsible to the people for whose benefit the school district has been established. Further, the board's current decisions will influence the future course of education in the Centennial schools. By virtue of this responsibility, the board and each of its members must look to the future and to the needs of the district's citizens. This requires a comprehensive perspective and long-range plan in addition to addressing immediate problems.

The board's primary responsibility is to establish policies, purposes, programs and procedures which will best produce educational achievement. The board is charged with accomplishing this while also being responsible for wise management of available resources. The board must fulfill these responsibilities by functioning primarily as a legislative body which formulates and adopts policy, by selecting an executive officer to implement policy and by evaluating the results. Further, it must carry out its functions openly and seek the involvement of students, staff and the public during its decision-making processes.

In accordance with these principles, the board, through its operations, will seek to achieve the following goals to:

1. Concentrate the board's collective effort on policy-making and planning responsibilities;
2. Formulate board policies that best serve each student's educational interests;
3. Provide the Superintendent with sufficient and adequate guidelines for implementing board policies;
4. Maintain effective communication with the public, staff and students to maintain awareness of attitudes, opinions, desires and ideas;
5. Conduct board business openly, soliciting and encouraging broad-based involvement of the public, students and staff in the board's decision-making processes when needed.

## BOARD MEETINGS AND COMMUNICATIONS

Regular board meetings are held primarily on the second and fourth Wednesday of each month in the board room at the district office. Meetings begin at 7:00 p.m. The full board meeting calendar is available on the district website. All regular and special meetings of the board are open to the public unless otherwise provided by law.

All staff members are invited to attend board meetings. All formal communications or reports to the board are to be submitted through building supervisors and/or district administrators to the Superintendent in accordance with established lines of authority as approved by the board.

# DISTRICT RIGHTS AND RESPONSIBILITIES cont.

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

Agendas and minutes of board meetings are posted on the district website at least 24 hours prior to each board meeting.

In addition, every other Thursday during the school year, C-Mail has a summary of business conducted at the board meeting.

## POLICIES AND PROCEDURES

Currently, a complete set of all district policies is available for review in each school's main office. Additional access is also available on the district's website under the "School Board" tab. Administrators and supervisors shall advise employees under their supervision of pertinent board policies and regulations, as needed. All employees are responsible for reviewing, following, and enforcing all district policies and procedures.

## ASSOCIATIONS

- ✓ The CEA Association is the bargaining unit for all licensed staff. Association president is Avery Fish, Butler Creek Elementary.

The OSEA Association is the bargaining unit for all classified staff. Association president is Gabby Fork, Oliver Elementary.

## PUBLIC RELATIONS

Cordial relationships with the community are essential if we are to accomplish our objective of providing the best possible service; from that we will gain the public's confidence, respect and goodwill.

Good public relations are an essential part of the service each one of us gives to the district. No matter what the position, people will judge the school system by the conduct and attitude of its employees. Confidence and goodwill are generated when employees are considerate, helpful, friendly, and understanding.

## RECYCLING COMMITTEE STATEMENT

The Centennial School District Recycling Committee is committed to making the most efficient use of our natural resources and practicing sound waste reduction methods (source reduction, reusing, recycling and composting) and strives to buy recycled materials whenever possible. Recycling opportunities exist at all buildings, and the district-wide Recycling Committee meets on a regular basis and establishes yearly goals. A recycling guide is available on the intranet. All employees are expected to model the district's waste reduction efforts.

Your principal or building administrator can provide more information.

## PERSONNEL RECORDS

A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions.

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

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

## DISTRICT RIGHTS AND RESPONSIBILITIES cont.

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

The Superintendent may permit persons other than those specified above to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The Superintendent will determine in each case the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

### **CHANGES IN NAME, ADDRESS, OR TELEPHONE NUMBER**

As soon as you are aware of a change in address or telephone number, notify your building administrator/supervisor in writing and the Human Resources Department by logging into the Employee Web Portal and electronically submitting the change.

To change your name, you will need to bring 2 pieces of identification to the Human Resources Department. For acceptable forms of identification please contact the Human Resources Department.

## MANAGEMENT EXPECTATIONS

### **NON-DISCRIMINATION**

The district shall not discriminate on the basis of an individual's race, color, religion, gender, national origin, disability, parental or marital status, age, sexual orientation, or because of the race, color, religion, gender, national origin, disability, parental or marital status, age, or sexual orientation of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the district strives to remove any vestige of discrimination 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.

# MANAGEMENT EXPECTATIONS cont.

## **EQUAL OPPORTUNITY EMPLOYER**

The Centennial School District, an equal opportunity employer, complies with provisions of the various civil rights laws, such as the Fair Employment Practices Act, Title IX Regulations, Section 504 of PL 93.112 in employment and educational programs and activities, and the Americans With Disabilities Act of 1990.

Equal employment opportunity and treatment shall be provided in recruiting, hiring, retaining, transferring, promoting, and training of all employees regardless of race, national origin, religion, sex, age over 18 years, sexual orientation, and handicap that does not preclude performance of essential job functions with reasonable accommodations.

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING**

The Board is committed to providing a positive and productive learning and working environment. To this end, acts of hazing, harassment, intimidation, bullying, cyberbullying or menacing of staff, students or third parties by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. This includes, but is not limited to, such activities through the use of electronic devices.

## **DEFINITIONS**

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict competitions or other school events.
2. "District" includes district facilities, district premises and nondistrict property if the employee is at any district-sponsored, district-approved or district-related activity or function, such as, field trips or athletic events where the employee is engaged in district business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a staff member for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored work activity, work group or work assignment (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 staff); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person's willingness to participate.
4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability or sexual orientation.
5. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.
6. "Bullying" is defined as unwanted aggressive behavior between people that involves a real or perceived power imbalance and is repeated over time.

## MANAGEMENT EXPECTATIONS cont.

7. "Cyberbullying" means the use of any electronic communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses or otherwise harms, insults or humiliates another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity.
8. "Menacing" includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

Prohibited conduct may include, but is not limited to, repeated remarks of a demeaning nature; implied or explicit threats concerning an individual's grades or evaluations; or demeaning jokes, stories, or activities directed towards an individual or particular group.

It shall be the responsibility of all district employees to be pro-active and vigilant in addressing any form of hazing, harassment, intimidation, bullying, cyberbullying and/or menacing that is witnessed or that is brought to the employee's attention.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, cyberbullying or menacing in violation of this policy shall report his/her concerns to the building principal or Superintendent who have overall responsibility for all investigations. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. Employees are to bring to the principal's attention any report of hazing, harassment, intimidation, bullying, cyberbullying and/or menacing made to them by a student.

Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment, bullying, cyberbullying or coercion. Staff 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 Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

Retaliation against any person who files a complaint or participates in an investigation is prohibited whether or not the complaint is substantiated. Retaliation or false charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

The Superintendent shall be responsible for ensuring notice of this policy is provided to students, staff and third parties and the development of administrative regulations, including reporting and investigative procedures, as needed.

### **AMERICANS WITH DISABILITIES ACT**

In compliance with the Americans with Disabilities Act of 1990, the district has surveyed each of its buildings to identify barriers to accessibility. A copy of the self-evaluation study and a transition plan to remedy identified barriers is available at each site and the Service Center.

# MANAGEMENT EXPECTATIONS cont.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA) OREGON FAMILY LEAVE ACT (OFLA)**

### **ELIGIBILITY**

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

### **LENGTH/PURPOSE OF LEAVE**

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

1. Birth of the employee's child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care where the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a spouse, child or parent with a serious health condition; or
4. The staff member's own serious health condition.
5. In order to care for a child with a condition requiring child care which does not meet the definition of serious health condition is not life threatening or terminal (OFLA only).
6. A qualifying exigency arising from an employee's spouse, son, daughter, or parent who is a member of the National Guard or Reserves is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
7. To care for a spouse, son, daughter, parent, or next of kin who is a covered service member with a serious illness or injury incurred in the line of duty or active duty in the armed forces.

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

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

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

### **CALCULATING THE 12-MONTH PERIOD FOR LEAVE**

The district will use the same method for calculating the 12-month period in which the 12 work week FMLA and OFLA leave entitlement occurs for all employees. The district will use the 12-month period measured forward from the date the employee's leave begins.

# MANAGEMENT EXPECTATIONS cont.

## PAID/UNPAID LEAVE

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

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

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

## APPLICATION

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

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

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

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

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

## MEDICAL CERTIFICATION

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

## **MANAGEMENT EXPECTATIONS cont.**

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

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

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

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

### **CONTINUATION OF HEALTH INSURANCE BENEFITS**

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

Under OFLA leave, benefits are not required to accrue unless required by board policies and or provisions of negotiated agreements related to paid and unpaid leaves.

### **FMLA/WORKER'S COMP**

The district can place an employee on FMLA and Worker's Comp concurrently. The employee will receive Worker Comp benefits and health insurance as provided under FMLA. An employee may use sick leave while receiving Worker's Comp benefits.

### **RETURN TO WORK**

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

### **EMPLOYEE WORKDAY**

Employees should check with their supervisor(s) to determine the length of their workday. Employees will not be paid for responding to emails outside of their scheduled workday.

## MANAGEMENT EXPECTATIONS cont.

### EMPLOYEE CHECK-IN/CHECK-OUT

Employees are expected to be on duty during their workday/work hours. However, the district recognizes that emergencies may come up from time to time that require an employee to leave their worksite. Leave provisions for this are included in employee contracts and employees should be familiar with these.

In most cases, employees are asked to check out if they are leaving their work site during the workday. This is primarily in the case of an emergency or the need to contact an employee. Each principal/supervisor will inform employees of the check out procedures being used at the worksite and the employee is responsible for knowing and following these procedures.

### STUDENT SUPERVISION

NO EMPLOYEE RESPONSIBLE FOR SUPERVISING STUDENTS SHOULD EVER LEAVE THEM UNSUPERVISED. IT ONLY TAKES A BRIEF MOMENT FOR SOMETHING SERIOUS TO HAPPEN TO A STUDENT WHO IS LEFT UNSUPERVISED. PRINCIPALS WILL REVIEW WITH THEIR STAFFS THE IMPORTANCE OF STUDENTS BEING SUPERVISED THROUGHOUT THE SCHOOL DAY. ALL EMPLOYEES ARE REMINDED TO BE VIGILANT IN STUDENT SUPERVISION AND TO REFRAIN FROM NEGLIGENCE BY LEAVING STUDENTS UNSUPERVISED.

## WAGE, SALARY, AND INSURANCE POLICIES

Refer to Articles 16 & 17 of the Certified Employees Association (CEA) Bargained Agreement, and Articles 13 & 17 of the Oregon School Employees Association (OSEA) Bargained Agreement for more details.

### FAIR LABOR STANDARDS ACT

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

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

Failure to comply will result in disciplinary action in accordance with applicable provisions of board policy, administrative regulations and negotiated agreements.

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

- What constitutes non-exempt working hours;
- What constitutes normal working hours;
- That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;

# WAGE, SALARY, AND INSURANCE POLICIES cont.

- That a written corrective statement be given to employees not complying with established procedures.
- Overtime is defined as time worked over 8 hours in one day or 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.

## **PAYDAY**

Payday is the 25th of each month, unless it falls on the weekend, then payday will be the Friday before. December is paid the last day before Winter break. March is paid the last day before Spring break, if the 25th falls during the break.

## **DIRECT DEPOSIT**

Direct deposit ensures your paycheck is deposited to your account by the time your bank opens for business on payday.

To authorize direct deposit you must complete a direct deposit authorization form, available in the Payroll office.

Employees with direct deposit can expect their net pay to be available in their accounts on payday at the time their banks normally open for business.

## **TIME SHEETS**

All employees, who use time sheets, must sign their own. Supervisors may sign an employee's name to a time sheet in case of an emergency. (The supervisor will put his/her initials next to the signature.)

## **PAYROLL DEDUCTIONS**

### **MANDATORY**

All employees shall be required to have deductions from their monthly salary as required by law as follows:

1. FICA – Social Security
2. FICA – Medicare
3. FIT – Federal Income Tax
4. SIT – State Income Tax
5. Workers' Compensation work day tax
6. Oregon Public Employees Retirement System (PERS) (if eligible)  
<http://oregon.gov/pers/>
7. Early Retirement
8. Risk Management
9. Medical/Dental/Vision if above the district contribution.

# WAGE, SALARY, AND INSURANCE POLICIES cont.

## **VOLUNTARY**

Employees may authorize deductions for the following:

1. Oregon School Employees Association and Centennial Education Association dues
2. Tax-sheltered annuities (403(b), Roth 403(b) or 457(b))
3. OnPoint Community Credit Union
4. Cancer Insurance
5. Accident Insurance
6. Long Term Disability Insurance
7. Centennial Educational Foundation
8. Term Life Insurance
9. American Fidelity (IRS 125 flex plan)

**Contact the Payroll Office for information.**

## **INSURANCE**

Insurance coverage for a new employee shall usually be in effect the first of the month following the date the employee is hired.

**Plans available through Oregon Educator's Benefit Board (OEBB)** include: medical with pharmacy, vision, dental, accident, life and long term disability.

1-888-469-6322 or <http://www.das.state.or.us/DAS/OEBB/index.shtml>

## **ELIGIBILITY**

Eligibility for insurance coverage is determined by the insurance carrier or OEGB.

## **ENROLLMENT CHANGES**

Open enrollment occurs mid August through early September. Rate and plan information is usually posted on the district intranet site under PAYROLL. Plan changes during open enrollment become effective October 1 of each year. Changes outside open enrollment can be made only with a qualified status change such as birth, marriage or loss of coverage or dependents.

Questions concerning insurance may be directed to the Payroll Office (ext. 3619 or ext. 3617).

## **ALSO AVAILABLE:**

### **EMPLOYEE ASSISTANCE PLAN**

The district provides an employee assistance plan through Reliant Behavioral Health. The EAP provides services to help people privately resolve problems that may interfere with work, family and life. The EAP is provided for free and confidential services cover employees and their dependents, living at or away from home, and all household members, related or not. Call 1-866-750-1327 for more information.

# WAGE, SALARY, AND INSURANCE POLICIES cont.

## TAX SHELTERED ANNUITY AND DEFERRED COMPENSATION

As a benefit to all employees, Centennial sponsors supplemental, tax-advantaged, retirement savings programs authorized by Sections 403(b) and 457(b) of the Internal Revenue Code. We often refer to these plans as Tax Sheltered Annuity Plans or simply TSA Plans. Please visit Carruth Compliance Consulting's website at [http://www.ncompliance.com/guest\\_employees.aspx?EmployerID=4](http://www.ncompliance.com/guest_employees.aspx?EmployerID=4) to learn more about this excellent opportunity to better prepare for retirement. Carruth Compliance Consulting handles the compliance aspects of the plans Centennial offers. A link to their website can also be found on the district intranet.

503-968-8961 or [http://www.ncompliance.com/guest\\_employees.aspx?EmployerID=4](http://www.ncompliance.com/guest_employees.aspx?EmployerID=4)

## INSURANCE WHEN AN EMPLOYEE QUILTS

Group Health Insurance Continuation (COBRA)

This group health insurance continuation (medical and dental insurance only) is available on a self-pay basis under federal law, and is known as Consolidated Omnibus Budget Reconciliation Act (COBRA).

An employee and eligible dependents may maintain coverage for up to 18 months when an employee resigns or is terminated.

Eligible dependents may also extend coverage, at their expense, in the Centennial School District group health plan for up to 36 months in the event of an employee death, divorce, legal separation, entitlement to Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan.

COBRA administered by BenefitHelp Solutions

1-800-556-3137

[www.benefithelpsolutions.com](http://www.benefithelpsolutions.com)

## PAYROLL ADVANCES

An employee may request by the 10th day of the month and the district shall grant an earned advancement on his/her salary. The advance pay will be deducted from his/her checks in the month granted. Employees shall be limited to four (4) draws per year. No requests may be made between May 10th and June 30th.

## OVERTIME PAY

All overtime work must have prior approval by a supervisor.

Overtime work is kept to a minimum in the district. Overtime compensation is made in one of two ways; upon the recommendation of the supervisor and the approval of the director of business and operations.

1. Overtime pay-authorized work in excess of 8 hours in one day and/or forty hours in one week shall be paid at the rate of one-and-one-half the regular rate of pay.

Overtime pay for employees required to work overtime on Sundays or holidays will be paid at the rate of two times the employee's regular rate of pay.

2. Compensatory time off – employees working in excess of 8 hours in one day and/or forty hours in one week shall receive commensurate time off at the rate of time-and-one-half.

## **WAGE, SALARY, AND INSURANCE POLICIES cont.**

### **PAYCHECKS**

Paychecks shall be distributed to the site administrator each payday.

### **FINAL PAYCHECKS**

#### **WHEN EMPLOYEE QUITS WITHOUT NOTICE**

The final paycheck is due within five days after an employee quits, excluding Saturdays, Sundays, and holidays, or at the next regularly scheduled payday, whichever occurs first. ORS 652.140(2)

#### **WHEN AN EMPLOYEE HAS GIVEN NOTICE**

When an employee gives at least 48 hours of notice, excluding Saturdays, Sundays, and holidays, the final paycheck is due on the final day worked. If the final day worked falls on a Saturday, Sunday, or holiday, the paycheck is due no later than the end of the next business day. ORS 652.140(2) and (3)

#### **WHEN AN EMPLOYER TERMINATES EMPLOYEE OR TERMINATION IS BY MUTUAL AGREEMENT**

When an employer terminates an employee or termination is by mutual agreement, the final paycheck must be paid no later than the end of the first business day after termination. ORS 652.140(1)

### **JURY DUTY**

Employees called for jury duty will normally be expected to serve during the period they are summoned. The district will grant full pay providing the employee turns in the jury fee to the business office, and reports back to work on any day when released in advance.

## **POLICIES AND PRACTICES**

### **EQUAL EMPLOYMENT OPPORTUNITY**

Equal employment opportunity and treatment shall be provided in recruiting, hiring, retaining, transferring, promoting and training of all employees regardless of race, color, religion, gender, national origin, disability, parental or marital status, sexual orientation, age over 18 years, and handicap that does not preclude performance of essential job functions with reasonable accommodations.

### **PROTECTED WORKERS**

The Centennial School District welcomes application for employment from all individuals in protected classes as outlined above and will consider them for employment on the basis of their abilities, not on the basis of other factors such as disabilities. Reasonable accommodation will be made for all disabled employees of the Centennial School District.

### **WORK SCHEDULES**

Normally, work schedules are set such that hours worked do not exceed eight hours per day or forty hours per week. Work schedules are subject to the approval of the Superintendent or designee.

### **WORKING CONDITIONS**

Harmonious relationships are a key ingredient of a productive work environment. Employees should expect to be able to perform their duties in an environment free from influences that are not work related. It is the policy of this district to provide a work place where there is mutual respect and understanding.

# **POLICIES AND PRACTICES cont.**

Any employee that believes he/she is being harassed should report the incidents to the immediate supervisor, or another supervisor, or to an administrator, or to the Human Resources Director. The supervisor shall contact the Human Resources Director and a fair, impartial investigation will be conducted. Any employee found guilty of harassing or discriminating against another shall be subject to disciplinary action up to and including termination.

## **ANNUAL EVALUATION**

The work of each employee is to be evaluated regularly by the immediate supervisor. The evaluation will be discussed with the employee and the employee will be given the opportunity to write comments on the evaluation form prior to signing the form.

## **GRIEVANCE POLICY**

The purpose of this procedure is to promote good human relations on the job and maintain employee morale. Licensed employees who believe they have been subjected to a violation or misapplication of a specific provision of the ECBC Bargained Agreement need to refer to Article 2 of that document. Support staff should refer to Article 11 and Appendix B of the OSEA agreement. Employees with a problem related to the application or interpretation of a district personnel policy need to refer to district policy GBM. A copy of the Centennial School District Board Policies are located in all school offices, in the district office, and is available on the district website under "School Board".

## **REST PERIOD/MEAL PERIOD**

### **BREAKS**

- ✓ Scheduled breaks are provided to all classified employees to ensure safety, efficiency, and to meet the requirements of law. All classified staff members who work more than two consecutive hours are entitled to one 15 minute break. Those working more than six hour days are entitled to two 15 minute breaks. Classified employees are expected to adhere to the break schedule established by the building principal. Deviation from the regularly scheduled break period requires prior supervisor approval.

### **MEAL PERIOD**

Meal periods of not less than 30 minutes must be provided to employees who work shifts of six or more hours. For work periods of seven hours or less (but at least six), the meal period is to be taken between the second and fifth hour worked. The meal time is duty free and unpaid for classified, non-union and confidential employees. When a supervisor requires an employee to remain available for duty during a meal period (such as a custodian or bus driver who is required by his/her supervisor to remain at the building), the employee will be paid during the meal period. Supervisors are responsible for setting lunch breaks (time and duration) for those whom they supervise.

## **WORK DAY CHECK-OUT**

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

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

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

## POLICIES AND PRACTICES cont.

### DISTRICT CELLULAR TELEPHONES

Some employees, due to their work responsibilities, may have assigned to them a district-owned cellular telephone for school business use. Any use of district cell phones for personal use is a violation of district policies GBC Staff Ethics, EGACA Cellular Telephones, and the State of Oregon ethics laws. Employees who have district-owned cellular phones should conduct all personal business on their personal cell phones.

### DISTRICT WELLNESS POLICY

Our Wellness Policy has been updated to address the changing health needs and concerns of our students, and to add choices by making sure that healthier options are available for everyone who wants them. Research shows that students are more academically successful when they have access to nutritious foods and physical activity. New additions to the policy include:

- \* **Fundraisers** – schools can earn money without compromising the health of students, staff, and families, with projects that sell popular foods like fresh fruits, with traditional fundraisers that are activity based such as “Run For the Arts”, or by selling useful items like wrapping paper or magazines.
- \* **Meal times** – schools will work to make the healthier option the easier option for students by offering and promoting more choices in the cafeteria, and reducing competition from less nutritious foods like chips and sports drinks.
- \* **In the classroom** – choices will be available when food is provided at a classroom celebration, for example if there are cupcakes for a party, a healthy option like fresh cut fruit will be offered as well. Also, food will not be used as a reward or motivation (such as a bribe or for good behavior).
- \* **Physical Activity** – research shows that students who move, stretch, or engage in learning activities in the classroom also have better academic and behavioral outcomes. Physical activity will be promoted throughout the school day to encourage students to enjoy movement and exercise.
- \* **Drinking water** – because water is an essential nutrient and one of the healthiest beverage options, the new policy states that students and staff will have access to fresh drinking water throughout the school day, including in the cafeteria.

The new Wellness Policy will be reviewed every year by the Superintendent and the district Wellness Committee, and will be communicated for the benefit of students and staff. For more information or resources, please contact the District Wellness Committee: [wellness\\_committee@csd28j.org](mailto:wellness_committee@csd28j.org)

## EMPLOYEE RIGHTS AND RESPONSIBILITIES

### EMPLOYEE CONTRACTS

Salary, fringe benefits, and other working conditions for employees are defined as negotiated with Chapter 113 of the Oregon School Employees Association (OSEA), and the East County Bargaining Council and Centennial Education Association (ECBC/CEA). A copy of the appropriate current agreement is distributed to each employee upon hiring and are also located on the district’s website. It should be read carefully.

Membership in the OSEA and CEA is optional. However, the current agreements include a “fair share” provision. Under this provision, employees are required to pay association dues whether or not they are members of the association. Association dues or fair share payments are made through payroll deductions.

# **EMPLOYEE RIGHTS AND RESPONSIBILITIES cont.**

The employee contracts define the terms and conditions of employment for each staff member. They provide a major source of information for employees.

Non-union employees may refer to their agreement for further information.

## **GRIEVANCE/APPEAL PROCEDURE**

The district encourages employees to discuss their concerns with their immediate supervisor. However, if issues remain unresolved, each employment contract has a procedure to assist in the resolution of problems.

## **COMPLAINTS**

### **STUDENT/PARENT COMPLAINTS**

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

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

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

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

### **STAFF COMPLAINTS**

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

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

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement, nor will it be used in any instance where a negotiated agreement provides a dispute resolution procedure.

## **LICENSURE AND EMPLOYMENT ELIGIBILITY**

The district is required to prove that all employees are legal workers, defined as United States citizens, or file for legal worker status under the Immigration Control and Reform Act of 1986. To comply with this law, a form must be completed along with two pieces of identification provided by the employee. Examples of documentation include a state-issued driver's license, social security card, birth certificate, or United States passport. Forms are available in the Human Resources Department.

Teachers offered employment in the district must present their original verification of valid teaching license to the Human Resources Department before the board will consider approving their employment.

# EMPLOYEE RIGHTS AND RESPONSIBILITIES cont.

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

Licensed staff are required to submit verification of valid licensure to the Human Resources Department. 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, and may require the teacher to return to the district salary paid for services without a valid license.

## CHILD ABUSE REPORTING

Any district employee having reasonable cause to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report or cause an oral report to be made to the Department of Human Services (DHS) Child Welfare Hotline at 503-731-3100 or local law enforcement agency. The district employee should also notify his/her supervisor, principal, or Superintendent. Staff members are expected to follow the district's written procedures.

Written documentation of this report must be completed and submitted to the supervisor. Forms are available in the office.

Oregon law recognizes these types of abuse:

1. Physical
2. Neglect
3. Mental Injury
4. Threat of Harm
5. Sexual Abuse and Sexual Exploitation

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

## REPORTING OF SUSPECTED CHILD ABUSE BY DISTRICT EMPLOYEE

When the district receives a report of suspected child abuse by one of its employees and it is determined that there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave until the Department of Human Services or a law enforcement agency either:

- 1) Determines that the report is unfounded or will not be pursued; or
- 2) Determines that the report is founded and the appropriate disciplinary action is taken.

State law now requires annual training of child abuse by all school employees.

## REPORTING REQUIREMENTS REGARDING SEXUAL CONDUCT WITH STUDENTS

The district is committed to providing a learning environment free of all forms of abuse, assault, harassment, and coercive conduct, including sexual misconduct. All employees of the district have an obligation to know what sexual conduct is, to discourage it at all times, and report to supervisors when the employee becomes knowledgeable that such conduct has occurred or is occurring. In most cases, the contact person is the supervisor/building principal; however, investigations may be conducted at the district level.

# EMPLOYEE RIGHTS AND RESPONSIBILITIES cont.

## TOBACCO-FREE WORKPLACE

All use of tobacco (smoking and chewing) by all personnel on all district property and in all district vehicles is prohibited.

Note: Oregon state laws prohibited the use of tobacco on all school property effective January 1, 2006.

## DRUG-FREE WORKPLACE

No staff member engaged in work in connection with a direct federal grant or contract of \$25,000 or more shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) as further defined by regulation at 21 CFR 1300.11 through 1300.15.

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

Each staff member engaged in work related to a direct federal grant or contract of \$25,000 or more must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Each staff member engaged in work related to direct federal grant or contracts of \$25,000 or more must abide by the terms of the district’s drug-free workplace policy.

Employees who are required to hold a commercial driver’s license are subject to the Transportation Act of 1992, which requires those employees to be randomly tested for drugs and alcohol during their employment, beginning January, 1996. Testing is also required following an accident, and upon reasonable suspicion of drug or alcohol use.

In an effort to assist employees and provide for a drug-free workplace, the district responsibilities include providing inservice and information to all employees regarding legal requirements, policy requirements, community resources, and referrals.

In compliance with the Drug-Free Workplace Amendments of 1989, PL 101-226, 103 Stat. 1928 et. seq.; employees are notified that compliance with the Standards of a Drug-Free Workplace and district policy are mandatory conditions of continued employment for Centennial School District, Multnomah County, Oregon.

Employees are further notified that violation of the Drug-Free Workplace policy shall result in appropriate disciplinary sanctions which may include dismissal.

## STAFF GUIDELINES FOR CONDUCT AND CONFIDENTIALITY

Education employees, both licensed and classified, are held to a higher standard than other professions. The community is constantly observing the conduct of school district personnel and judging the quality of public schools accordingly. Therefore it is extremely important we use sensitivity and common sense to govern our behavior. The following are examples of conduct standards expected of all employees. These standards do not represent a change in policy or work conditions, but are simply reaffirmations of expected conduct.

- Alcoholic beverages are not to be consumed prior to or during working hours or prior to an evening school activity.

# EMPLOYEE RIGHTS AND RESPONSIBILITIES cont.

- School-related matters, especially specific student performance or behavior, should not be discussed in the community.
- Communicate in a professional manner at all times.
- Avoid using slang or any language that might be considered inappropriate, never use profanity.
- Corporal punishment is against state law and shall not be used.
- Care should always be taken to not touch students inappropriately, or put yourself in a situation where your conduct could be questioned. Examples:
  - ❖ Avoid “chest to chest” hugging.
  - ❖ Always keep a classroom door open when alone with a student. Consider meeting in the library or other common area.
  - ❖ Do not host “parties” with students in your home, or take students on outings without the permission of your building administrator and the students’ parents.
- The community expects school employees to conduct themselves, both on and off the job, in ways that will not harm their effectiveness in working with children.
- District supplies and equipment are not for personal use unless proper authorization is obtained.

## **CONFIDENTIALITY**

Employees may learn things of a confidential nature about the business or records of the school district, its students or employees. Confidentiality of that information is to be respected.

Confidential information will not be discussed with anyone except those who have a right or need to know that information. Supervisors will clarify who needs to know, if questions arise. See Appendix E.

## **POLITICAL ACTIVITIES**

All employees are encouraged to participate in the political process by registering to vote. However, Oregon law restricts the political activities of employees during working hours.

“No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose the nomination or election of a candidate, the adoption of a measure, or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views.” ORS 260.432 (3)

## **STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES**

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

## **STAFF INVOLVEMENT IN DECISION MAKING**

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

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

## **STAFF DRESS AND GROOMING**

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

# EMPLOYEE RIGHTS AND RESPONSIBILITIES cont.

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

## STAFF ETHICS

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

This means that:

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

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

## GIFTS AND SOLICITATIONS

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

Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as \$50 or more from a single source in a single year.

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

The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the building principal.

All district employees are under the jurisdiction of the Oregon Government Standards and Practices Commission (GSPC). The GSPC law (ORS 244):

- prohibits use of public office or employment status for financial gain;
- requires public disclosure of financial conflicts of interest;
- requires certain officials to file annual disclosures;
- limits gifts that an official or public employee may receive per calendar year;
- applies to elected and appointed officials, public employees and volunteers at the school district.

Employees must be careful to follow ORS 244, especially with respect to the use of district cellular telephones for personal use, use of district e-mail and internet access and use of district vehicles and equipment. Employees may contact the Business Office or Human Resources if they have questions about this law.

## STAFF CONDUCT

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

# EMPLOYEE RIGHTS AND RESPONSIBILITIES cont.

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

## APPLICATION OF RULES

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

## PUNCTUALITY/ATTENDANCE

It is fundamental that regular attendance is an important factor in employment. The Board directs the Superintendent to develop administrative rules to promote regular attendance on the part of all employees.

1. The importance of regular attendance will be stressed with new employees as a part of the district and work site orientation.
2. Regular attendance will be a factor to be considered as a part of each new licensed employee probationary evaluation and in the determination to move a new licensed employee to regular, contract teacher, or contract administrator status.
3. Regular attendance will be a factor to be considered as a part of each employee's periodic evaluation.
4. Absenteeism will be considered chronic whenever the total number of absences within a school year (exclusive of vacation, bereavement, or contractual personal leave) exceeds an average of one day per month for illness or injury, except in such cases as major surgery, recovery from a serious or life-threatening accident or illness, or as a result of a documented mental or physical impairment that constitutes a disability.
5. Tardiness and leaving work early shall be considered along with absenteeism in determining whether a pattern of unsatisfactory attendance exists.
6. If chronic absenteeism occurs and cannot be corrected, the district may take disciplinary action.

# EMPLOYEE RIGHTS AND RESPONSIBILITIES cont.

## CRIMINAL RECORDS CHECKS/FINGERPRINTING

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

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

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

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

1. Classroom Aides/Educational Assistants, Program Assistants;
2. Library/Media Assistants;
3. School Office Secretaries;
4. Custodians;
5. Cooks;
6. Bus Drivers;
7. Extracurricular Activity Staff, including:
  - a. Coaches/Athletic Trainers;
  - b. Club, organization or other extracurricular Advisors not requiring licensure.

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

Fees for all individuals subject to such checks and/or fingerprinting, including non-licensed applicants for positions with the district, shall be paid by the applicant.

A newly hired staff member not requiring licensure may request that the required fees be withheld from his/her paycheck. A staff member may request periodic payroll deductions rather than a lump sum payment.

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

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

## PROCESSING/REPORTING

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

# EMPLOYEE RIGHTS AND RESPONSIBILITIES cont.

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

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

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

## **TERMINATION OF EMPLOYMENT**

Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or board policy will be terminated from employment or contract status by the Superintendent immediately upon the following:

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

## **APPEALS**

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

## **DISCIPLINE AND DISCHARGE**

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

## **HANDLING MONIES**

Employees who are responsible for handling money related to school activities shall follow the procedures identified at each work site and by board policy. Under no circumstances shall this money be stored in an unsecured manner, nor shall the money be removed from the work site. All money collected from these school activities shall be delivered to the lead school secretary or school bookkeeper for proper accounting.

## **✓ USE OF RESTRAINT & SECULSION**

Students may at times require physical interventions to ensure their safety and the safety of others. Any physical intervention is utilized as a last resort, when less restrictive interventions have not been effective and when the student's behavior poses a reasonable threat of imminent serious bodily harm to student or

# EMPLOYEE RIGHTS AND RESPONSIBILITIES cont.

others. Staff administering restraints should be trained in Non-Violent Crisis Intervention (NVCI), which is a proactive, positive behavior management system that provides guidance to maintain care, welfare, safety, and security of the student. NVCI is state approved for use in classrooms. Seclusion and/or restraints are only used in accordance with district and state guidelines. All incidents of restraint and/or seclusion must be documented and reported to parents or guardians per district policy.

## **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES**

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

**All staff shall** comply with measures adopted by the district and with all rules set by the Oregon State Health Division and the county Health Department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

## **HBV\*/BLOODBORNE PATHOGENS TRAINING AND IMMUNIZATION**

Most staff members may incur occupational exposure to blood or other potentially infectious materials in conjunction with their assigned duties as determined by the district. All staff will receive appropriate information and training as follows:

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

Additionally, HBV vaccination will be made available within 10 days of initial assignment to all staff who have been identified by the district as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the building safety officer. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential medical evaluation and follow-up. If medical treatment is sought, employees must follow procedures for work related injuries, completing the district Accident and Incident form and a Worker's Compensation Form 801.

## **INFECTION CONTROL PROCEDURES**

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

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV\*, HBV and/or bloodborne pathogens;
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves if caregiver will not come into contact with blood or wound drainage;

## EMPLOYEE RIGHTS AND RESPONSIBILITIES cont.

3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given to a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible;
7. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an Environmental Protection Agency (EPA) approved disinfectant following label instructions for use. Other disinfectants as recommended by the Center for Disease Control may be used. These surfaces include equipment, counters, mats (including those used in physical education and athletic events), toys or changing tables;
8. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
10. Needles, syringes, broken glassware, and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leak proof containers that are appropriately labeled or color-coded;
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination.
13. Maximum protection with gloves, face and/or eye protection and gowns is required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with a severe injury and wound with spurting blood;

# EMPLOYEE RIGHTS AND RESPONSIBILITIES cont.

14. If a first aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

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

## ARRANGING FOR A SUBSTITUTE

### TEACHERS

If a teacher needs to arrange for a substitute, please call EMS at 503-616-2025 or go online at <https://ems.eschoolsolutions.com> and follow the steps.

Upon return to work, an Absence and Leave form must be filled out and returned to the building secretary.

### SUPPORT STAFF

In the event that a classified staff member is absent for any reason, the employee must notify his/her principal, immediate supervisor, building secretary or designee as soon as possible. This call must be received before the work shift begins. Evening custodians must call by 10:00 a.m. of the day of their absence. If no call is received, the absence will be considered unauthorized, and the employee may be subject to disciplinary action.

Support staff (secretaries and assistants) may obtain a substitute by calling EMS at 503-616-2025 or go online at <https://ems.eschoolsolutions.com> and follow the steps.

Upon return to work, an Absence and Leave form must be filled out and returned to the building secretary.

## ABSENCES AND LEAVES

All absences and leaves must have administrator's approval. The employee's immediate supervisor's recommendation and the approval of the Superintendent or his/her designee constitute administrator's approval.

All requests for absences and leaves must be submitted in writing on district approved forms. All written requests should be made in advance of the absence. Some situations do not lend themselves to prior approval. When this happens, the written application must be submitted to the immediate supervisor within five (5) days after the occurrence.

Paid and unpaid leaves are provided in accordance with negotiated agreements, established board policy and law.

## EMPLOYEE RIGHTS AND RESPONSIBILITIES cont.

### **COPYRIGHT**

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

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

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Additional information on copyright regulations may be found on the district intranet site under Curriculum.

## EMPLOYEE BENEFITS AND FACILITIES

### **HOUSEKEEPING**

Employees are responsible for maintaining a clean and safe work area.

### **USE OF PERSONAL VEHICLES**

1. Employees who are required to travel in order to complete work schedules will travel on paid district time.
2. Employees required to use their private car for authorized school district business shall be reimbursed at the rate specified in the employees collective bargaining agreement. Such travel must be authorized in advance by the immediate supervisor and must be reported monthly or quarterly on district forms in writing to the Business Office.
3. Employees may not transport students in personal vehicles until they have complied with Board Policy EEAE. Employees must also meet the qualifications of the Transportation Department. Call ext. 3674 for details.

### **KEYS**

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

1. The duplication of keys is prohibited.
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys may not be loaned to students.
4. Lost or stolen keys must be reported to the building principal or site supervisor.
5. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal or supervisor to keep their keys as appropriate.
6. District facilities may not be used for personal activities (i.e. gyms, cafeterias, kitchens, etc.) unless a building use form is approved.

# EMPLOYEE SAFETY AND HEALTH SECURITY

## SAFETY

The district strives to maintain a safe and healthful working environment that is in accordance with state and federal laws and regulations.

The district shall furnish and use whatever personal protective equipment and safeguards, operations, and processes that are necessary to appraise, protect, and promote the health, fitness, and safety of employees and to fulfill the requirements of applicable laws and regulations.

- The district complies with privacy rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and an employee's right to privacy by keeping health information confidential.
- No employee shall be excluded from the work place for reasons of health unless his/her presence constitutes a significant health risk to others as certified by one or more licensed medical doctors.
- A district safety committee (ORS 654.176) exists at every building site and consists of employees from all classification areas. The safety committees meet monthly to address issues that have or might cause employee injury or illness. Employees who want to report a safety concern or would like to serve on the committee should contact the building principal or building supervisor.
- To the extent possible, **hazardous materials** shall be excluded from the workplace. No employee shall be required to use hazardous materials without first having been trained in their safe usage. The rules and procedures shall include a training program to educate all employees who work in the areas where hazardous materials are used or stored.
- Employees should not bring into the workplace any chemicals, cleaning products, aerosols or other materials subject to EPA regulations requiring Material Safety Data Sheets. Appropriate products will be provided as needed by the district Maintenance Department.

## ENVIRONMENTAL SAFETY IN SCHOOLS

The school district recognizes the importance of providing schools and facilities that are safe, healthy, clean and comfortable. Awareness by school staff and the public of potentially hazardous conditions and substances has increased significantly. The District has plans in place to identify and eliminate or manage known hazards such as lead, radon, polychlorinatedbiphenyls and asbestos. The district also has plans in place to provide good indoor air quality. The use of chemicals and pesticides is kept to the absolute minimum and adequate notification is provided. Questions about any of these or other facilities related issue can be emailed to [facilities@csd28j.org](mailto:facilities@csd28j.org) or you can call the district maintenance supervisor at 503-762-3671 or the district administration at 503-760-7990.

Lead based paint may have been used in schools prior to 1978. All of that paint has been painted over and safely encapsulated. When re-painting is done, appropriate steps are taken to ensure compliance with safety standards in place at the time. If you observe peeling, cracking or chipping paint please report it to the building principal or the contacts listed above.

The district has tested drinking water in the schools for lead contamination. A few locations that were tested required remediation and have been fixed. Testing is ongoing and current results are available on the district website or through the contacts listed above.

Asbestos was used in schools prior to 1989. The primary uses were in floor tile, adhesives and insulation. We are in full compliance with the Asbestos Hazard Response Act (AHERA) by having buildings inspected by accredited inspectors and employing a management plan for control. The management plan is available for public inspection at the district office and in each school office.

Radon is a naturally occurring substance that comes up from the soil in certain geographic areas. The District has done sampling for radon and plans are in place for regular monitoring. Results will be posted on the district website or available from the contacts listed above.

# EMPLOYEE SAFETY AND HEALTH SECURITY cont.

Polychlorinatedbiphenyls (PCB's) used in light fixtures until 1979 have been eliminated from all schools as of August 2013.

Indoor air quality should meet standards established by American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE). This is accomplished by providing fresh air ventilation. Anyone who has concern about indoor air quality should first report it to the building principal or any of the contacts listed above. Buildings can provide a form to register a written concern about indoor air quality.

Chemicals and pesticides are used to the very minimum extent necessary for school operation. We ask employees, students and patrons not to bring any cleaning supplies, pesticides, weed killers, bug sprays or other substances into the school/work environment. If you need any of those supplies, contact the maintenance department for assistance.

Working together and communicating openly on these topics is the best way to keep our students, staff and the public safe in Centennial Schools. Feel free to contact us if you have any questions or concerns.

## **ELECTRICAL SAFETY LOCKOUT/TAGOUT (LOTO) PROCEDURES**

When maintenance employees, custodial employees or outside contractors work on equipment that presents a hazard of electrical shock, they will use devices and warning tags to stop others from turning the electricity back on. This program is known by state safety laws as lockout/tagout.

Do not ever ignore these warnings and/or attempt to defeat a locking device. Ignoring such warnings may put you, other employees or students at risk of serious injury or death.

## **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 natural disasters, severe weather conditions, wind chill, fire, earthquakes, etc.

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

## **FIRST AID CARDS**

To increase the safety and protection of students and employees throughout the district, all employees are encouraged to take first aid courses and maintain a current first aid card. A state law requires the district to maintain a ratio of one (1) current first aid card holder for every sixty (60) students. However, employees who work in locations other than schools are encouraged to be prepared for accidents among fellow workers.

First aid and CPR classes are offered by the district throughout the school year. Information is posted on the District web site, intranet, or contact the Human Resources Department.

## **FIRES AND EMERGENCY**

Emergencies require immediate action. When the fire alarm sounds, students will be instructed to evacuate the building. All administrators, principals, certified and classified staff should follow their building emergency procedures.

Emergencies other than fire, such as medical, may be reported by dialing 9-911. The prompt telephone call may save someone's life.

# EMPLOYEE SAFETY AND HEALTH SECURITY cont.

## PERSONAL PROPERTY

Personal property is the responsibility of each employee. The district is not responsible for loss or damage to personal property on district premises.

Security can be significantly improved by not bringing valuable items such as laptop computers and digital music/video players to work. Placing valuable items in locked areas or out of immediate sight will reduce loss.

✓ Most district buildings were built at a time when electrical demand from devices was less than now. Therefore, employees may be required to remove items listed below to make electrical power available for school instructional related needs and to enhance safety from fire and electrical shock:

- Portable Space Heaters
- Personal Air Conditioning Units
- Microwaves
- Refrigerators

Removal of these items will be made on a case-by-case basis.

Efforts will be made to make sure that temperatures are suitable for the learning and work environment. Trouble spots will be addressed as they arise and exceptions to this policy will be provided by maintenance as a temporary fix for a problem. If your classroom is too cold, please contact your building administrator/custodian to put in a work ticket.

Additionally, the following items are not allowed, as they pose a safety hazard:

- Hot Plates
- Halogen Lights (extreme fire hazard due to high temperatures put off by light)
- Any Non UL Listed Item (ie lights, lamps, cords, and other electrical equipment)

## BUILDING SECURITY AND SAFETY

To improve building security and safety, windows should be closed, doors locked and equipment turned off when the building is left at the end of the work day. Employees working in a building other than the one where they are assigned should always “check-in” at the office upon arrival. Employee identification tags, or the visitor’s badge provided in the school, should be worn.

## CLASSROOM SECURITY

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

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

# EMPLOYEE SAFETY AND HEALTH SECURITY cont.

## STAFF HEALTH AND SAFETY

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

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district.
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
  - b. An employee shall stop the machine or moving parts and properly tagout or lockout the starting control before oiling, adjusting or repairing, except when such machine is provided with means of adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jog or other accessory);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker

## EMPLOYEE SAFETY AND HEALTH SECURITY cont.

4. Strains and sprains associated with material handling are the most prevalent and serious injuries incurred by district personnel. The potential for injury can be reduced substantially if good body mechanics are utilized while handling materials. Do not bend at the waist when lifting objects. Do not twist while lifting and don't hyper-extend the back in trying to lower heavy objects from above. Always get help when attempting to lift an object that appears to be heavy.  
  
Frequently handled heavy objects should not be stored in high or low locations. Instead, they should be placed on shelving where they can be accessed without the need to bend or hyper-extend.  
  
Do not climb on boxes, shelves or other objects to reach objects. Always secure a proper stepladder for such activities.  
  
Boxes containing heavy materials, or those that are heavier than they look, must always be marked with a warning.  
  
Handcarts or rolling tables must be used to transport heavy materials as soon as the material can be transferred to such a cart.
5. A risk of serious injury resulting from falls exists whenever personnel access elevated locations. Personnel other than maintenance/custodial will not climb onto roofs for any reason. At no time should students be allowed on roofs for any reason.
6. Several confined spaces, presenting the potential for injury, exist in several select locations on district property. These include sanitary sewers, water valve vaults and the water sewage plant sumps. The district maintenance supervisor must first approve entry into any of these spaces. He has the responsibility of ensuring that all confined space entry is in compliance with OR-OSHA 1910.146 Permit Confined Spaces requirements.
7. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury.
8. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer.
9. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger.
10. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions.
11. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards.
12. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous.
13. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition.
14. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless

# EMPLOYEE SAFETY AND HEALTH SECURITY cont.

## **MOTHER FRIENDLY WORKPLACE**

Recognizing the normal and important role for mothers, the district provides the option for expressing milk in the workplace. Each building will make available a private room where an employee can express milk in privacy. In most cases this room will be the nurse's room in each school or, if the employee is not in a school, the closest elementary nurse's room will be available. Employees should notify the building principal of such need/use, using a sign-up sheet and the provided sign, stating "Private During Use" shall be posted on the outside of the locked door.

Time allotted for this activity is not to exceed the normal time allowed for lunch and/or routine breaks.

## **ACCIDENT/INCIDENT REPORTS**

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

Reports will cover property damage as well as personal injury.

A completed accident report form must be submitted to the building principal within 24 hours or the next scheduled district work day, as appropriate.

In the event of a work-related accident or injury resulting in doctor's treatment or hospital admission whereby medical treatment other than first aid is provided, the employee must complete a Worker's Report of Occupational Injury or Disease/Illness (Form 801) and submit it to his/her immediate supervisor. The claim will be filed with the Oregon Workers Compensation Division and reported to the Oregon Occupational Safety and Health Division (OR-OSHA).

Building Safety Committees are responsible for all accident investigations. All accidents/incidents will be promptly investigated and corrective measures implemented as appropriate.

## **CARE/USE OF DISTRICT PROPERTY**

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property.

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

# EMPLOYEE SAFETY AND HEALTH SECURITY cont.

## **COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS**

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

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

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

## **EMERGENCY CLOSURES**

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

The district's automated calling system will be activated to notify employees of school closures, delays or schedule changes. Employees should notify Human Resources of the telephone number the system should dial to send you the message. Update your number in Human Resources so that you receive these important announcements.

The quickest and most accurate information can be found on Centennial's website at [www.csd28j.org](http://www.csd28j.org) or Flash News Alert system at [www.flashalert.net/login](http://www.flashalert.net/login) as it is linked directly with Superintendent's entry of information for distribution to radio and TV stations.

Staff members should ask their supervisor and refer to their negotiated agreement if there are questions about whether they are required to report to work on school closure days.

# GENERAL INFORMATION

## PERSONAL TELEPHONE CALLS

Personal telephone calls at work should be kept to a minimum. Local phone calls should be placed before or after school, during breaks, lunch or when staff is not responsible for supervising students. **No personal long distance calls may be charged to any district telephone number.** Phone cards or third number billing should be used if long distance calls from work are absolutely necessary.

## PERSONAL USE OF CELL PHONES

The use of cellular telephones in school settings can be an obvious disruption and nuisance to the educational process. Except in extreme situations and emergencies, employees should not use cellular telephones during work hours unless having received prior permission from supervisors.

## TELEPHONES

Telephones are available throughout district buildings for staff convenience. Long distance calls for district business purposes may be placed from a telephone with an unrestricted line. Local personal telephone calls should be brief, infrequent and placed before or after school, during breaks or lunch. Personal long distance calls may not be made on district telephones, even if staff offers to reimburse the district for such charges.

Each employee with a designated extension number is provided voice mail options. Employees are expected to regularly monitor, respond to, and then delete voice mail messages.

## MAIL BOXES

All employees have a "mail box" where printed information and messages are distributed. Checking one's mail box several times a day is an essential part of our district communication system. The district publishes an employee newsletter to keep all staff informed on decisions and expectations.

## MAIL AND DELIVERY SERVICES

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

Staff are not allowed to use interschool mail for the delivery of personal letters, notes and materials to other employees.

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

All staff are to check their mailboxes before school, noon and after each working day, and remove mail daily. Students should not pick up mail from staff mailboxes.

**District mailing and postage is not to be used for personal mail.**

# GENERAL INFORMATION cont.

## **E-MAIL**

The district e-mail system is designed for school-related purposes. As with personal telephone calls, e-mail for personal use should be kept to a minimum. Employees are encouraged to check e-mail on a regular basis, since it has become the dominant method of communication.

## **DISTRICT TECHNOLOGY AND THE NETWORK INFORMATION SYSTEM**

Technology and a network system is provided and owned by the district as a business tool to conduct school business and to carry out its responsibility to educate our students. The network is not a forum for First Amendment free expression. The district reserves the right, in its discretion, to monitor and/or review the electronic files and activity on any component owned by or connected to the district network. Employees should therefore not assume that electronic communication or storage is totally private and confidential.

No person shall distribute an e-mail message to all district staff without prior approval of the Superintendent/designee. Unauthorized activity may result in the user's loss of access to the technology and/or network. Additional regulations are listed in board policy and administrative regulations IIBG, IIBGA and IIBGB.

No personal or private computers may connect to the district network without the approval of the Technology Officer of ITC. The district's acceptable use policy is located in Appendix G.

## **✓ TECHNOLOGY FOR LICENSED SUBSTITUTES**

Loaner Chromebooks located in 'Tech Tubs' are for use by licensed substitutes and only in situations in which the substitute is serving in the building for an unplanned absence or when the licensed staff member is attending a professional development session and/or class for which their district issued laptop is needed. For all other planned absences, the licensed staff member is expected to leave their district issued laptop to be used by the substitute.

For all long-term absences, the licensed staff member is expected to leave their district issued laptop for use by the long-term substitute. A long-term absence is defined as a district approved FMLA/OFLA leave of absence or a Board approved leave of absence.

## **BULLETIN BOARDS**

Each building has a bulletin board for certified and classified employee information. The district will give notice to all employees of job vacancies by posting notices of vacancy on these boards.

## **CASH IN DISTRICT BUILDINGS (see page 29 also)**

Money collected by staff as a result of fund raisers or other school related purposes is to be deposited in the office. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

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

## **RELEASE OF STAFF INFORMATION**

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

## **GENERAL INFORMATION cont.**

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

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

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

### **RESIGNATION OF STAFF**

A resigning staff member is required to email or deliver a written and signed notice of resignation to the Human Resources Department. If the Superintendent decides to accept the resignation, acceptance shall be by letter from the Director of Human Resources to the employee.

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

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

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

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

### **RETIREMENT**

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

### **EARLY RETIREMENT – SERVICE CONTRACTS**

From time to time, district employees retire and request the district to consider continuation of their employment on a service agreement. The school board has sole authority to approve any such agreements and has taken the position that such requests will be given consideration if the employee's formal retirement date is after November 30 and the service agreement is not longer than the remainder of the existing school year. Employees who are considering retirement and the option of a service agreement should contact Human Resources for more information.

### **STAFF DEVELOPMENT**

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

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

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

## **GENERAL INFORMATION cont.**

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

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

### **JOB SHARING**

- ✓ Job sharing is defined as the sharing and occupation of a single staff position by two individuals with each assignment being half time.

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

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

### **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

The use of private vehicles for district business, especially the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff member may use a private vehicle for district business without permission from the building principal. Staff will be reimbursed for use of personal vehicles in accordance with policy and bargaining agreements. Mileage reimbursement request forms should be submitted no less frequently than every 3 months. In all cases, if a student must be transported the staff member must file a copy of insurance verification with the district.

### **FIELD TRIP TRANSPORTATION REQUESTS**

All field trip transportation requests are ordered via a web based online process. The Transportation Department manages the online request process so questions and comments should be directed to the Transportation Department at 503-762-3674.

### **SPECIAL EDUCATION SERVICES**

Students between the ages of kindergarten (usually five years old) and 21 living in the district who have been evaluated and found eligible for services or programs for students with disabilities are served by the district's Special Education Department.

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

According to the law, students with disabilities are required to have access to the general curriculum and to be placed in the least restrictive environment.

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

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

## **GENERAL INFORMATION cont.**

If teachers have concerns about student academic and/or behavioral progress, they should access the building intervention process. The process typically begins with a referral to the building intervention team.

The purpose of the intervention team is to help the teacher with interventions and data collection. This cycle may be repeated more than once and may take several weeks to complete.

If data indicates that the student is not responding to academic or behavioral interventions, a referral for Special Education may be appropriate. A special education evaluation may take up to 60 school days to complete. (Timeline starts when parent or guardian signs the consent for evaluation.)

Teachers with questions regarding the referral and placement process should contact a special education staff member. Every building has a special education consultant assigned to it for additional support.

All teachers are expected to work collaboratively with special education staff to provide instruction, intervention, implement modifications and accommodations, as well as monitor student progress and grading as necessary to meet the needs of a student with an IEP.

### **SERVICES FOR ENGLISH LANGUAGE LEARNERS**

The district provides a range of services for students who speak a language other than English in their home. A detailed description of the ELL program is provided in the district's English Language Learner plan, a copy of which is located on the district website. The district must provide a program that addresses both English language development and the state's academic content and performance standards for these students.

When at the time of registration, parents indicate on the district registration form that a language other than English is spoken at home, they will be given a Home Language Survey to complete. A student will also be given a Home Language Survey if a record review or other data indicate a language other than English is spoken in the home. The ELL teacher will review the students' academic history and when necessary, assess the student's level of English language proficiency to determine if he/she is eligible for ELL services. If teachers have concerns about students who speak another language in the home, they should talk to the ELL teacher in the building.

All students identified as limited English proficient receive English language instruction. Classroom teachers are expected to implement effective instructional strategies in order to provide ELL's access to grade-level content in their classroom. All teachers are expected to work collaboratively with ELL staff to reinforce English language development and to ensure that ELL students are provided equal participation in instructional programs.

### **GRANTS, FUNDRAISING, DONATIONS AND CROWDFUNDING**

Employees will find the district intranet has links to School Board policies and district guidelines about fundraising, applying for grants and crowdfunding. These important rules are in place to protect the reputation of the school district AND to protect staff. Centennial strives to have an excellent reputation among grantors and donors through accountability and effectiveness. If you are considering a fundraising campaign, applying for a grant or crowdfunding you must have the approval of your principal/building administrator and review the information on the district intranet.

### **✓ ADMINISTRATIVE CLAIMING**

The district participates in the Medicaid Administrative Claiming program which provides district reimbursement for specific health care related work that employees complete. Employees are chosen at random by MESD and are required to complete an on line training, complete the survey on the selected survey day, and send documentation to Student Services for claiming. The surveys occur three times per year.

# APPENDIX A

## CENTENNIAL SCHOOL DISTRICT

### GUIDELINES...INJURY OR ILLNESS

Procedure to be followed in the case of an injury, disease or illness:

1. Injuries should be reported to the supervisor AS SOON AS POSSIBLE and medical treatment sought, if needed. Completion of the district Accident and Incident form is necessary for all accidents and injuries. A Workers' Compensation Form 801 also must be completed if you see a doctor about the injury or illness. Both forms are available from the building secretary.
2. An employee may use sick leave while receiving Workers' Compensation benefits; however, Workers' Compensation payments are deducted from gross pay and sick leave is prorated. No "double dipping."
3. If the physician takes the employee off the job, returns the employee to the job, and/or prescribes job restrictions, these directives must be in writing by the physician. This information must be given to the immediate supervisor **IMMEDIATELY**.
4. If off the job on a Workers' Compensation claim, or off the job for any injury or illness, the employee is required to work out with the supervisor a system for checking with the supervisor on a regular basis. This system would have, as a minimum, a call to the supervisor at least every five (5) days to give a progress report.

This will protect the employee's job and help the district to manage the increased work load.

5. Before returning to work after being off work for five or more days due to an injury, the employee must bring a doctor's release to return to the job. If off work for five days or more for any medical reason, the employee may be required to submit a doctor's release form to return to work. (If the injury or illness is severe, the employee may be required to have his/her doctor complete an "Attending Physician's Return-To-Work Recommendation" form. This form may be obtained from the District Human Resources Department.)
6. **Treating Doctor:** The physician is one of the most important people in the Worker's Comp system. The treating physician will direct necessary medical treatment, authorize time loss, state the medically stationary date, rate any permanent impairment, and assist with the receipt of vocational services. Therefore, it is **EXTREMELY IMPORTANT** that the employee and his/her treating physician **COMMUNICATE** early and regularly with each other and with the school district.

# APPENDIX B

## CONTINUATION COVERAGE RIGHTS UNDER COBRA For Centennial School District employees and their spouses and families

### Introduction

This notice contains important information about your right to COBRA continuation coverage, which is temporary extension of coverage under Medical/Dental plans maintained by Centennial School District (the Plan). **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.**

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

### What is COBRA Continuation Coverage?

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee covered by the plan, you will become a qualified beneficiary if you lose your coverage under the Plan because of either one of the following two qualifying events:

- Your hours of employment are reduced, or
- Your employment ended for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because of any of the following qualifying events:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of any of the following qualifying events:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both); or
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

### When is COBRA Coverage Available?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, or the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both) the employer must notify the Plan Administrator of the qualifying event.

# APPENDIX B cont.

## **You Must Give Notice of Some Qualifying Events**

**For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs.**

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of the Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

### ***Disability extension of 18-month period of continuation coverage***

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60<sup>th</sup> day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage.

### ***Second qualifying event extension of 18-month period of continuation coverage***

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both) or get divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

## **If You Have Questions**

Questions concerning your plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the US Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at [www.dol.gov/ebsa](http://www.dol.gov/ebsa). (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website).

## **Keep Your Plan Informed of Address Changes**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy for your records of any notices you send to the Plan Administrator.

## **Plan Contact Information**

All notices must be given to the Payroll Office in the Business Services Department.

# APPENDIX C



Code: **JHFF**  
Adopted: 4/28/10  
Readopted 1/12/11, 9/24/14  
Orig. Code(s) JHFF

## **REPORTING REQUIREMENTS REGARDING SEXUAL CONDUCT WITH STUDENTS**

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district/school employees are subject to this policy.

*“Sexual conduct” as defined by Oregon law is any verbal or physical conduct by a district/school employee that is sexual in nature; directed toward a student that 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 Board policy JHFE and JHFE-AR – Reporting of Suspected Child Abuse.*

Any district/school employee who has reasonable cause to believe that another district/school employee or volunteer has engaged in sexual conduct with a student immediately notify the Department of Human Services or a law enforcement agency, and must also his/her immediate supervisor and the district’s Director of Human Resources by telephone and by delivering a copy of the report.

When the district receives a report of suspected sexual conduct by a district/school employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses and the district/school employee who is the subject of the report. The investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement. A substantiated report is one that:

1. An educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and
2. Involves conduct that the educational provider determines is sufficiently serious to be documented in the employee’s personnel file.

If the employee decides not to appeal the determination, or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee’s personnel file. Such records are confidential and are not public, but may be used as a basis for providing information required to be disclosed under state law.

## APPENDIX C cont.

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 district's director of human resources will follow upon receipt of a report. In the event that the designated person is the suspected perpetrator, the director of human resources shall receive the report. When the district's director of human resources 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/school employee in good faith, the student will not be disciplined by the Board or any district/school employee.

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

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

END OF POLICY

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**Legal Reference(s):**

ORS 339.370 to-339.400  
ORS 418.746 to-418.751  
ORS 419B.005 to-419B.045

**Cross Reference(s):**

GCAB - Personal Communication Devices and Social Media – Staff  
JHFW - Reporting of Suspected Abuse of a Child

**APPENDIX D**



**WITNESS  
DISCLOSURE FORM**

---

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony/interview: \_\_\_\_\_

Description of instance witnessed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Other Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# APPENDIX E

## CENTENNIAL SCHOOL DISTRICT RECOMMENDED PROCEDURES CONFIDENTIALITY OF INFORMATION

Prepared by James Owens, Director of Human Resources  
July 1, 2017

### **INTRODUCTION**

Schools and school districts deal with confidential information on a daily basis. From student files to employee personnel files, many of the issues that we deal with are sensitive in nature, subject to damaging a person's reputation, privacy, and professional/personal career. The attached information pertains to both students and employees. Beyond the legal framework for the maintenance of confidentiality, as employees, we all bear the moral responsibility of respecting the rights of the individual when it comes to information about that individual, be it an employee or a student.

### **NEED TO KNOW**

The primary factor relative to sharing any information about someone with others should be the determination of who needs to know the information. If it is a student, is the information of such a nature that it is essential to the student's educational needs? If the information is not shared, could this lack of knowledge adversely affect the safety and/or security of any individual, or could it have an adverse affect upon the learning opportunities provided for any student? If the answer is yes, then the information may be essential to the student's teachers. But, in a school setting, are there other employees who may need to know this information in order to provide services to the student? For example, (1) does the student's bus driver need to know this information? (2) Should security officers and SRO's know the information? Should the information be shared with coaches, activity advisors and others who may have supervisory responsibilities with the student?

### **CIRCLE OF KNOWLEDGE**

With each piece of confidential information, there is a core of individuals who probably will need to know the information, simply because of contact with the person and efforts to meet all student/employee needs. As one moves away from the core, others may or may not need to know, based upon the significance of the information. For example, teachers may or may not need to know that a student has been adjudicated for a crime, particularly if the student's probation has restrictions that might impact the supervision of the student or others. In other cases, the school administration may need to know about such a case, but it may not be information germane to a classroom teacher's relationship with the student and the student's work in the classroom. It is possible in some cases that certain teachers may need to know confidential information, while others may not.

If there is any question, a team of counselors and administrators familiar with the case should review the case history and determine who should be within the Circle of Knowledge.

## APPENDIX E cont.

### PREPARATION FOR SHARING INFORMATION

At the time of determining access/sharing of confidential information, several questions need to be answered. These are by no means comprehensive; rather they should be used as a guide and starting point in determining the sharing of information to those who do need to know.

1. What needs to be shared? Consider the safety of all students and staff in that decision. In all cases, the least amount of information is the best route to go.
2. What information should not be shared? Is there information that, if shared could be misinterpreted by employees?
3. Who needs to know?

### DISSEMINATION OF INFORMATION

At anytime confidential information is shared with others, the consequences of such sharing needs to be given serious consideration. In some cases, it may not be the information that is being shared; rather, it may be the method that was used that comes under the greatest scrutiny. Several guidelines for information dissemination may be helpful.

1. Prior to the meeting, the Need to Know questions should be answered.
2. If at all possible, information should be shared orally.
3. If written information needs to be shared, can it be collected and destroyed following the meeting?
4. A log/agenda/minutes should be kept and maintained from the meeting, which should also include a list of who attended the meeting. This information should be in a confidential file in the counselor's office.
5. All such meetings should begin with a review of the requirements associated with confidentiality as outlined in this document and in other information on confidentiality that are commonly used by school employees.

### CONCLUSIONS

In most cases, being conservative is the best judgment. It is always easier to give additional information later, rather than take back information already given. If there is any question about information dissemination, it is most advisable to discuss the issues with building administrators and, if needed, district administrators, who can then seek legal advice.

# APPENDIX F



Code: **GCAB**  
Adopted: 10/28/09  
Revised/Readopted: 4/09/14, 6/17/15

## **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA – STAFF\*\***

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. At no time whether on 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, capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Personal electronic devices shall be silenced during instructional time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Devices which have the capability to take photographs or record video or audio shall not be used in violation of any applicable Oregon Revised Statutes (public records law, etc.) or United States Code (Children’s Internet Protection Act, etc.) while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during this 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 websites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business.<sup>1</sup> 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, professional and related to school assignments or activities. 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 matter, staff should use district e-mail using mailing lists to a group of students rather than individual students. Texting students during work hours is prohibited. Texting students while off duty is strongly discouraged.

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

## APPENDIX F cont.

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 websites, public websites, blogs, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. 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 of Competent and Ethical Performance for Teachers.

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

### END OF POLICY

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#### Legal References:

ORS 167.057	ORS 163.688	ORS 332.072
ORS 163.432	ORS 163.689	ORS 332.107
ORS 163.433	ORS 163.693	
ORS 163.684	ORS 163.700	
ORS 163.686	ORS 326.011	
ORS 163.687	ORS 326.051	

<sup>1</sup> 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.

U.S. CONST. amend. XVIII, § 1466A

U.S. CONST. amend. XVIII, § 1470

U.S. CONST. amend. XX, § 7906

U.S. CONST. amend. XX, § 6777

Copyrights, Title 17, as amended, United States Code; 19 CFR Part 133 (2001).

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).

HR2/16/12|HP

# APPENDIX G



Code: **IIBGA**  
Adopted: 5/24/95  
Revised/Readopted: 5/27/98; 8/22/01;  
2/28/07; 9/09/09;  
5/28/14; 11/12/14  
Orig. Code(s): IIBGA

## **ELECTRONIC COMMUNICATIONS SYSTEM**

The Board is committed to the development and establishment of a quality, equitable and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching.

The district's system will be used to provide statewide, national and global communications opportunities for staff and students.

The superintendent will establish administrative regulations for the use of the district's system including compliance with the following provisions of the Children's Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
5. Ensuring the safety and security of minors when using e-mail, chat rooms and other forms of direct electronic communications;
6. Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
7. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors;
8. Installing measures designed to restrict minors' access to materials harmful to minors.

The superintendent will establish administrative regulations for use of the district's system by staff using their own personal electronic devices to download and store proprietary information including personally recognizable information about the district students or staff. Regulations shall ensure compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability Act of 1996 (HIPPA).

The administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Government Standards and Practices Commission and will include a complaint procedure for reporting violations.

The Superintendent will also establish administrative regulations for use of the district's electronic communications system to comply with copyright law.

# APPENDIX G cont.

Failure to abide by district policy and administrative regulations governing use of the district's system may result in the suspension and/or revocation of system access. Additionally, student violations will result in discipline up to and including expulsion. Staff violations will also result in discipline up to and including dismissal. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

## END OF POLICY

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### Legal Reference(s):

ORS 30.765	ORS 167.080	ORS 339.250
ORS 133.739	ORS 167.087	ORS 339.270
ORS 163.435	ORS 167.090	
ORS 164.345	ORS 167.095	OAR 581-021-0050
ORS 164.365	ORS Chapter 192	OAR 581-021-0055
ORS 167.060	ORS 322.107	OAR 584-020-0040
ORS 167.065	ORS 336.222	OAR 584-020-0041
ORS 167.070		

Children's Internet Protection Act, 47 U.S.C. Sections 254(h) and (l) (2008); 47 C.F.R. Section 54.520(2001).

Copyrights, Title 17, as amended, United States Code; 19 C.F.R. Part 133 (2000).

Oregon Attorney General's Public Records and Meetings Manual, pp. 24-26, Appendix H Department of Justice (2001).

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. Sections 7101-7117.

Drug-Free Workplace Act of 1988, 41 U.S.C. Sections 701-707; 34 C.F.R. Part 85, Subpart F.

Controlled Substances Act, 21, U.S.C. 812, schedules I through V, 21 C.F.R. 1308.11-1308.15 (2000).

Drug-Free Schools and Communities Act Amendments of 1989, P.L. 101-226, 103 Stat. 1928.

Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101-12213; 29 C.F.R. Part 1630 (2000); 28 C.F.R. Part 35 (2000).

Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g C.F.R. Part 99 (2000).

Oregon Government Standards and Practices Commission, Advisory Opinion No. 98A-1003 (July 9, 1998).

No Child Left Behind Act of 2001, P.L. 107-110, Title II, Section 2441.

Americans with Disabilities Act Amendments Act of 2008.

### Cross Reference(s):

IIBGB – Internet Website Web Pages

# APPENDIX G cont.



Code: **IIBGA-AR**  
Revised/Reviewed: 5/24/95; 11/24/98; 10/09/01  
2/06/07; 8/18/09; 8/21/12  
5/28/14; 11/04/14; 4/03/15  
Orig. Code(s): IIBGA-AR

## ELECTRONIC COMMUNICATIONS SYSTEM

### Definitions

1. “Technology protection measure,” as defined by the Children’s Internet Protection Act (CIPA) means a specific technology that blocks or filters Internet access to visual depictions that are:
  - a. Obscene, as that term is defined in Section 1460 of Title 18, United States Code;
  - b. Child pornography, as that term is defined in Section 2256 of Title 18, United States Code; or
  - c. Harmful to minors.
2. “Harmful to minors” as defined by CIPA means any picture, image, graphic image file or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
  - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.
3. “Sexual act; sexual contact” as defined by CIPA have the meanings given such terms in Section 2246 of Title 18, United States Code.
4. “Minor” as defined by CIPA means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minor will include all students enrolled in district schools.
5. “Inappropriate matter” as defined by the district means material that is inconsistent with general public education purposes and the district’s mission and goals.
6. “District proprietary information” is defined as any information created, produced or collected by district staff for the business or education purposes of the district including but not limited to student information, staff information, parent or patron information, curriculum, forms and like items used to conduct the district’s business.
7. “District software” is defined as any commercial or staff developed software acquired using district resources.

### General District Responsibilities

The district will:

1. Designate staff as necessary to ensure coordination and maintenance of the district’s electronic communications system which includes all district computers, e-mail and Internet access;
2. Provide staff training in the appropriate use of the district’s system including copies of district policy and administrative regulations. Teachers will provide similar training to students and other authorized system users at the building level;
3. Provide a system for authorizing staff use of personal electronic devices to download or access district proprietary information, that insures the protections of said information and insures its removal from the device when its use is no longer authorized;

## APPENDIX G cont.

4. Provide a system for obtaining prior written agreement from staff for the recovery of district proprietary information downloaded to staff personal electronic devices as necessary to accomplish district purposes, obligations or duties, and when the use on the personal electronic device is no longer authorized, to insure verification that information downloaded has been properly removed from the personal electronic device;
5. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district's system;
6. Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
7. Install and use desktop and/or server virus detection and removal software;
8. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. A supervisor or other individual authorized by the principal may request instructional technology staff to disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;
9. Prohibit access by minors, as defined by CIPA and this regulation, to inappropriate matter on the Internet and World Wide Web;
10. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including "hacking" and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, chat rooms and other forms of direct electronic communication;
11. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites and in chat rooms, and cyberbullying awareness and response. Specific grade levels addressed will be determined at the building level. All lessons/materials used will be certified as "CIPA compliant" and will cover all three required topics:
  - a. Appropriate online behavior;
  - b. Safety and privacy; and
  - c. Cyberbullying.
12. Determine which users and sites are most applicable to the curricular needs of the district and may restrict user access, accordingly;
13. Determine which users will be provided access to the district's e-mail system;
14. Notify appropriate system users that:
  - a. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, the administrators may review user files and communications;

## APPENDIX G cont.

- b. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent and acknowledge that use may be monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system;
  - c. Information and data entered or stored on the district's computers and e-mail system may become discoverable evidence if a public records request is made or a lawsuit is filed against the district. "Deleted" or "purged" data from district computers or e-mail system may be retrieved for public records disclosure or disciplinary purposes, as deemed necessary by the district;
  - d. The district may set quotas for system disk usage. The district may allow system users to increase their quota by submitting a written request to the supervising teacher or system coordinator stating the need for the increase;
  - e. Passwords used on the district's system are the property of the district and must be provided to supervisors or designated district personnel, as appropriate.
  - f. Transmission of any material regarding any political campaign is prohibited.
15. Ensure all students, staff and nonschool system users complete and sign an agreement to abide by the district's electronic communications policy and administrative regulations. All such agreements will be maintained on file in the school office;
  16. Notify users of known copyright-infringing activities and deny access to or remove the material.

### **System Access**

1. Access to the district's system is authorized to Board members, district employees, and students in grades K-12 with parent approval and when under the direct supervision of staff. District volunteers, district contractors or other members of the public may be as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials.
2. Students, staff, Board members, volunteers, district contractors and other members of the public may be permitted to use the district's system for personal use, in addition to official district business, consistent with Board policy, general use prohibitions/guidelines/etiquette and other applicable provisions of this administrative regulation. Personal use of district-owned computers including Internet and e-mail access by employees is prohibited during the employee's work hours. Additionally, Board member and employee use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.

### **General Use Prohibitions/Guidelines/Etiquette**

Operation of the district's system relies upon the proper conduct and appropriate use by system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of the district's system.

## APPENDIX G cont.

### 1. Prohibitions

- a. The following conduct is strictly prohibited:
  - (1) Unauthorized solicitation of funds;
  - (2) Distribution of chain letters;
  - (3) Unauthorized sale or purchase of merchandise and services;
  - (4) Collection of signatures;
  - (5) Membership drives;
  - (6) Transmission of any material regarding political campaigns.
- b. Attempts to upload, download, use, reproduce or distribute information, data, software, or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use of license agreements;
- c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
- d. Attempts to evade, change or exceed resource quotas or disk usage quotas;
- e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
  - (1) Harmful to minors;
  - (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
  - (3) A product or service not permitted to minors by law;
  - (4) Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
  - (5) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
  - (6) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
- f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
- g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
- h. Attempts to use the district's name or to arrange student meetings in external communication forums such as chat rooms without prior district authorization;
- i. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or access restricted information, resources or networks to which the user has not been given access;
- j. Attempts to circumvent the district network functionality by connecting to proxy servers without the expressed permission of the instructional technology center (ITC) staff.

### 2. Guidelines/Etiquette

Appropriate system use etiquette is expected of all users. Basic fundamentals of such use will be shared with staff via the computer resource teachers annually.

## APPENDIX G cont.

### **Complaints**

Complaints regarding use of the district's Electronic Communications System may be made to the teacher, principal, employee's supervisor or system coordinator. The district's established complaint procedure will be used for complaints concerning violations of the district's Electronic Communication System policy and/or administrative regulation. See Board policy KL - Public Complaints and accompanying administrative regulation.

### **Violations/Consequences**

1. Students
  - a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss or privileges.
  - b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions
  - c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.
2. Staff
  - a. Staff who violates general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law..
  - b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
  - c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by OAR 584-020-0041.
  - d. Violations of ORS 244.040 will be reported to Oregon Government Ethics Commission (OGEC).
3. Others
  - a. Other guest users who violate general system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
  - b. Violations of law will be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

### **Telephone/Membership/Other Charges**

1. The district assumes no responsibility or liability for any membership or phone charges including, but not limited to, data surcharges and/or equipment or line costs incurred by any home usage of the district's system.
2. Any disputes or problems regarding phone services for home users of the district's system are strictly between the system user and their local phone company and/or long distance service provider.
3. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the district.

### **Information Content/Third Party Supplied Information**

1. System users and parents of student system users are advised that use of the district's system may provide access to materials that may be considered objectionable and inconsistent with the district's mission and goals. Parents should be aware of the

## APPENDIX G cont.

existence of such materials and monitor their student's home usage of the district's system accordingly.

2. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the district.
3. System users may, with supervising teacher or system coordinator approval, order services or merchandise from other individuals and agencies that may be accessed through the district's system. These individuals and agencies are not affiliated with the district. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the seller and the system user. The district makes no warranties or representation whatsoever with regard to any goods or services provided by the seller. District staff and administration shall not be a part to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of sellers.
4. The district does not warrant that the functions or services performed by or that the information or software contained on the system will meet the system user's requirements or that the system will be uninterrupted or error-free or that defects will be corrected. The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

## APPENDIX G cont.



Dear Parents:

Your student has been selected to participate in the district's electronic communications program and needs your permission to do so. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

Internet access allows your student the opportunity to reach out to many other people to share information, learn concepts and research subjects by the sending and receiving of messages using a computer, modem and phone lines.

With this educational opportunity also comes responsibility. It is important that you and your student read the enclosed district policy, administrative regulation and agreement form and discuss these requirements together. Inappropriate system use will result in discipline up to and including: revocation of your student's access to the district's system, suspension or expulsion from school, and/or referral to law enforcement officials.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as Internet filtering, please be aware that there may still be material or communications on the Internet that district staff, parents and students may find objectionable. While the district neither encourages nor condones access to such material, it is not possible for us to eliminate that access completely.

Attached to this letter are the following important documents:

1. An agreement for your student to read and sign stating his/her agreement to follow the district's Electronic Communications System policy and administrative regulation. This agreement requires your signature. It must be signed and renewed each year and will be kept on file at the school;
2. The district's Electronic Communications System policy and administrative regulation.

Please review these materials carefully with your student and return the attached agreement form to the school office indicating your permission or denial of permission for your student to participate in the district's electronic communications system.

Sincerely,

Administrator

# APPENDIX G cont.



## Student Agreement for an Electronic Communications System Account Academic Year 2017-2018

Student agreement must be renewed each academic year.

### Student Section

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

I have read the district’s Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in discipline up to and including: revocation of your student’s access to the district’s system, suspension or expulsion from school, and/or referral to law enforcement officials.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Sponsoring Parent

I have read the district’s Electronic Communications System policy and administrative regulation. I will monitor my student’s use of the system and his/her potential access to the Internet and will accept responsibility for supervision in that regard if and when my student’s use is not in a school setting. In consideration for the privilege of using the district’s Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my student’s use, or inability to use, the system including, without limitation, the type of damages identified in the district’s policy and administrative regulation.

Your student will receive access and use of the system as described unless indicated below:

I do not give my permission for my student to participate in the district’s communications system.

Signature of Parent \_\_\_\_\_

Home Address \_\_\_\_\_

Date \_\_\_\_\_ Home Phone Number \_\_\_\_\_

### This space reserved for System Coordinator

Assigned Username: \_\_\_\_\_ Assigned Password: \_\_\_\_\_

# APPENDIX G cont.



## Agreement for an Electronic Communications System Account (Nonschool System User)

I have read the district's Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in suspension or revocation of system access and related privileges and/or referral to law enforcement officials.

In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature \_\_\_\_\_

Home Address \_\_\_\_\_

Date \_\_\_\_\_ Home Phone Number \_\_\_\_\_

This space reserved for System Coordinator

Assigned Username: \_\_\_\_\_ Assigned Password: \_\_\_\_\_

# APPENDIX G cont.



## Agreement for an Electronic Communications System Account (Staff System User)

I have read the district's Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in suspension or revocation of system access and related privileges, and may include discipline, up to and including dismissal and/or referral to law enforcement officials.

I understand that I may use my personal electronic device (PED) for education related purposes and that certain district proprietary information may be downloaded to my PED. I agree that any district proprietary information downloaded on my PED will only be as necessary to accomplish district purposes, obligations or duties, and will be properly removed from my PED when the use on my PED is no longer authorized. I insure that the personal electronic device in use is owned by me, and I am in complete control of the device at all times.

In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature \_\_\_\_\_

Home Address \_\_\_\_\_

Date \_\_\_\_\_

Home Phone Number \_\_\_\_\_

This space reserved for System Coordinator

Assigned Username: \_\_\_\_\_

Assigned Password: \_\_\_\_\_

# APPENDIX H



Code: **IIBGB**  
Adopted: 5/27/98  
Revised/Readopted: 8/22/01, 5/28/14  
Orig. Code(s): IIBGB

## WEB PAGE

The district encourages the publication of web pages to foster creativity and communication.

All web pages must comply with administrative regulation IIBGB-AR – Web Page Guidelines.

Failure to comply with this policy and applicable administrative regulations will result in discipline including suspension of district Internet privileges and/or referral to law enforcement, if appropriate.

### District Website

The district's web site provides a resource for obtaining information about the district and for informing patrons about district, school and/or classroom activities. Requests for publication of information on the district web site should be directed to the district's webmaster in care of the instructional technology center.

### Staff Web Pages

Staff may create web pages:

1. As part of a class activity;
2. To provide a resource for other staff; and/or
3. To provide information about their department.

Staff web pages become part of the district web site. Coordination with and the approval of the district's webmaster are required before staff pages are added to the district site.

Staff members linking outside sites to the district server are responsible for checking all material and links prior to submission. Outside sites must meet district standards identified in administrative regulation IIBGB-AR – Web Page Guidelines.

### Student Web Pages

Students may, with staff sponsorship, create web pages for publication on the district's web site, that are primarily academic, educational and research oriented.

Student work may be published, with parent permission, only if related to a class project or other school activity. Such work shall not reveal personally identifiable information or prohibited directory information.

### Others

The district may allow other organizations (e.g., parent-teacher groups, booster clubs, etc.) to create web pages, which would become part of the district's website.

## END OF POLICY

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### Legal Reference(s):

ORS 332.107

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2011).  
Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2006).

# APPENDIX H cont.



Code: **IIBGB-AR**  
Revised/Reviewed: 10/09/01; 5/28/14  
Orig. Code(s): IIBGB-AR

## WEB PAGE GUIDELINES

All web pages must follow district guidelines and be approved by the principal and /or webmaster prior to publication.

### Content

All web pages must:

1. Contain name, address and district e-mail address of the author. Student web pages shall use the sponsoring staff member;
2. Be grammatically correct with no spelling errors. Spell checking and proofreading are required;
3. Contain current and accurate information;
4. Include a copyright statement, if appropriate;
5. Use formats approved by the district's web master;
6. Contain a created or modified date and the name or initials of the person responsible;
7. Identify district affiliation and if the site has multiple pages, contain a return link to return to the home page.
8. The home page must contain a return link to the district's home page.

Links to other than district sites are subject to approval by the webmaster. All links should be checked regularly and revised as necessary.

Use of web pages for financial gain is prohibited.

### Standards

Web-page authors shall:

1. Comply with Board policies, administrative regulations, these guidelines and copyright laws;
2. Respect the rights of others;
3. Maintain the privacy of others;
4. Use websites for academic, educational and research purposes only;
5. Use conventions of standard English or other languages.

Web-page authors shall not:

1. Display abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit or illegal material;
2. Use website for commercial, purchasing or illegal purposes.

## APPENDIX H cont.

### **Disclaimer**

The following disclaimer must be accessible from the home page of any web site.

The district has made every reasonable attempt to ensure that the district's web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the district's electronic communications policy.

### **Student Safeguards**

1. Web page documents may include a student's first and last name unless a photo is involved, in which case only the student's first name may be used;
2. Documents may not include a student phone number, address, names of other family members or names of friends;
3. Published e-mail address is restricted to the sponsoring staff members;
4. Decisions on publishing student pictures will be made by the principal, after determining that the student's parents have not objected to such publication under Policy JOA.

### **Maintenance**

Maintenance of web pages, including the timely update of information and periodic checks of links, is the responsibility of the author. Web pages not up to date may be removed by the webmaster.

The district reserves the right to remove web pages, and if necessary, access to user accounts, without prior notice, if the content is unacceptable.

### **Privacy**

There shall be no expectation of privacy for information stored in or transmitted with district equipment. The district webmaster may review web page to maintain system integrity and to monitor appropriate use of district equipment. Illegal activities will be reported to the appropriate authorities.

# APPENDIX I



Code: **GBNA**  
Adopted: 2/24/10  
Revised/Readopted: 4/09/14, 5/27/15  
Orig. Code(s): GBNA;GBNAA/JFCFA

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING/ CYBERBULLYING/MENACING - STAFF**

The Board is committed to providing a positive and productive learning and working environment. To this end, acts of hazing, harassment, intimidation, bullying, cyberbullying or menacing of staff, students, or third parties is strictly prohibited and shall not be tolerated in the district. This includes, but is not limited to, such activities through the use of electronic devices. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is also strictly prohibited.

“Third parties’ include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at intradistrict athletic competitions or other school events.

“District” includes district facilities, district premises and nondistrict property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the control of the district or where the employee is engaged in district business.

Staff whose behavior is found to be in violation of this policy will be subject to 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 Board. Students found in violation of this policy will be subject to discipline up to and including expulsion.

The district may revoke the privilege of any personnel who use district equipment or electronic communication systems to engage in cyberbullying, to use any district electronic equipment under the procedures of policy IIBGA – Network Systems (Acceptable Use Guidelines).

Individuals may also be referred to law enforcement officials. Licensed staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

The superintendent is directed to develop an administrative regulation to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures, and provisions to ensure notice of this policy is provided to students, staff and third parties.

END OF POLICY

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### **Legal Reference(s):**

ORS 163.190  
ORS 163.197  
ORS 166.065

ORS 166.155 – 166.165  
ORS 332.072

ORS 332.107  
ORS 659A.030

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

# APPENDIX J



Code: JFCF  
Adopted: 3/10/10  
Readopted: 8/14/13, 9/24/14, 1/13/16  
Orig. Code(s) JFCFA/GBNAA

## **HAZING/HARASSMENT/INTIMIDATION/MENACING/BULLYING/ CYBERBULLYING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE – STUDENT\*\***

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

Hazing, harassment, intimidation, bullying, cyberbullying or menacing by students, staff and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and similarly prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also prohibited. False charges made by students shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment, bullying, cyberbullying or coercion. Students may also be referred to law enforcement officials.

The principal and/or Superintendent are responsible for ensuring this policy is implemented.

### **Definitions**

1. “District” includes district facilities, district premises and nondistrict property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.
2. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
3. “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 district 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; 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.

## APPENDIX J cont.

4. “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 district grounds, at any district-sponsored activity, on district provided transportation or at any official district bus stop that maybe based on, but not limited, to the protected class status of a person having the effect of:
  - a. Physically harming a student or damaging a student’s property;
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
  - c. Creating a hostile educational environment including interfering with the psychological wellbeing of the student.
5. “Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation<sup>1</sup>, national origin, marital status, familial status, source of income or disability.
6. “Bullying” is defined as unwanted aggressive behavior between people that involves a real or perceived power imbalance and is repeated over time.
7. “Teen Dating Violence” means:
  - a. 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
  - b. 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.
8. “Domestic violence” means abuse as defined by the Oregon Revised Statute (ORS 107.705 between family and household members, as those terms are described in ORS 107.705.
9. “Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property/equipment to violate this policy.
10. “Retaliation” means hazing, harassment, intimidation, or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, bullying, cyberbullying, menacing, teen dating violence or retaliation.
11. “Menacing” includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

### Reporting

The principal<sup>2</sup> will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal or superintendent who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the principal or superintendent. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing, or an act of cyberbullying to the principal or superintendent may be subject to remedial action up to and including dismissal. Remedial action may not be based solely on an anonymous report.

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<sup>1</sup> “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.

<sup>2</sup> Required by state law House Bill 2599 (HB 2599). All other bracketed language exceeds the requirements of HB 2599 and is under Board authority ORS 332.107.

## APPENDIX J cont.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the principal or superintendent who have overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the principal or superintendent who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with administrative regulations and district complaint procedures.

The district shall incorporate into existing training programs for students' information related to the prevention of, and the appropriate response to, acts of hazing, harassment, intimidation, menacing, bullying, or cyberbullying.

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

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student and employee handbook, school website, and in the school and district office and the development of administrative regulations, including reporting and investigative procedures. Complaint procedures, as established by the district, shall be followed.

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 the ODE.

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### END OF POLICY

#### Legal Reference(s):

ORS 163.190	ORS 339.107	OAR 581-021-0045
ORS 166.065	ORS 339.240	OAR 581-021-0046
ORS 166.155 – 166.165	ORS 339.250	OAR 581-021-0055
ORS 174.100 (6)	ORS 339.254	OAR 581-022-1140
ORS 332.072	ORS 339.351 to –339.366	

Title VI of the Civil Rights Act of 1964, 42 U.S.C § 2000d (2006)

#### Cross Reference(s):

GBN/JBA – Sexual Harassment  
JBA/GBN – Sexual Harassment  
JFCM – Threats of Violence

# APPENDIX K



Code: **IA**  
Adopted: 4/24/85  
Revised/Readopted: 12/12/90; 12/08/99  
4/28/10; 5/28/14  
Orig. Code(s): 7100; IA/IAA

## INSTRUCTIONAL GOALS

In establishing an effective educational program as part of the students' total education, the district recognizes the importance of developing a partnership that promotes the involvement of staff, parents and the community through such means as 21<sup>st</sup> Century Schools Councils and advisory committees.

The district is committed to a continual process of collaborative decision making and goal setting that supports the physical and cognitive growth and development of students around the following characteristics:

1. Provides equal and open access and educational opportunities for all students regardless of their linguistic background, culture, race, gender, sexual orientation, capability or geographic location;
2. Assumes that all students can learn and establishes high, specific skill and knowledge expectations and recognizes individual differences at all instructional levels;
3. Provides special education, compensatory education, linguistically, and culturally responsive education and other specialized programs to all students who need those services;
4. Provides students with a solid foundation in the skills of reading, writing, verbal communication and problem solving;
5. Provides opportunities for students to learn, think, reason, retrieve information, use technology and work effectively alone and in groups;
6. Provides for rigorous academic content standards and instruction in mathematics, science, English, history, geography, economics, civics, physical education, health, the arts and world language;
7. Provides students with an educational background to the end that they will function successfully in a constitutional republic, a participatory democracy and a multicultural nation and world;
8. Provides students with the knowledge and skills that will provide the opportunities to succeed in the world of work, as members of families and as citizens;
9. Provides students with the knowledge, skills and positive attitude that lead to an active, healthy lifestyle;

## APPENDIX K cont.

10. Provides students with the knowledge and skills to take responsibility for their decisions and choices;
11. Provides opportunities for students to learn through a variety of research-based instructional strategies consistent with district practices;
12. Emphasizes involvement of parents and community in the total education of students;
13. Provides instruction for students in pro-social skills to participate in a safe, educational environment;
14. Supports students' academic growth beyond proficiency in academic content standards and encourages their attainment of individual goals; and
15. Utilizes valid and reliable data for evaluating the effectiveness of curriculum, instruction, resource allocation and school improvement.

### END OF POLICY

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Legal Reference(s):

ORS 329.025  
ORS 329.125  
ORS 336.067

OAR 581-022-1020  
OAR 581-022-1030  
OAR 581-022-1210

OAR 581-022-1340

# APPENDIX L



Code: **JHFE**  
Adopted: 2/13/91  
Readopted: 10/23/91; 10/09/96;  
11/09/05; 5/29/08;  
3/10/10; 6/20/12;  
9/24/14  
Orig. Code(s) JHFE

## **REPORTING OF SUSPECTED ABUSE OF A CHILD**

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect, as defined in state law, by any adult or by a student with whom the employee is in contact has abused a child, will immediately notify the Department of Human Services (DHS) or the local law enforcement agency (LEA). The district employee shall also immediately inform his/her supervisor, principal or superintendent.

Abuse of a child by district employees or by students will not be tolerated. All district employees are subject to this policy and the accompanying administrative regulation. If a district employee is a suspected abuser, reporting requirements remain the same. The district will designate the superintendent or designee to receive reports of abuse of a child by district employees and specify the procedures to be followed upon receipt of an abuse report. In the event the designated person is the suspected abuser, the superintendent or designee shall receive the report of abuse. The district will post in each school building the name and contact information of the person designated to receive child abuse reports, as well as the procedures the superintendent or designee will follow up on receipt of a report. When the superintendent or designee takes action on the report, the person who initiated the report must be notified.

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.

Upon request, the district shall provide records of investigations of suspected abuse of a child by a district employee or former district employee to law enforcement, Oregon Department of Human Services and Teachers Standards and Practices Commission.

Any district employee participating in good faith in the making of a report, pursuant to this policy and Oregon law and who has reasonable grounds for the making thereof, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of any such report. Further, the initiation of a report in good faith about suspected abuse of a child 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 abuse of a child by a district employee or a student, in good faith, the student will not be disciplined by the Board or any district employee. Intentionally making a false report of abuse of a child is a Class A violation.

## APPENDIX L cont.

District staff shall receive training each school year in the prevention and identification of abuse of a child and on the obligations of district employees under ORS 419B.005 and as directed by Board policy to report suspected abuse of a child. In addition, training for parents and legal guardians of students attending district schools shall be made available on the prevention, identification of abuse of a child, and the obligation of district employees to report suspected abuse of a child, separate from district staff training. Training designed to prevent abuse of a child will be made available to students attending district operated schools.

The superintendent shall implement such regulations as are necessary to accomplish the intent of this policy and to comply with state law.

### END OF POLICY

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#### Legal References:

ORS 339.370 to 339.400

OAR 581-022-0711

ORS 418.746 to -418-751

ORS 419B.005 – 419B.050

HB 4016 (2012)

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)

R 5/23/12

# APPENDIX M



Code: GCCB/GDCB/IKAAA  
Adopted: 5/08/13  
Readopted: 4/09/14, 5/28/14

## DISTRICT EQUITY POLICY

The Board is committed to the success of every student in each of our schools and achieving our mission of:

All students think, achieve and make a difference in the world.

We are focused on our non-negotiable academic goals that prepare district students to graduate college and/or career ready, which are:

1. We believe that race, ethnicity, economic circumstance, primary language and special needs do not predict academic success; but rather
2. We believe culturally responsive staff and effective use of research based instructional strategies predict academic success.

Educational equity means raising the achievement of all students while:

1. Narrowing the gaps between the lowest and highest performing students; and
2. Eliminating the racial predictability and disproportionality of which student groups occupy the highest and lowest achievement categories.<sup>1</sup>

Disparities in student performance are directly at odds with our belief that all students can achieve. The responsibility for the disparities among students rests with the adults, not the children. We will work persistently to close the gap in student outcomes by creating a school environment that provides support and academic programs for all students.

The Board authorizes the Superintendent to develop procedures to implement this policy, including an action plan with clear accountability and metrics to:

1. Identify and eliminate practices that lead to the over-representation of students of color in areas such as special education and discipline, and the under-representation in high school graduation and in programs such as talented and gifted and advanced placement courses;
2. Ensure we are accurately and comprehensively documenting and addressing harassment and discrimination concerns for all stakeholders;
3. Empower all families, including under-represented families and those whose first language is not English, as partners in their child's education, school planning and district decision making;
4. Recruit and employ staff that reflects the diversity of our student body. (In alignment with the Oregon Minority Teacher Act (ORS 342.437 to 342.449));
5. Develop, support and retain staff at all organizational levels who are responsive to racial, linguistic and cultural differences; and
6. Align resources to attain educational equity.

## APPENDIX M cont.

The Superintendent will report to the Board progress on the action plan at least annually. The report shall be based on the annual goals of the district's Equity Team that are determined in partnership with the Superintendent and reviewed by the Board.

### Definitions

“Equity” is the idea that EACH and EVERY learner will receive the necessary resources they need individually to thrive in Oregon’s schools no matter what their national origin, race, gender, sexual orientation, differently abled, first language or other distinguishing characteristic.

“Race” is a social-not biological-construct. We understand the term “race” to mean a racial or ethnic group that is generally recognized in society and often, by government. When referring to those groups, we often use the terminology “people of color” or “communities of color” (or a name of the specific racial and/or ethnic group) and “white”.

“Under-represented students” are students who have been denied access to some educational opportunities because of their race, ethnicity, English language proficiency, socioeconomic status, gender, sexual orientation, differently abled or geographic location.

“Achievement Gap” refers to the observed and persistent disparity on a number of educational measures between the performance of groups of students, especially groups defined by gender, race, ethnicity and socioeconomic status.

“Racial Predictability/Disproportionality” means the over-representation of students of color in areas that impact their access to educational attainment and their under-representation in various advanced learning programs.

“Culturally Responsive” means to recognize the diverse cultural characteristics of learners as assets. Culturally responsive teaching empowers students intellectually, socially, emotionally and politically by using cultural referents to impart knowledge, skills and attitudes.<sup>2</sup>

END OF POLICY

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### Legal Reference(s):

ORS 342.437 to 342.449

ORS 332.107

<sup>1</sup>Glenn Singleton and Curtis Linton. *Courageous Conversations About Race*, p. 46 (2006)

<sup>2</sup>Ladson-Billings, Gloria (1994). *The Dreamkeepers: Successful Teachers of African American Children*.

# APPENDIX N



Code: **IBB**  
Adopted: 5/28/14

## **FREEDOM OF EXPRESSION/TEACHERS**

The Board seeks to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, and to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Freedom of expression, as defined by federal and state law and by Board policy, will be guaranteed to teachers to create a classroom atmosphere that allows students to raise questions dealing with critical issues.

A teacher's academic freedom is his/her right and responsibility to study, investigate, present, interpret and discuss all relevant facts and ideas in the field of his/her professional competence. As a professional, the teacher strives to maintain a spirit of free inquiry, open-mindedness and impartiality in his/her classroom. The teacher is free to present his/her own opinions, as well as, the premise from which they are derived, but must clearly indicate it is their opinion. These opinions, when stated, should appear after the students have discussed the material and issue.

The American academic tradition, which stresses the free exchange of ideas, is at the very heart of classroom teaching and curriculum development. Teachers have special rights and bear special responsibilities.

### END OF POLICY

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#### Legal Reference(s):

ORS 332.072  
ORS 332.107  
ORS 339.880

ORS 339.885

OAR 581-021-0050  
OAR 581-021-0055

Equal Access Act, 20 U.S.C. §§ 4071-4074 (2006).  
Westside Cmty. Bd. Of Educ. v. Mergens, 496 U.S. 226 (1990).  
Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).  
U.S.CONST. amend. I; U.S.CONST. amend. XIV.  
OR. CONST., art.I, § 8.

# APPENDIX O



Code: **GBMA**  
Adopted: 9/14/16  
Readopted: 6/21/17

## WHISTLEBLOWER

When an employee has good faith and reasonable belief the employer has violated any federal, state or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.
4. Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:
  - a. Any member of the Legislative assembly;
  - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
  - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

The district will use the complaint process in the administrative regulation KL-AR – Complaint Procedure to address any alleged violations of this policy.

The district shall deliver a written or electronic copy of this policy to each staff member.

### END OF POLICY

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Legal Reference(s):

ORS 192.501 to -192.505  
ORS 659A.199 to -659A.224

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9<sup>th</sup> Cir. 1984)

Legal Reference(s):

GBM – Connick v. Myers, 461 U.S. 138 (1983).Staff Complaints

## Centennial Mission

Все ученики  
используют свое  
мышление,  
достигают целей и  
вносят вклад в  
общество

*All students think, achieve, and  
make a difference  
in the world.*

Todos los  
estudiantes piensan,  
logran objetivos y  
hacen una diferencia  
en el mundo



### Beliefs

Ethnicity, economic circumstance, primary language & special needs do not predict academic success

Teachers effective use of research-based instructional strategies predicts academic success.

### Goals

Every student:

- performs at grade level in reading, writing and math by the end of 3<sup>rd</sup> grade
- leaves 8<sup>th</sup> grade academically ready for 9<sup>th</sup> grade
- finishes 9<sup>th</sup> grade with credits necessary to graduate on time
- graduates college and/or career ready